Dementia Action Alliance Steering Group

Notes of the Meeting: 31 October 2016

Attendees: Cllr Christine Crisp (Wiltshire Council), Diane Gooch (Wiltshire and Swindon Users Network, David Evans (Calne Memory Club/Comm Health & Social Care Forum), Clare Harris (Calne Town Council) and Trudy King (Calne Town Council)

1. Apologies: Jane Vaughan (Wiltshire Council - Calne Community Area Manager), Andrew Day (Alzheimer’s Society), Tim Mason (Alzheimer’s Support) and Catherine Beswick and Richard Paget (Kingston House)

   Notes of this meeting were taken by Clare Harris/Trudy King

2. To discuss and approve the Action Plan

   The Action plan was discussed and updated to form the minutes of this and agenda of the next meeting (see below).

3. Date and Venue of next meeting

   The next meetings will be held at Calne Town Council offices at 2pm on Monday 28th November 2016.
## Action Plan from 26 September 2016

<table>
<thead>
<tr>
<th>Action</th>
<th>Action Points</th>
<th>Lead Member</th>
<th>Progress/ Update</th>
<th>Funding Required &amp; achieved</th>
<th>Action Completed</th>
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<tr>
<td>Create &amp; develop a Champion’s Network</td>
<td>Encourage attendance at Alliance meetings</td>
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<td>It was noted that we need a broader champion’s network in the Calne area. This network, when developed further, will standalone, and act as a support network to new champions. Ideally this network would be run by a champion not already committed to this group. DP to talk to Camilla and ask for an updated list of Champions in the Calne area. <strong>Pend this information.</strong></td>
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<td></td>
<td>Arrange social events</td>
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<td>Members discussed arranging a more structured social event for Champions in the Calne CA. It was suggested that we arrange a walk and talk around the town, finishing off with Tea &amp; Cake in the Library, with an aim to develop a Dementia Friendly Walk. More info later in Action Plan. <strong>ONGOING</strong></td>
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| Recruit 12 x full members to the CCADAA is first year | Provide an information pack to prospective new members | | Members were happy with the information pack as circulated. CH to do a final check before sending to members. CH to print off some hard copies also. It was suggested that if we could get some sponsorship we could invest in some logo’d folders to hold the information – a more professional approach. 

**CH/TK to make contact with the Royal British Legion, Goughs Solicitors and new hairdressers to arrange DF sessions and recruit as members – and update at next meeting** | | |
The SG now need to develop a **Welcome Pack** for new members. Once the packs are created – these will be delivered by a member of the SG.

- JV/CH met with Simon of Chilvester Finance, explained the process and he went away with his three actions ready. Simon to complete and return his declaration. CH has heard from Simon but no action plan has been received – **CH has sent a final email asking if they still wish to be a member but has had no response.** It was suggested that we email an information pack out to them to jog their memory.

- CH confirmed that Dorothy House have signed up as members on the DAA website. CH has been in touch to thank them/keep them in the loop explaining that Welcome packs will be ready soon and that we will invite them to our first CCADAA meeting.

- CH to sign CTC up as a member at FC on 21 November 2016
- **The Calne Area Board has signed up as a member – CC to confirm their three actions which may come out of the JSA revision at the end of Nov.**
- CC took a pack to pass onto to the Bobby Van Trust to see if they would be interested in becoming a member
- DE has taken a pack for the Memory Club at their next meeting in 3 months time
- **TM suggested that the shops and businesses**
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<th>Continue to coordinate and run dementia friends Sessions in the community area</th>
<th>signed up to Safe Places could be approached to see if they would like to become members. TM is happy to do this. CH to forward TM the list of current ‘Safe Places’ – PEND</th>
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| • Champions to update on sessions run & friends created  
• Request that new members of the Alliance also become Dementia Friends & runs sessions accordingly  
• Continue to target the following groups:  
  ▪ Town Council Parishes  
  ▪ St Mary’s Sports Centre  
  ▪ High St Businesses  
  ▪ Greensquare (handymen)  
  ▪ WC Housing team  
  ▪ GP Practices  
  ▪ Young People  
  ▪ The WI | • CH/TK ran a session for new CTC employees on 14th Sept and created 3 friends.  
• DG ran a session at the Leisure Centre on 29th Sept and created a further 9 friends.  
• DG took this up with the Link via Frank Rumble and is waiting for a response. DG to push this ONGOING  
• TM is meeting with the Calne Rotary this week and will raise this with them - PENDING  
• CH suggested that following the 2017 elections all new Councillors should become DF’s as part of their induction – ONGOING  

