

# Dementia Action Alliance



## Board Meeting Minutes from 16<sup>th</sup> October 2014

### Details:

**Venue:** Devon House, 58 St Katharine's Way, London, E1W 1LB

**Time:** 1pm to 2:30pm

**Date:** 16/10/2014

### **Attendees:**

- Renee Arceo, Digital Officer, DAA Secretariat
- Peter Ashley - Deputy person with dementia representative
- Mel Blake – representing Co-chair Graham Stokes
- Jeremy Hughes – Not-for-profit Co-chair
- Simon Kitchen – Executive Lead, DAA Secretariat
- Sarah Tilsed, Engagement Officer, DAA Secretariat

### **Phone:**

- Prof Dawn Brooker – Research representative
- Karen Harrison-Denning – Clinical representative
- Dan Snipe (part of meeting) - Treasurer

### **Apologies**

- Prof Alistair Burns – Statutory sector co-chair
- Peter Dunlop – DAA Affiliate person with dementia representative
- Prof Graham Stokes – Private sector co-chair
- Peter Watson – DAA Affiliate carer representative

### Welcome and introductions

Given the number of apologies it was suggested that the meeting may not be quorate with enough Board members to agree a decision. It was agreed that notes would be sent round for all Board members to comment on after the meeting and as a precaution major decisions would be postponed until the following meeting when more Board members would be available.

### Comments on the Strategy

It was agreed that the Strategy was an impressive and clear document. Capacity was raised as an issue although it was acknowledged that this was taken into account. The Board requested the following changes:

- The *objectives* be restated under each job role so it was clearer what each role consisted of.
- The Strategy should be dated for the 2015 calendar year with the DAA Secretariat able to present the 2015 work programme at the Annual Event.
- The Board agreed in principle that there needs to be more local representatives on the Board to reduce tensions between Local and National members.
- The part about involving people with dementia in the *values* should be expanded to provide further detail on the DAA's commitment in this area.
- Promoting activity will be the role of the new Partnership Manager including Right Care and investigating joint work around end of life.
- In regards to the PM Challenge we should change the wording to 'supporting' a successor rather than 'developing'.
- Throughout the document there needs to be consistency, using either 'partnership' or 'relationship'. Also being clear on the number of webinars per year.
- The Board agreed to meet with Department of Health (DoH) before the Annual Event to get their 'buy in' as implementation partners. The Strategy would be sent to DOH members in advance.

#### Action

- DAA Secretariat to amend the DAA Strategy to take account of the changes proposed by the Board.
- The agreed revised Strategy will be circulated to the Board for approval before being sent to the DoH ahead of the proposed meeting with them at DAA Annual Event.

### DAA Impact Survey

- The DAA survey was great ammunition to get another successor to the National Dementia Strategy / Prime Minister's Challenge and was highly praised. A small caveat is that it is not totally representative, however this a challenge for most surveys. The survey should have a section explaining how it was done, who was involved etc. and what were the strengths and weaknesses. The survey should be shared with DAA members and each 'group' of members taking responsibility to take work forward e.g. Bupa could lead on work of care homes. The survey can be used by members but is embargoed by Press until December.

#### Action

- DAA Secretariat will make minor amends to the DAA Impact Survey report and will find members to take ownership of analysis of particular sections.

### Board member contributions

- Member contributions are starting to come in for 2014/15. Some members are giving less money as they don't see other members giving.

#### Action

- The DAA Secretariat will start being more assertive with members and the Board will prod members they know that haven't given a contribution. A list of givers and non-givers will be circulated to the Board by DAA Secretariat.

### Any other business

- A DAA Board member asked if there will be a forum on the DAA website. It was suggested on the evaluation form at the Annual Event we could ask if people want a forum, and consider other questions to place on the evaluation form.
- Secretariat to send BSI consultation to members, checking with BSI first.
- Under the *required actions* a Partnership Manager post will be signed off by Alzheimer's Society HR and should be in post by Christmas.