

Minutes

Meeting of the SWMPF Working Group on Coordination of Wrap-Around Services for Individuals with Multiple Needs

9.00am – 11.00am, Friday 25 July 2014

St Patrick's Community Centre, 12 Queen Victoria Street, Fremantle.

Chair: David Cain (Uniting Care West)

Participants: Traci Cascioli (St Pat's), Olwyn Craske (Ruah), Paul Hogan (City of Cockburn), Janice Cuculoska (Atwell Primary School), Megan Richards (UnitingCare West), Barry Dowsett (EDWA), Deborah Whiteside (Department of Housing), Brent Lippiatt (Department of Social Services), Karin Mac Arthur (South West Metropolitan Partnership Forum)

Apologies: Nicole Smith (Adult Community Corrections – Department of Corrective Services); Jennie Gray (AnglicareWA); Antonella Segre (Connect Groups); Ann McKay (Department for Child Protection and Family Support),

1. Appointment of minute taker for the meeting

David requested a volunteer and Olwyn agreed to do them.

2. Welcome, introductions and apologies

Karin welcomed David as the new Chair and thanked him for agreeing to take on this role. Members of the group introduced themselves.

3. Approval of the minutes of meeting 20 June 2014

Minutes were approved without change

4. Business arising from the minutes of 20 June 2014

The following actions were taken:

- Traci circulated a sample Shared Consent Form used at St Pats.
- Karin completed a draft Partnership Agreement Form that can be given out to interagency groups to aid them in their collaborative efforts with their partner agencies.

- Olwyn shared the power point presentation on guidelines for partnerships.
- Antonella and Olwyn circulated documents regarding the new privacy legislation.
- Interagency Interviews: see item 5 below.

5. Update on members' interviews with interagency groups.

- Olwyn requested feedback from Adult Mental Health Collaborative Practices group and SuMMAT group.
- Traci to interview PIR Operations Group.
- Nicole to interview Strong Families Managers group
- Deborah to interview Michelle at Fremantle Multicultural Centre
- Tanya (PIR) interviewing Closing the Gap Team
- Karin made the point that interagency group meetings are generally led by Government agencies and determined by their portfolios. These are a starting point to find out what networks are out there and what gaps there are.

Action: All to feedback at next meeting on interviews conducted using the four questions:

- 1) What are the elements of success?
- 2) What are the barriers to collaborative working?
- 3) How can we (SWMPF working group) add value?
- 4) Are you(interagency group being interviewed) aware of the SWMPF directory of services? Please can you check that your details are up to date.

6. Discussion on draft shared consent form.

Sample consent form was discussed and agreed to be too general in scope. Meagan also indicated that there needed to be a clause advising the client of their right to withdraw consent. Also discussed were: the idea of consent for an issue rather than an agency, the need for an end date on the forms, the need for client's rights under the privacy legislation to be updated, Inclusion of a section for exclusions, the importance of consent being well informed i.e. based on a discussion with the client. Points of agreement were:

- Wording "I provide consent for information to be shared with the following organizations and individuals in relation to the (include relevant issues).
- I don't give permission for the following to be discussed
- Include right to withdraw consent (for sign off by client)

Action: Karin to draft agreed new consent form

7. Discussion on draft partnership Agreement.

Karin explained intent i.e. as a tool to demystify the privacy legislation and give agencies confidence around the sharing of information and working collaboratively. The agreement would be in place for the life of that group whether short-term or ongoing. Agreement is meant to be the gist of it and further tailoring according to the needs of the relevant group can be done, as well as a legal review. She also pointed out that the Agreements could stand alongside / be an addendum to any existing MOUs between the agencies.

Discussion in the group included: stronger wording on commitment to work collaboratively, inclusion of family, emphasis on client informed consent, new duty of care guidelines (risk does not now need to be imminent), storage of information and annual review to encourage working through of issues.

Action: Karin to bring amended Draft Partnership Agreement to next meeting.

8. Update on trial of SWMPF Think Tank between members.

Karin explained that this was a key plank to add value and support SWMPF member organizations. As a first step, working group members were requested to circulate any case studies (anonymized) from their agency, where the work was "stuck" with the view to a one page study being presented at the next meeting for discussion. David suggested the last 20 minutes of each meeting be allocated to this discussion.

Action: Members are invited to circulate a case study and bring to next meeting for Think Tank discussion.

9. Any other business

- Leadership Group meeting next Friday to endorse its ToR. Karin will then draft TOR for this working group.
- The working group agreed that attendance should follow the same guidelines as of the Leadership Group i.e. if 3 consecutive meetings are missed, that person's membership will be reviewed (call from Karin to discuss and encourage to attendance. Proxies acceptable only if nominee is on extended leave).
- Angela Hellewell has left Anglicare and Karin will ask for a new member.
- Members requested to keep Karin informed of any additional interagency groups they become aware of so she can add to our list.

10. Next meeting: The next meeting of the working group will be held at 9-11am on 22 August at Ruah Inreach Fremantle, 266 South Tce (cnr of Nelson street). Street parking only.