

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 9

meeting date: THURSDAY, 18 JANUARY 2018
title: RVBC AS A DEMENTIA FRIENDLY COUNCIL
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: COLIN HIRST, HEAD OF REGENERATION AND HOUSING

1 PURPOSE

1.1 To agree the actions to becoming dementia friendly.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – The matters addressed in this report support the actions of the Council's Community Strategy to build on the dementia friendly initiative.
- Corporate Priorities – The Council has stated in the corporate strategy a desire to become a dementia friendly Borough which supports the aims of making people's lives healthier and safer.
- Other Considerations – None.

2 BACKGROUND

2.1 The Council has supported work on dementia for a number of years initiated through the work of the former Strategic Partnership and continued through the Community Strategy adopted by Policy and Finance Committee in October 2014. Work on becoming a dementia friendly Council was identified as a key area of action during the Year of Health and Wellbeing, which the Council coordinated during 2014/2015 and has continued to progress with a series of projects. In relation to dementia there was significant progress made in instigating activities and promoting community awareness and support for people with dementia. Progress on this was reported to Health and Housing Committee under the Year of Health and Wellbeing agenda in March 2014, Minute 665 refers. Following staff changes, work has focused on supporting partners in relation to dementia, compared to direct delivery by the Council.

2.2 The Council's actions in terms of delivering against the Community Strategy objective in developing the dementia friendly initiative has been to work alongside a number of partners to establish a Dementia Action Alliance for Ribble Valley through which the partners can deliver a range of initiatives, supporting people with dementia. Having a Dementia Action Alliance in place is recognised by the Alzheimer's Society as a key step in delivering a dementia friendly community and this does place the Council with an advantage in terms of its dementia programme. The Ribble Valley Dementia Action Alliance is supported by the Council as a key partner, with the provision of secretariat services and facilitation of meetings. This has provided the Council the opportunity to deliver against its Community Strategy objective, developing dementia care and to participate in a range of activities that supports dementia care in the borough with a minimal resource implication to the Council.

2.3 The growing importance of supporting dementia care in the borough has been further recognised by the inclusion of the aim to become a dementia friendly borough within the Council's Corporate Plan. As Members will be aware a report on the initiative was considered by Committee at its meeting held in October (minute 345 refers) and dedicated working group was established to take forward the initiative which has met to discuss in detail the way forward and to identify specific actions. Minutes from the working group meetings are attached as Appendix 1 to this report.

3 ISSUES

3.1 In seeking to support the creation of a dementia friendly borough it is important to recognise that it takes time to develop and implement measures to address dementia and support carers in the wider Ribble Valley community. Formal recognition of dementia friendly communities is governed by a process administered by the Alzheimer's Society who offers guidance and a recognised British Standard accredited pathway. Similar guidance is aimed at individual organisations who seek to become recognised in their own right for the way in which they contribute to the wider community by the way in which they undertake their business.

3.2 The Council has a number of roles to consider when progressing its dementia work as it carries out a range of duties and responsibilities. This includes its community leadership role as well as the services it offers and how those services are delivered. It is proposed that the Council adopts the foundation criteria as a framework to progress this initiative and to provide a basis for action planning. A summary of the foundation criteria is attached at Appendix 2 to this report, together with the proposed actions identified to move the process forward.

3.3 As members are aware work has been undertaken to support the local Dementia Alliance and it is recognised that the Council has an important role in this partnership. It is recommended by the working group that the current support provided by the council be continued in order to help deliver the Council's role in supporting dementia. The formal recognition of the Dementia Action Alliance (DAA) and the further strengthening of links between the Council and the DAA will address key elements of the foundation criteria for the Council. It is proposed that the council's Dementia programme is reported through and monitored by the Ribble Valley Health and Wellbeing Partnership.

