

Minutes
Coordination of Wrap-Around Services Working Group
1:30pm- 3.00pm, Thursday 27 August 2015
Cockburn Integrated Health
11 Wentworth Parade, Success

Chair: David Cain, Executive Manager, Community Living

Participants: David Cain (UnitingCare West), Karin Mac Arthur (SWMPF), Tracy Foulds (Headwest), Traci Cascioli (St Patrick's Community Support Centre), Jennie Gray (Anglicare), Brent Lippiatt (Department of Social Services), Clory Carrello (Cockburn Integrated Health), Jenni Gordon (SWMPF), Olwyn Craske (Ruah Inreach Fremantle),

Apologies: Paul Hogan (Cockburn Community Care), Antonella Segre (Connect Groups), Megan Richards (UnitingCare West), Nicole Smith (Adult Community Corrections – Department of Corrective Services), Ann McKay (DCPFS), Ann Atkinson (Strong Families), Jade Gallagher (Department of Housing)

1. Welcome, introductions and apologies

The City of Cockburn was thanked for the use of the venue for the workshop and meeting. Karin and Jenni were thanked for their efforts in arranging a successful workshop.

2. Volunteer to take the minutes

Traci Cascioli

3. Approval of minutes of meeting 24 July 2015

Minutes were approved without change

4. Business arising from the previous meeting

The revised evaluation framework and proposed data collection tools documents were emailed out to members two weeks ago. Olwyn has replied with approval. Members were asked to review the documents

and reply to Karin with any suggestions before the end of Friday 28 August. No reply will be taken as approval.

A proposal was made at the SWMPF Steering Committee (Dylan Smith) that the Think Tank (TT) use an independent facilitator. The group discussed the advantages and disadvantages of this proposal and concluded that it would not be advantageous. The meetings need to be chaired by someone with content knowledge and who can provide for continuity. Also there is no budget to engage a consultant for this purpose. David to follow up.

Action

- David to advise Dylan Smith why the working group does not support the proposal to engage an independent facilitator.

5. Workshop debrief

The members agreed that the workshop had successfully achieved all its goals. Brent remarked that the good attendance and level of engagement of the attendees could indicate a thirst for information and collaboration in the sector.

Joel Levin (facilitator) to prepare a report of the feedback from the workshop and Karin and Jenni will draw out themes. These are to be discussed at the next meeting. Karin and Jenni will also draft an action plan of initiatives suggested by participants for the working group to undertake.

The group discussed the title “Best Practice” for the guidelines we will be producing. The group agreed with Brent’s suggestion that this be changed to “Building blocks for effective collaboration”.

The group also discussed the need to make our SWMPF working group’s purpose clearer to other community agencies given the misunderstanding of our role that was evident from the feedback given at the workshop to the question “what can the SWMPF do to better support your work?”

The group agreed we should look at holding regular workshops as part of our efforts to building capacity. This might include a guest speaker. Other suggestions included organising a poster day and a social event.

Action

- Karin and Jenni to draw out themes from the workshop based upon Joel's report. These will be used to inform the group's work plan of initiatives as well as the publication to support inter-agency groups to collaborate as effectively as possible.

6. Evaluation and measurements tools feedback

See "business arising" above.

7. Revised informed consent form feedback

No additional feedback has been provided on the second version of the informed consent form. The form has now been sent to the Leadership Group and is available on the website.

The group discussed the need to better promote the SWMPF and the work of its different groups. Suggestions included developing posters that could be put up in libraries and a regular column in the councils' newsletters.

Action:

Karin to explore opportunities to better promote the SWMPF within the community.

8. Think Tank

Only two agencies- UCW and Anglicare - have responded to the EOI sent out in June for panel members. David is concerned that the purpose of the Think Tank is still not clear and that the pool is still not big enough to proceed. He suggested using the members of the working group to make up the required numbers on the panel, until there is more interest from others. He also suggested opening up the panel membership to all members of the partnership forum.

Olwyn suggested 'selling the idea' as an opportunity to upskill workers. Traci commented on the realistic extent of the systems change advocacy possible and the need to manage expectations. She suggested publishing the date of the Think Tank meeting and the theme/topic as a way of improving interest/commitment of prospective panel members- reasoning that people will be more likely to commit to something if they have a clearer idea of what it is they are committing to.



 Not-for-profit organisations

 Government
(local, State and Commonwealth)

 Business

 Community  Philanthropy

The group decided to make a start in October with members of the CWS group making up the panel if necessary.

David is giving a presentation to the Leadership Group meeting on 4 September about the Think Tank and encourage nominations.

9. Any other business

No further business was discussed.

10. Next meeting

25 September 9am-11am at UnitingCare West, New building-Wesley Centre, Fremantle.