



Implementation Plan

for the

Droitwich Spa Meeting Centre (UK)

Deliverable 4.1

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Age UK Droitwich Spa

Age UK Herefordshire and Worcestershire

Alzheimer's Society

Association for Dementia Studies

Dorset House Nursing Home

Droitwich Spa Meeting Centre (Members)

Droitwich Spa & Rural Council for Voluntary Service

Droitwich Spa Forum for Older People

Droitwich Spa Town Council

Sanctuary Housing

South Worcestershire Clinical Commissioning Group

Thursfields Solicitors

Worcestershire County Council

Worcestershire Health and Care NHS Trust

Worcestershire NHS

Worcestershire Wildlife Trust

Wychavon District Council

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1. Introduction

MEETINGDEM¹ is a European JPND funded project (2014 to 2017) which aims to implement and evaluate the innovative Meeting Center Support Programme (MCSP) for people with dementia and their carers. The programme was developed and evaluated in the Netherlands by the department of Psychiatry of VU University medical center, and is being adaptively implemented in three European countries, Italy, Poland and the United Kingdom (UK).

The lead partner in the UK is the Association for Dementia Studies (ADS), with the Alzheimer's Society as the implementation partner. ADS is leading on the evaluation of the efficacy and cost-effectiveness of the implementation; the evaluation of the satisfaction of people with dementia and carers and the evaluation of the implementation process of the MCSP.

Meeting Centres have been successful in the Netherlands for over ten years. The approach is evidence-based and person-centred, focusing on helping both the individual and their family adapt to living with dementia. A permanent professional team of staff and volunteers provide a range of therapeutic, social and informative activities up to 3 days a week.

An Initiative Group of interested parties including people with dementia and their families, volunteers and professionals is involved in planning and implementing a UK 'pilot' Centre that opened in Droitwich Spa, Worcestershire in September 2015. This report on the implementation plan is a result of collaboration between members of the Initiative Group.

The report describes the steps the Initiative Group took to prepare an implementation plan, the composition of the related Working Groups and their key decisions. The process started in September 2014 when the Initiative Group first met and finished in September 2015 when the Droitwich Spa Meeting Centre opened. The Initiative Group operated until July 2015 when it became the Meeting Centre Advisory Group.

¹ www.meetingdem.eu

2. The Working Groups

In this section there is a description of each of the seven Working Groups covering membership and final decisions and agreements.

The Working Groups were:-

- Target Group
- Programme
- Location
- Staffing
- Finance
- Protocol and collaboration
- PR and marketing

The Working Groups followed the Dutch model in terms of title and remit and schedule as set out in the MeetingDem Steps Template (Appendix 1). Note that activity was not sequential with significant overlap as shown in the Working Group schedule (Appendix 2).

Individuals signed up for one or more of the Working Groups in July 2014 although membership varied as overlap between the remit of the Groups became apparent.

The Initiative Group and its Working Groups were operational from September 2014 to the end of June 2015. The Initiative Group met on a monthly basis with the Working Groups taking place prior to these meetings.

2.1 Target Group

2.1.1 Members and their organisations

The Target Working Group consisted of representatives from the Alzheimer's Society, the Association for Dementia Studies, Dorset House Nursing Home, Droitwich Spa & Rural Council for Voluntary Service, Worcestershire County Council and Worcestershire Health and Care Trust.

There was considerable overlap between the Target Working Group and the Programme Working Group both in terms of membership and remit since the programme should reflect the needs of the participants. As a result, and due to considerable progress being made after the second meeting, the Target Group was integrated with the Programme Working Group.

2.1.2 Task and key decisions

The task of the Working Group was to identify the inclusion criteria for people attending the Droitwich Spa Meeting Centre.

Key decisions were:-

- The service is for people with mild to moderate dementia and their carers.
- A 'Carer' is an informal carer and could include spouses, children, grandchildren, friends and neighbours.
- There should be no minimum or maximum age limit.
- Members should have a diagnosis of dementia and would need a referral from the Mental Health Team, the Early Intervention Dementia Service, a General Practitioner (GP), the Alzheimer's Society or another referral service.
- The service should be open and inclusive, and ensure that no one is automatically ruled out (if they have not had a diagnosis then they should be signposted to an appropriate referrer). Therefore it is essential to have a screening / consultation process (post-diagnosis) whereby people's awareness and understanding of dementia can be assessed to ensure that the Centre is appropriate for them.
- Locality for the target group should be set as Droitwich & Ombersley and the surrounding villages (defined by the healthcare system), keeping a defined area for referrals. However, for some individuals who are just outside of the geographical boundaries, we need to assess on a case by case basis to see who attends the Centre.
- It is important to consider how to include individuals from Black and Minority Ethnic groups, making sure that the service is open and welcoming to these individuals also.