3.4 Recent discussions with the East Lancashire Clinical Commissioning Group (CCG) have identified an opportunity for the council to draw on the experience and capacity of the newly appointed Locality Manager to help develop our work around Dementia. Discussions at the beginning of February are anticipated with the new manager once they are in post. This will provide a useful opportunity to look at service areas and possible areas of joint working.

3.5 It is proposed to establish an officer working group to be responsible for implementing the actions and to progress the Council's dementia work, reporting back to the Corporate Management Team and the Health and Well-being Partnership. The Officer group will be responsible for undertaking, on a task and finish basis the more detailed service reviews and making recommendations on key actions to improve services to CMT in regard to Dementia.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – Existing work on dementia is accommodated through partnership work. There are no specific budgets established to deliver against any initiatives. Any additional resource requirements will have to be considered as part of the Council's normal budgeting process.
- Technical, Environmental and Legal – No implications identified.
- Political – The desire to become a dementia friendly borough is a stated objective of the Council.
- Reputation – The Council in becoming a recognised dementia friendly Council will add to the Council's reputation as a community friendly organisation.
- Equality & Diversity – The measures outlined in this report will support the Council's ability to meet its obligations under the equality and diversity legislation.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Note the minutes of the Dementia Working Group attached as Appendix 1 to this report.
- 5.2 Endorse the continued support for the Dementia Action Alliance and ask that the opportunities for further joint working are explored by the Ribble Valley Health and Well-being Partnership.
- 5.3 Endorse as a framework to guide the work of the Council on its dementia initiative, the Alzheimer's Society Foundation Criteria, and agree the Dementia Action Plan each as set out in Appendix 2.
- 5.4 Delegate to the Chief Executive the formation of an Officer Working Group to implement the action plan, reporting progress to the Health and Well-being Partnership as appropriate and keeping this committee informed by means of a 6 month monitoring report.

COLIN HIRST
HEAD OF REGENERATION AND HOUSING

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Dementia files.

**MINUTES OF THE
DEMENTIA WORKING GROUP
HELD ON WEDNESDAY, 4 OCTOBER 2017 AT 4.30PM**

PRESENT:

Councillors: B Hilton (Chair)
S Bibby
P Elms
K Hind
S Knox

Officers: Colin Hirst
Dilys Day

APOLOGIES

Apologies were received from Marshal Scott.

ISSUES PAPER ON DEMENTIA

Members had considered a paper circulated prior to the meeting, incorporating an overview of various aspects of the work required to become a Dementia Friendly Borough Council. This included reference to the Alzheimer's Society outline of characteristics for registration as a Dementia Organisation. Attention was also drawn to the State of the Nation Report on Dementia in 2013.

Councils were encouraged to work in partnership with other community organisations, with examples of contributions arising in respect of planning, housing and adaptations, and transport.

Registration with the Alzheimer's Society would be required, and satisfaction of their criteria, along with compliance with a Code of Practice issued by the British Standards Institution in 2015.

Consideration would need to be given as to how to deliver the officer time required to achieve these goals and to maintain a strategy.

TERMS OF REFERENCE/OBJECTIVES

Colin reported that the Terms of Reference, once drafted, would need to be reported to Health and Housing Committee for ratification. These were likely to be defined by reference to the broader objectives of the working group.

There was discussion on the Council's distinct role in relation to Dementia Awareness and support, and the actions already being undertaken in the wider community by organisations (possibly already registered) who would be partners. There was general agreement on a number of objectives, comprised of:

1. Creation of an environment to enable people with Dementia to live in their own homes for as long as it is safe for them to do so.

2. Support for Lancashire County Council in their Dementia Awareness Campaign.
3. Raising awareness in every aspect of the Borough Council of the need to be Dementia friendly in the community, including staff training as appropriate.
4. Encouragement of the people of the Ribble Valley to become more aware of Dementia, and not to be afraid to approach their GP in respect of concerns.
5. Engagement with people with Dementia and their carers, and creation of a focus group to which to contribute and from which to receive further insight.
6. Working in partnership with relevant partners such as the Dementia Action Alliance, Lancashire County Council, the Police and the Fire Service.