Need to find a way to ensure that DF sessions form part of induction packages; Town and Wiltshire Council (following elections), Wilts Police, Fire, Town and Wiltshire Council (new employees) etc. CC ONGOING |
**Encourage & promote activities for people living with dementia and their carers (e.g. The Memory Club)**

- Calne Memory Club to work on a programme of events for next year
- Ask Richard Paget (through Catherine Beswick) of Kingston House for his input
- Find out what activities are already happening in the CCA for those living with dementia and their carers

| Chase PF re the above.  
| CC to contact WC board members and will seek to get a resolution so that it can be taken forward. **CC will re-address this at the next meeting - ONGOING** |

| DE to work with the Memory Club to achieve this - **ONGOING**  
| DE circulated the new programme. **TK to display on boards, CH to post on Facebook.**  
| There was discussion over the possibility of making this a regular thing in Calne. The most attended Alzheimer run session is in Seend (as opposed to Chippenham) as the days is better suited for most but this venue is not easy for everyone to attend. There is a demand/need for Calne to have its own session, however funding would be required to make it sustainable long term. **DG to look in to this in connection with the Older Person’s Champion/Carer’s Champion and feedback.** PF confirmed that Alzheimer’s Support could provide training for a volunteer to run sessions. **DP has spoken with AD with regards the training available but has heard nothing as yet.**  
| A new Memory Club website is being launched [www.calnememoryclub.org](http://www.calnememoryclub.org) - this will go live very soon – DE to confirm when.  
| The Working Group is looking to create a Dementia Friendly walk around Calne (A Walk Down Memory Lane). This project | Funding may need to be sought dependant on suggested activities |
could be driven by the CCADAA, trialled by the Memory Club with assistance from the Heritage Centre (Sue Boddington/Peter Knight?). This could be called)

ONGOING

- Working group should promote the Calne DAA so that events useful to people living with dementia and their carers can be made available.

- Calne Leisure Centre - JV met with Mike Stuart on 23 August who are keen to be involved – **JV to update at next mtg** – JV suggested a number of simple actions they could include in their Action Plan; holding ‘quiet’ swimming sessions, looking at their existing signage etc. (CW suggested looking at ‘Find Signage’ and/or the Alzheimer’s site for examples). If there are any changes that need to be made, these could be incorporated into the plan when the refurb is rolled out. It was agreed that an approach needs to be made with the team at WC who are working on the plans for the Centre so that any measures can be included early in the initial design as opposed to an after thought. CC to raise this with Area Board chairs at a future meeting. This could also be raised at the next AB also. **PEND an update at the next meeting.**

- We still need to work on how to update information regarding events, activities, services and classes available in our area. **ONGOING.**
| Campaigns - Promote, create and report | Raise awareness with the Dementia Roadshow vehicle. | AD to contact Craig Hussey, manager at Sainsburys Calne, manager.calne@sainsburys.co.uk to arrange for a vehicle to be parked outside the store. CH emailed AD a list of dates of |
| Monitor local action plans | • Members to be encouraged to attend Alliance meetings & update on progress or supply written update  
• Community Volunteers to visit and monitor progress | • Ongoing |
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<th>Communication – Promote good practice, opportunities for activity and progress using all forms of media</th>
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<td>• Share good practice with other DAAs in the area.</td>
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<td>• Carry out actions from Dementia Friendly Wiltshire Conference</td>
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<td>• Meet with other champions to share ideas and actions.</td>
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<td>• Carry out the public building audit to check signage etc. <strong>TK/CH to do this for Town Hall, Beversbrook and Town Council Offices by next meeting.</strong></td>
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<td>• Ensure that we encourage 12 local businesses to become alliance members in our 1st year as CCADAA – <strong>deadline of approx. Feb 2017</strong></td>
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<td>• Continue to raise awareness holding by regular DF information sessions.</td>
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<td>• JV has been approached by Eartunes Radio who are keen to do a piece on the CCADAA. JV to find out more and suggest that DG, as our spokesperson goes to talk to them. This could be a good platform to publicise the Black Mat Audit. We could also approach BBC Wiltshire - <strong>ONGOING</strong></td>
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<td>• It was agreed that whilst the CCADAA is our official title we do need to call ourselves something a little more familiar/approachable. It was agreed that this group will be known as the <strong>Calne Community Dementia Friends.</strong></td>
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<th>RUNNING TOTAL OF DEMENTIA FRIENDS IN CCA</th>
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<td>Please send details of your sessions to Jane Vaughan, so that she can update the running total <a href="mailto:Jane.vaughan@wiltshire.gov.uk">Jane.vaughan@wiltshire.gov.uk</a></td>
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| 350 |

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The meeting closed at 2.50pm.