2.2 Programme Group

2.2.1 Members and their organisation

The Programme Working Group consisted of representatives from Age UK, the Alzheimer's Society, the Association for Dementia Studies, Dorset House Nursing Home, Droitwich Spa & Rural Council for Voluntary Service, Sanctuary Care, Worcestershire Health and Care Trust and Worcestershire Wildlife Trust. Other members of the Initiative Group contributed to the Working Group as required.

As stated above there is considerable overlap between the Target Working Group and the Programme Working Group both in terms of membership and remit and as a result of this and due to considerable progress being made after the second meeting the Group was integrated with the Programme Working Group.

2.2.2 Task and key decisions

The task of the Programme Working Group was to identify a range of activities based on the Dutch Meeting Centre model for people with dementia and carers attending the Droitwich Spa Meeting Centre.

Key decisions were:-

- The Meeting Centre to be open 3 days a week (Wednesday, Thursday and Friday) 10 am to 4pm. Note this was to some extent dictated by the availability of the venue as other opening days and times had been discussed.
- The Dutch model in terms of programme should be implemented as a basis and then build on and adapted once we have the interest and the client base. This would include regular meetings with staff, people with dementia and carers to ensure that the Centre is a shared responsibility and that people have the opportunity to express their needs and wishes. Appendix 3 is an extract from the MeetingDem Guide (available separately) which details the different elements of the programme for people with dementia, carers and the community.
- The Dutch model of buying, making and eating lunch together should be implemented.
- Welcoming people into the Centre each day is a key consideration.
- Change the environment, wall hangings etc. for different events and activities.
- Consider gender differences in the programme to ensure that we provide activities suitable for both men and women
- Technology is a key feature of the Centre programme – teaching people to use iPads and Skype, opening up a world of possibilities in terms of communication and activities – this could potentially reduce isolation and loneliness for individuals who live alone in rural areas.
- Plan a variety of different activities throughout the day and across days, potentially including
 - Physical activities (e.g. walking groups, linking in with the Wildlife Trust).
 - Education, information and signposting sessions.
 - Counselling for individuals with dementia and their families.
 - Visits from external organisations and individuals.
 - Liaising with local business to set up activities and events out in the local community
 - Flexibility for people who attend the Centre to choose activities to be included.
- Hold a debriefing session for staff and volunteers at the end of the day
- The Meeting Centre should have a core ethos of offering a supportive, informal and friendly programme which helps people to adjust to living with dementia, or to care for and support a loved one who is living with dementia.
- When an individual is referred into the Centre, it is important to gain information about them; what they like to do, what their personality is etc. so that we can tailor a programme which suits the Meeting Centre attendees.
- The methodology of the Meeting Centre model to reactivate, resocialise and/or optimise emotional functioning, based on a psychosocial diagnosis should be followed. This relates to the adaptation-coping model for which the term 'adjusting to change' is being used as this is felt to be more accessible - please see Appendix 4.
- It is important to recognise that the Meeting Centre programme needs to offer tailored activities and sessions for the person living with dementia, family

carers, and both together. Helping and supporting both the individual and their family is vital.

- There are facets of the programme which may need to be outsourced (external to the Meeting Centre staff team) in order to have the best possible expertise and skill base to support attendees and deliver tailored interventions and activities.
- It was felt that the Meeting Centre should be welcoming, informal, warm, friendly, supportive and inclusive, with a focus on having a gentle welcoming session for each day where people can all share in conversation over a drink and nibbles.
- Having a variety of activities running in parallel would be wonderful within the programme, offering people a choice around the type of activity that they want to be involved in; but it is important to ensure that the venue can facilitate this.
- Cognitive stimulation therapy (CST) should be included as an evidence-based intervention which has been shown to help people stay more cognitively active.
- It is important to incorporate open days and public meetings into the programme in order to integrate the Meeting Centre into the local community, raising awareness and reducing stigma around dementia.
- Whilst there will be a structured programme in place, this is viewed as a flexible, partnership arrangement whereby we will welcome input in the programme development from Meeting Centre attendees.
- It is also important as part of this flexibility that we ensure that there are separate spaces within the venue so that people can choose what activities they want to be involved in and have a space to do something else should they wish.