There was discussion of the work already carried out by the Council in relation to or taking account of people with Dementia, including the Dementia Action Alliance, and the extent to which the Council has a role in identifying people with Dementia and directing them for medical assessment.

As a Council, consideration would need to be given to supporting staff to develop an awareness of Dementia, both when relating to colleagues and when looking outwards to the wider community. The Council would need to consider Dementia issues with regard to its buildings, policies and services, with staff being trained as appropriate.

Terms of reference should be framed to guide development of the process and monitor the progression of Ribble Valley Borough Council into becoming a Dementia Friendly Borough Council. There should also be an assessment of where the Council already stands in relation to the criteria for registration, as many systems and processes were already in place, and work should be done to identify gaps in the current processes rather than duplication of existing work.

A PROCESS OF BECOMING A DEMENTIA FRIENDLY COUNCIL

The working group was referred to the 7 foundation criteria identified by the Dementia Action Alliance for registration as a Dementia friendly community. It was explained that the local Dementia Action Alliance had already taken steps to meet these criteria, and that their registration process was already underway. In many boroughs, the process was approached as a partnership between the Council and the Dementia Action Alliance.

There was discussion with regard to the reports that had previously been given on Dementia issues, to the Health and Wellbeing Partnership and the Health and Housing Committee.

There was discussion on the process of delivery, including funding (possibly with assistance from outside bodies such as the CCG if permissible and available) and manpower resources. Consideration also could be given to establishing whether the Dementia Action Alliance could guide or access funds for the process.

The meeting closed at 5.35pm.

MINUTES OF THE DEMENTIA WORKING GROUP HELD ON MONDAY, 18 DECEMBER 2017 AT 2.30PM

PRESENT:

Councillors: B Hilton (Chair)
S Bibby
K Hind

Officers: Marshal Scott
Colin Hirst

APOLOGIES

Apologies were received from Councillor S Knox and Dilys Day. It was reported that Councillor P Elms had resigned from the group.

MINUTES OF LAST MEETING

The minutes of the meeting of 4 October 2017 were approved as a true record.

MATTERS ARISING

There were no matters arising.

DISCUSSION PAPER – COUNCILLOR K HIND

Councillor Hind had prepared a discussion paper, which had been circulated to the group prior to the meeting and which is attached to these minutes. This acknowledged the Ribble Valley Dementia Action Alliance (DAA) as an umbrella organisation for a number of service providers for people with dementia and their carers, and for established Dementia Friendly Communities (which could be groups of any size supporting those with dementia and their carers). The role of Ribble Valley Borough Council was more as an enabling body, whose services could be tailored to support those with dementia, their carers and service providers and Dementia Friendly Communities. This related to a number of aspects of the work carried out by the Council, including planning, housing, leisure, grants, affordable warmth and community transport.

It was agreed that the DAA could not take responsibility for the statutory functions of the Council, but they should work in partnership with the Council. Certain aspects of the DAA and the organisations under their umbrella could attract funding that was not accessible for local authorities.

Members agreed that a collaborative approach was required, without any political considerations.

It was agreed that becoming a Dementia Friendly Borough Council would mean the Council becoming dementia friendly in its provision of services. This would involve training of staff.

A new locality manager was due to take up post at East Lancashire CCG at the end of January 2018, who had experience with dementia issues. It was reported that it might be possible to engage her expertise in sessions for Ribble Valley Borough Council.

Issues were considered, including:

- Denial on the part of those with dementia or a reluctance to accept that their condition fell within the general description.
- There was a need to establish links between the Council and GPs to identify who has particular needs in this respect.
- There could be cross boundary issues for Longridge residents, who fall within the Preston/Mid Lancs CCG area.