2.3 Location Working Group

2.3.1 Members and organisation

The Location Working Group consisted of representatives from Age UK, the Alzheimer's Society, the Association for Dementia Studies, Dorset House Nursing Home, Droitwich Spa & Rural Council for Voluntary Service, Sanctuary Care, Worcestershire Health and Care Trust and Worcestershire Wildlife Trust and an Independent Adviser. Other members of the Initiative Group also contributed to this Working Group as required.

2.3.2 Task and Key Decisions

The task of the location Working Group was to identify a suitable venue for the Meeting Centre and make recommendations to the Initiative Group regarding Droitwich Spa Meeting Centre.

Key decisions were:-

- The Meeting Centre needs to meet these basic criteria:-
 - Centrally located
 - Convenient car parking
 - A large and a small room - to enable a range of activities to take place as well as a room for information meetings and discussion groups.
 - A kitchen
 - Disabled access and toilet facilities
 - Wi-fi
 - Storage
 - Good acoustics
- The Meeting Centre should be in one location and not multi-site. One location enables continuity and will minimise confusion.
- The Meeting Centre has to be in a location which is accessible to attendees, staff and volunteers.
- It is important to conduct research, via coffee mornings, to understand how potential attendees would be accessing the Centre, and what their preferences would be regarding venue.
- Transport is a key consideration – if people are driving, the town centre venues would necessitate the use of pay and display car parks, and bus services are potentially more accessible for town centre venues.
- In terms of choosing a venue, it is important to know what the programme will look like as this is a key consideration with regards to selecting the location – perhaps the programme group could propose some ideas regarding physical spaces and environment that would be required for each activity and event in the programme outline.
- Droitwich Spa Community Centre was chosen as the venue.

2.4 Staffing Group

2.4.1 Members and their organisation

The Staffing Working Group consisted of representatives from Age UK, the Alzheimer's Society, the Association for Dementia Studies, Dorset House Nursing Home, Droitwich Spa & Rural Council for Voluntary Service, Droitwich Spa Forum for Older People and Worcestershire Health and Care Trust. Other members of the Initiative Group contributed to this Working Group as required.

2.4.2 Task and key decisions

The task of the Staffing Working Group was to identify personnel and volunteer requirements for the Droitwich Spa Meeting Centre.

Key decisions were:-

- The Alzheimer’s Society, as the implementation partner, to employ the staff.
- One manager to be employed along with an activity co-ordinator and a support worker.²
- The project plan should take into account timescales for staff and volunteer recruitment, including time for Disclosure and Barring Service checks (police checks) to be made.
- A Meeting Centre Manager to be recruited to start four months before opening of the Centre – advertising for this post to be implemented six months before opening.
- It is essential to have a Centre Manager who understands and embodies the ethos of the Centre.
- Group (Activity) Co-ordinator and Support Worker to be recruited to start one month before opening of the Centre.
- Training by a member of the Association for Dementia Studies to take place one day a week in the month leading up to opening.
- Mentoring/reflective sessions to take place once a month for five months.
- Staff levels should be monitored so that if individuals are off sick or on annual leave, there is always a good staff level.
- Consistency of staff in the first 6 months of the Centre running is key, as this will help to welcome people in.
- Staffing – this could be referred to as “workforce” as it includes the paid staff team, together with the volunteers and the additional experts who are coming in to the Centre.
- A range of volunteer recruitment strategies to be implemented. There was also a discussion around the skills needed by volunteers, and this was thought to be dependent on the programme.
 - It could be worth considering whether companies may release staff to help with certain activities and to foster working relationships between local businesses who may be interested in engaging with the Meeting Centre.
 - It was suggested that third year Occupational Therapy students could be involved in a support role.
 - It was also mentioned that school leavers could possibly be a great option for volunteers if they are keen to pursue a career in this field. It is a wonderful opportunity to be able to share best practice.

² The number of hours required for each role will depend on a number of factors, including how often centre is open.

2.5 Finance Group

2.5.1 Members and their organisation

The Finance Working Group consisted of representatives from Age UK, the Alzheimer's Society, the Association for Dementia Studies and Droitwich Spa & Rural Council for Voluntary Service. Other members of the Initiative Group contributed to this Working Group as required.

2.5.2 Task and key decisions

The task of the Finance Working Group was to identify funding for the Droitwich Spa Meeting Centre service for one year and to consider strategies for sustainability.

Key decisions were:-

- For people who attend the Meeting Centre, the service will be free to access as this is currently a pilot Centre so we are not looking to source funding for attendance at this point. There may be some costs incurred by Meeting Centre service users with regards to lunches and certain activities, but no attempts will be made to cover running costs from the Meeting Centre attendees.
- It may be worth approaching local individuals and organisations who are interested in helping to fund the Centre in the future, but this will be much easier to do once the Centre is operational.
- Project funding to be used to pay for activity equipment.
- To work with the Town Council who own the premises to:-
 - improve signage and fixtures and fittings;
 - acquire new furniture needed for the smaller meeting room at the the venue (the Community Centre) in order to ensure that people can have private meetings in a comfortable environment;
 - install wi-fi;
 - install a telephonenumber;
 - identify storage space.

2.6 Protocol and Collaboration Group

2.6.1 Members and their organisation

The Protocol and Collaboration Working Group consisted of representatives from Age UK, the Alzheimer's Society, the Association for Dementia Studies and Sanctuary Care and Wychavon District Council. Other members of the Initiative Group contributed to this Working Group as required.

2.6.2 Task and key decisions

The task of the Protocol and Collaboration Working Group was to formulate agreement between all stakeholders involved in delivering or supporting the Meeting Centre.

Key decisions were:-

- Organisations involved in the Initiative Group should have one representative on the Advisory Group except for Worcestershire County Council and Worcestershire Health and Care Trust due to the variety and remit of different roles.
- Terms of Reference for the Advisory Group have been drawn up (see Appendix 4).
- Member organisations to publically sign a pledge at the launch on the 20th November 2015.
- The Patient Public Involvement Group should comprise of members of the Advisory Group

2.7 Public Relations and Marketing

2.7.1 Members and their organisation

The Public Relations (PR) and Marketing Working Group consisted of a range of people working in the field of dementia care from a residential care home, the Association for Dementia Studies, the Alzheimer's Society, the County Council and other third sector organisations. Other members of the Initiative Group contributed to this Working Group as required.

2.7.2 Task and key decisions

The task of the PR and Marketing Working Group was to engage with referrers to attract service users and to market the Meeting Centre to the community.

Key decisions were:-

- Consultation with the local community to be implemented as a key marketing strategy – via coffee mornings, local press and radio.
- Clear distinction was made between disseminating the project and marketing the Meeting Centre, with key contacts identified.
- PR and marketing to be continuous and bite-sized and focus on raising awareness of the Meeting Centre and to keep interest levels high.
- Link publicity into “National Days” in order to optimise media interest.
- The Initiative/Advisory Group to link into Dementia Friendly Droitwich and other related initiatives and services to help promote the Meeting Centre.
- Information leaflets and posters advertising the Meeting Centre should be posted following after the coffee morning consultation event in April 2015 and the May elections when there is more information about the finer details of the Meeting Centre.
- A FAQ sheet to be developed so that this can be incorporated into the general information about the Meeting Centre. This will be available at the coffee morning and will be further developed as this goes along – see Appendix 5.
- Meeting Centre to be publicised at a number of local events throughout the summer.

- Professor Rose-Marie Dröes (leading on the MeetingDem project internationally) to present a seminar at the University of Worcester on November 2nd 2015 – this will help maintain a high profile leading up to the official launch – see below.
- The launch event to take place separately from the opening of the Centre with the Meeting Centre to open on the 23rd September 2015 and the launch to take place on the 20th November at the Centre.
- The Meeting Centre Manager to meet interested potential members one-to-one in order to make sure that people feel comfortable attending the Meeting Centre.
- The Meeting Centre Manager to meet with referrers individually to discuss the referral process and what the Meeting Centre will be offering people with dementia and carers.
- Planning and advertising of Pioneer Workshops (to further disseminate the Meeting Centre Support Programme to other regions in the country) should take place shortly after opening of the Meeting Centre.

3. Conclusion

The Working Groups broadly followed the steps as set out in the Dutch model template in Appendix 1 with adaptations made within the steps to meet local need.

Some of the outputs of the Initiative Group are summarised and demonstrated in:-

- the Meeting Centre outline programme at Appendix 5.
- the Advisory Group Terms of Reference at Appendix 6 which states how it will work collaboratively to optimise (support, signpost and refer) service provision for people with dementia and carers within the framework of the Worcestershire Dementia Care Pathway.
- the Droitwich Spa Meeting Centre flyer at Appendix 7 which sets out who the Centre is for, what the programme will be, where it is located and how it is staffed.