In conclusion, Councillor Hind put forward the following approach:

- i) RVBC recognise the DAA.
- ii) There be a recommendation to Health and Housing Committee to continue provision of officer support to the DAA.
- iii) RVBC work with the DAA in the field of dementia.
- iv) RVBC work with the Ribblesdale Locality Manager to become a Dementia Friendly Council (with the Ribblesdale Locality Manager being invited to present to Health and Housing Committee).

DISCUSSION PAPER – COUNCILLOR S BIBBY

Councillor Bibby had prepared a short plan of action for establishment of a Dementia Friendly Council, circulated before the meeting and attached to these minutes. The issues had been largely covered in discussion on the previous item, and in a paper presented to a previous meeting on staff awareness and the work environment.

Issues were extracted and highlighted. It was agreed that the Council should seek to concentrate on particular issues rather than attempting to embrace all aspects of dementia. It was also emphasised that attempts should be made to remove any stigma from those affected by dementia.

The Chairman and Councillor Hind were invited to attend the next meeting of the DAA (or the subsequent one if the next scheduled meeting was the AGM).

BRIEFING PAPER – COUNCILLOR B HILTON

Councillor Hilton had prepared a briefing paper, circulated before the meeting and attached to these minutes. The points raised had already been discussed under the previous items.

NEXT STEPS

Councillor Brunskill had passed on information with regard to the Dementia Buddy scheme organised by Lancashire Fire & Rescue, to seek to avoid those with dementia from going out unsupported and becoming lost. Councillor Bibby explained that this initiative required use of a smart phone, and that for those without such devices a capsule to be carried with relevant information could assist. It was agreed to look for endorsement of adoption of devices to assist in tracking people.

Colin Hirst reported that the Ribble Valley Borough Council framework was in draft with a view to a report being submitted to Health and Housing Committee on 18 January 2018.

OTHER BUSINESS

Marshal Scott had asked how the Council could take steps to support lifestyles that tried to prevent the onset or impact of dementia, within the services already provided by the Council. This could include support for luncheon clubs, exercise and healthy lifestyles, and steps to address loneliness and isolation.

NEXT MEETING

It was agreed that this working group should not meet again, but that the issues be taken on by the Health and Wellbeing Partnership.

The meeting closed at 3.50pm.

Dementia Friendly Communities Recognition Process

This process enables public recognition for work towards becoming dementia friendly.

It asks communities to commit to delivering change and is structured around two key documents:

- BSI Code of Practice for Dementia Friendly Communities – detailed guidance and structure around what dementia friendly looks like and key areas for action.
- Foundation Criteria for Dementia Friendly Communities – seven criteria which help a community understand the way their dementia friendly community should be structured.

It is recommended that communities spend at least three to six months undertaking dementia friendly work before applying for recognition.

In order to apply for recognition as ‘working towards becoming dementia friendly’ the community should be able to:

- Meet the Foundation Criteria (below)
- State what actions the community has taken to date
- State what plans or targets the community has for the future and how the community plans to meet them
- State how the community has involved people affected by dementia in this work

Foundation Criteria

1. *Make sure you have the right local structure in place to maintain a sustainable dementia friendly community*

A local Dementia Action Alliance is the recommended model for this.

2. *Identify a person or people to take responsibility for driving forward the work to support your community to become dementia friendly and ensure that individuals, organisations and businesses are meeting their stated commitments*

For example: Dementia Action Alliance chair, a Councillor/Parish Councillor or local business leader.

3. *Have a plan to raise awareness about dementia in key organisations and businesses within the community that support people with dementia*

For example, leaflets, e-learning, Dementia Friends Champions or healthcare professionals.

4. *Develop a strong voice for people with dementia living in your communities. This will give your plan credibility and will make sure it focuses on areas people with dementia feel are most important.*

Engage those with dementia and take their views on board.

5. *Raise the profile of your work to increase reach and awareness to different groups in the community*

Develop a communications plan to spread the word of your dementia friendly communities plan or local Dementia Action Alliance to the wider community.