Appendix

Appendix 1 – Initiative Group Steps

Appendix 2 - Working Group Schedule

Appendix 3 – Programme extract from the MeetingDem Guide

Appendix 4 – Adaptation-Coping Model

Appendix 5 – Draft Activity Programme

Appendix 6 - Advisory Group Terms of Reference

Appendix 7 – Droitwich Spa Meeting Centre Flier

Appendix 1 Initiative Group Steps Template

1. Aim initiative/ pioneer group	Cooperation care and welfare organisations regarding implementation and execution of MCSP
2. Organise working groups <ul style="list-style-type: none"> • Target group • Define support programme (PwD, carers) • Location-requirements • Personnel/ volunteers • Financing • Protocol for cooperation • Communication plan/ P.R. 	Participants who are interested Give name + organisation of each participant in a specific working group below And mark * = contact person of this working group
3. Define a time plan	
4. Working groups in action	
4.a. Target group <ul style="list-style-type: none"> • People with dementia and informal caregivers • Inclusion criteria (diagnosis, severity of dementia?) • Exclusion criteria (severe behavioural problems, co-morbidity/wheel chairs?) 	
4.b. Definition support programme <ul style="list-style-type: none"> • Day care centre activities • Support groups • Informative meetings • Case management • Monthly centre meeting • Cooperating partners (who is doing what?) • Assessment of needs for MCSP in the specific region (with a concept flyer about the MCSP) 	
4c. Location requirements <ul style="list-style-type: none"> • Space and rooms needed • Opportunities for social integration • Interior design and materials 	

<ul style="list-style-type: none"> • Safety 	
<p>4d. Personnel/ volunteers</p> <ul style="list-style-type: none"> • FTE needed • Background • Additional education/ training needed? 	
<p>4e. Financing</p> <ul style="list-style-type: none"> • Health insurance funds? • Municipality funds? • Start-up funds? 	
<p>4f. Protocol for cooperation</p> <ul style="list-style-type: none"> • Make a concept text • Show it to cooperating partners • Get their approval • Agree on evaluation period 	
<p>4g. Communication plan/ P.R.</p> <ul style="list-style-type: none"> • Regarding referrers (care/welfare) • Regarding users 	
<p>5. Monthly report of the progress in working groups</p>	
<p>6. Sign the protocol for cooperation</p>	
<p>7. Opening of MCSP</p>	
<p>8. Initiative group will become an advisory group</p>	<p>After opening: frequency of meetings?</p>

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Appendix 2 – Working Group Schedule

Working Group	2015				2016						Initiative Group ends and hands over to Advisory Group
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Target											
Programme											
Location											
Staffing											
Finance											
Protocol											
PR and Marketing											

Key

Periods of more intense activity



Appendix 3 – Programme extract from the MeetingDem Guide

Programme for the participants with dementia

In order to map out how a client functions in how he/she deals with the changes resulting from the dementia, a psychosocial diagnosis and a support plan are needed. Depending on the adaptive tasks the person has trouble with, the emphasis in the activities will be on reactivation, resocialisation or improving the client's emotional functioning. In this way the programme can be tailored to individual clients.

The daytime activity club (three days per week) is open between 10 am and 4 pm. The activities are varied so that all the clients can enjoy them and gain maximum support from them. The elaboration of activities depends on the formulated support strategies. Most Centres start with having coffee and *reading the newspaper* together. One person reads pieces from the newspaper aloud and the participants then discuss it together.

Going shopping together and preparing lunch provides the opportunity for each participant to do what he/she is able to do: choose what to buy, unwrap bread and sandwich filling, stir the soup, set the table and clear the table.

Sometimes the participants will engage each other in conversation or they may *read in books or magazines* or they *sing together*. They can also get creative if materials to *draw or paint* and *arts and crafts materials* are available. *Some centres* have organised creative clubs, like a carpentry club or a choir. Volunteers play a very important role here.

Psychomotor therapy, movement therapy is an important element in the programme. Participants with limited verbal communication skills are able to maintain contact with others, express emotion and experience joy through movement. A 'disco afternoon' with different types of music, games and sporting activities that are compatible with the participants' cognitive level, loosens people up. Participants thoroughly enjoy these afternoons and the movement therapy gives the movement therapists the opportunity to observe the participants.

The Meeting Centres also go on *trips* on a regular basis: a picnic in the woods, a boating trip, a lunchtime concert etcetera. These trips are also intended for the carers, who often make new friends there.

The daytime activity club is informal in nature. Nobody has to do anything they do not like and the diversity of the participating individuals is taken into account. For example, not everyone enjoys the same type of music, or has painting or reading as a hobby. Each participant must be able to really feel at home at the Centre. The way in which the participants are approached is based on reminiscence, reality orientation, warm care and validation.

The atmosphere at the meeting Centre is friendly. Participants and staff members address each other by their first name. After a while the participants consider the daytime activity club 'their club' and the other participants, including carers and centre staff, as their friends.

Programme for the carers

If they want to, carers can also participate in the daytime activity club ('the club'). They can then observe how the staff interacts with the participants with dementia and benefit from what they see. Or they can take the opportunity to go and do something else or relax. In order to map the situation of the carer and the aspects on which he/she needs support, a psychosocial diagnosis is also prepared for the carer and a support plan is formulated.

For the carer the Centre provides *informative/educational meetings* by expert guest speakers from care and welfare organisations in the region.

These meetings are held once per year in a series of ten meetings. The first eight meetings address the following subjects:

- introduction to dementia
- support services
- different types of dementia
- dealing with behaviour problems
- medication and dementia
- accommodation / types of housing
- legal and ethical aspects
- the grieving process of the carer.

The last two meetings have no fixed subject. The carers choose the subjects.

The special thing about the meetings is that they are open to the public, which includes non-Meeting Centre participants.

The *discussion groups* are led by the programme coordinator, together with a discussion group expert, for example an employee from a home care or mental health organisation. The discussion groups, unlike the informative meetings, are intended only for participating carers. They are held every other week. The weeks in between are reserved for the informative meetings. Some centres have reduced this frequency to relieve the burden on the carers.

At first the discussion groups talk mainly about the subjects addressed in the informative meetings. Later on more and more subjects come up for discussion. These are presented by the participants.

The carers (possibly together with the person they are caring for) can also utilise a *consultation hour*. Here they can express any individual problems they may have. These may concern practical questions, but also emotional support or personal questions, for example about holidays or modifications to the home. The programme coordinator who handles the consultation hour can also help people find their way to other relevant care and welfare services. He/she also provides case management by organising the necessary care.

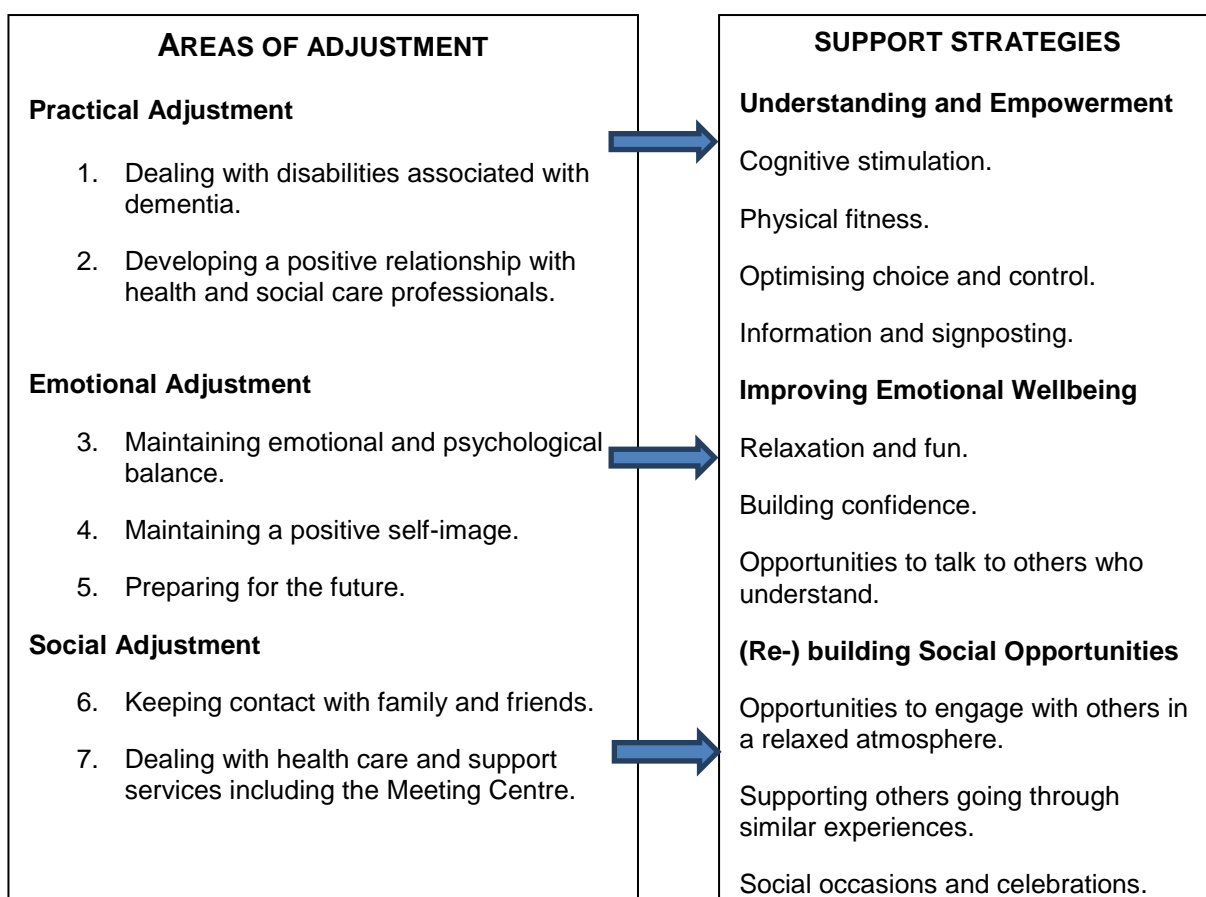
Non-participants can also make use of the consultation hour. People from the neighbourhood looking for information on dementia are welcome.