6. *Focus your plans on a number of key areas that have been identified locally*

Identify two or three priorities based on local analysis and evidence e.g. transport or local business.

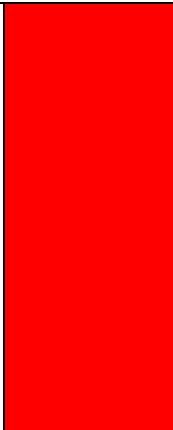
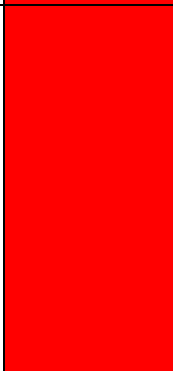
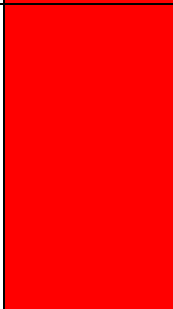
7. *Have a plan in place or system to update on progress of your community after six months and one year*

Set out how you intend to report on progress towards becoming dementia friendly at six months and self-assess annually e.g. focus groups, research, mystery shopper, seeking opinions of local employees.

Dementia Action Plan

Health & Housing (H&H); Head of Regeneration & Housing (HRH);
Officer Working Group (OWG); Corporate Management Team (CMT);
Health and Wellbeing Partnership (HWBP).

FOUNDATION CRITERIA	CRITERIA GUIDANCE	RVBC ACTIONS	LEAD	PROGRESS
Make sure you have the right local structure in place to maintain a sustainable dementia friendly community	A local Dementia Action Alliance is the recommended model for this.	<p>Confirm support and develop working with local DAA</p> <p>Establish Officer group to undertake dementia review and implement actions</p>	<p>H&H COMMITTEE</p> <p>HRH</p>	
Identify a person or people to take responsibility for driving forward the work to support your community to become dementia friendly and ensure that individuals, organisations and businesses are meeting their stated commitments	For example: Dementia Action Alliance chair, a Councillor/Parish Councillor or local business leader.	<p>Chairs of Ribble Valley Health and Wellbeing Partnership and DAA in place.</p> <p><i>Meetings of RVHWBP provide vehicle for reporting joint working.</i></p> <p>.</p>	Relevant Chairs	
Have a plan to raise awareness about dementia in key organisations and businesses within the community that support people with dementia	For example, leaflets, e-learning, Dementia Friends Champions or healthcare professionals.	<p>Staff training programme to be developed to raise awareness and refresh previous training.</p> <p>Identify additional opportunities for Council to assist in awareness raising with relevant partners.</p>	<p>Personnel</p> <p>OWG/HWBP</p>	

<p>Develop a strong voice for people with dementia living in your communities. This will give your plan credibility and will make sure it focuses on areas people with dementia feel are most important.</p>	<p>Engage those with dementia and take their views on board.</p>	<p>Identify additional opportunities to seek views including hosting keynote event.</p>	<p>OWG</p>	
<p>Raise the profile of your work to increase reach and awareness to different groups in the community</p>	<p>Develop a communication plan to spread the word of your dementia friendly communities plan or local Dementia Action Alliance to the wider community.</p>	<p>Develop RVBC Communication programme using Council media</p>	<p>Comms Team</p>	
<p>Focus your plans on a number of key areas that have been identified locally</p>	<p>Identify two or three priorities based on local analysis and evidence e.g. transport or local business.</p>	<p>Undertake service area review to identify priority focus. Agree priority area of joint work with partners.</p>	<p>OWG/CMT/HWBP</p>	
<p>Have a plan in place or system to update on progress of your community after six months and one year</p>	<p>Set out how you intend to report on progress towards becoming dementia friendly at six months and self-assess annually e.g. focus groups, research, mystery shopper, seeking opinions of local employees.</p>	<p>Monitor actions through Ribble Valley Health and Well-being Partnership. Progress report to July Health and Housing Committee.</p>	<p>HWBP HRH</p>	