The consultation hour prevents the programme coordinator from being bombarded with individual questions and telephone calls during the activities. Naturally, carers are free to talk to the coordinator before and after the activities.

Appendix 4 - The Adaptation-Coping Model (Adjusting to Change)

The Meeting Centre Support Programme is based on the *'Adaptation-Coping Model'* developed by Professor Rose-Marie Dröes from the Netherlands. In the UK we are referring to this as the *'Adjusting to Change Model'*. Put simply, this recognises that when someone has a diagnosis of dementia there are many changes that the person and their family have to adjust to. Long-term coping will be better in people and their families who are supported to adjust well to these changes from early on. The programme at the Meeting Centre is based on helping people to adjust to living with dementia in a positive way.

Seven key areas of adjustment are identified. These cover practical, emotional and social aspects of life for those affected by dementia. An initial assessment is undertaken with the person diagnosed with dementia and their family. This looks at how the person and their family are currently coping within these areas. Support strategies can then be put in place as needed to help individuals and families to find positive ways to adjust. These areas and possible support strategies are outlined below.



Support strategies will vary depending on each individual person and family. These are reviewed regularly to check whether coming to the Meeting Centre is having a positive impact. This is a process that is on-going and includes both the person living with dementia and their main family carer.

Appendix 5 - Example activity programme

	Wednesday 23 rd September		Thursday 24 th September		Friday 25 th September	
AM	Welcome Tea and Coffee Biscuits		Welcome Tea and Coffee Biscuits		Welcome Tea and Coffee Biscuits	
	Newspaper Group Current Affairs Discussion Life Story – school day memories Shopping for lunch	Arts and crafts- Harvest Festival Adult colouring book theme Shopping for lunch	Historical Walk with Civic Society and the Norbury Theatre Group	Newspaper Group, Reminiscence that was the year that was: This year we will be remembering 1970 Songs of the 1970s (Ipad youtube Bluetooth speakers)	Cognitive Stimulation Group	Musical Memories Theme Workdays Songs that are related to work such as workers playtime, right said Fred and others we can remember (Ipad youtube and speakers)
12:30pm	Lunch		Lunch		Lunch	
PM	Wednesday	Wednesday	Thursday	Thursday	Friday	Friday

	Oomph Exercise	Flower arranging making bouquets to take home	Circle Dancing Poetry Reading Poems related to Harvest Festival	Woodwork Building bird boxes for Vines park with Worcestershire Wildlife Trust	Oomph Exercise 'Let the Party Begin' Songs we remember, name the song titles with a colour in them (Ipad red red wine little white bull blue moon yellow submarine etc)	Sporting Memories This week we be looking at Football, Sporting Pinks, Spot the Ball and games,players we remember
	Afternoon Cream Tea	Afternoon Cream Tea	Tea and Cake	Tea and Cake	Tea and Cake	Tea and Cake
	Members Discussion on day	Members Discussion on day	Members Discussion on day	Members Discussion on day	Members Discussion of day	Members Discussion of day
	Home	Home	Home	Home	Home	Home

Appendix 6 - Terms of Reference



Terms of Reference Droitwich Spa Meeting Centre Advisory Group

Remit

- To work collaboratively to optimise (support, signpost and refer) the Droitwich Spa Meeting Centre service provision for people with dementia and carers within the framework of the Worcestershire Dementia Care Pathway.
- To advise the Association for Dementia Studies as the MeetingDem³ UK Project Lead and the Alzheimer's Society as the Implementation Partner as required on:-
 - strategic and operational aspects of the Droitwich Spa Meeting Centre including adherence to the Meeting Centre Support Programme philosophy and further development of the support offer.
 - the MeetingDem project including evaluation and contribution to the Patient Public Involvement Group.

Member organisations will commit to the above remit by signing a pledge.

Frequency of meetings

The Advisory Group will meet 4 times over the first year of operation of the Droitwich Spa Meeting Centre.

Duration of the Advisory Group

One year of operation in alignment with the MeetingDem project - 1st September 2015 to 31st August 2016. Any extension of the Advisory Group's term of office and review of the Terms of Reference will take place at the penultimate meeting.

Membership

- One representative from each of the organisations (except for Worcestershire County Council and Worcestershire Health and Care Trust) involved in the Droitwich Spa Meeting Centre Initiative Group. Nominated persons to cover absences. Other organisations or individuals may be co-opted as required.
- Representation from the Association of Dementia Studies including the Link Group.
- Representation from the Alzheimer's Society.

Chair

The Chair will be agreed and appointed at the first meeting of the Advisory Group. The Chair will be the point of contact between the Advisory Group and ADS and the Alzheimer's Society.

³ <http://www.meetingdem.eu/>

Recording of Meetings

ADS will take responsibility for recording the meetings, distributing minutes of the meetings and monitoring actions arising.



Annexes A and B – The Pledge and List of Organisational Members

Annex A to the Droitwich Spa Meeting Centre Terms of Reference

The Droitwich Spa Meeting Centre Pledge

We, *name of organisation*, pledge to commit to the Droitwich Spa Meeting Centre under its Terms of Reference:-

- To work collaboratively to optimise (support, signpost and refer) the Droitwich Spa Meeting Centre service provision for people with dementia and carers within the framework of the Worcestershire Dementia Care Pathway.
- To advise the Association for Dementia Studies as the MeetingDem UK Project Lead and the Alzheimer's Society as the Implementation Partner as required on:-
 - strategic and operational aspects of the Droitwich Spa Meeting Centre including adherence to the Meeting Centre Support Programme philosophy and further development of the support offer.
 - the MeetingDem project including evaluation and contribution to the Patient Public Involvement Group.

Signed _____

On behalf of _____

Date _____

Annex B to the Droitwich Spa Meeting Centre Terms of Reference

Member Organisations

- Age UK Droitwich Spa
- Age UK Herefordshire and Worcestershire
- Alzheimer's Society
- Association for Dementia Studies
- Dorset House Nursing Home
- Droitwich Spa Meeting Centre (Members)
- Droitwich Spa & Rural Council for Voluntary Service
- Droitwich Spa Forum for Older People
- Droitwich Spa Town Council
- Sanctuary Housing
- South Worcestershire Clinical Commissioning Group
- Thursfields Solicitors
- Worcestershire County Council
- Worcestershire Health and Care Trust
- Worcestershire NHS
- Worcestershire Wildlife Trust
- Wychavon District Council

Appendix 7 – Droitwich Spa Meeting Centre Flier

Droitwich Spa Meeting Centre Info Sheet

What is a Meeting Centre?

It is an exciting and innovative new service for people living in Droitwich and surrounding areas with mild and moderate dementia which is designed to provide support to them and their families/carers, and offer an enjoyable, flexible and adaptive programme.



Meeting Centres have been successful in the Netherlands for over ten years. The approach is evidence-based and person-centred, focusing on helping both the individual and their family adapt to living with dementia. Droitwich has been chosen by the Association for Dementia Studies and the Alzheimer's Society as the location for the first UK Meeting Centre. Others have been piloted in Italy and Poland.

What happens at the Meeting Centre?

Clients

- Recreational and social activities, such as reading the newspaper, painting, singing, preparing lunch and shopping and activities you might like to suggest.
- Training and therapy, such as reminiscence, dance, music and movement.

Family carers

- Informative meetings.
- Discussion groups.
- Assistance with practical, emotional and social issues.

For both clients with dementia and their carers

- Weekly individual consulting sessions.
- Social activities and excursions.

What are the opening times of the Meeting Centre and where will it be?

- Wednesday, Thursday and Friday at the Community Hall in Droitwich Spa. 10.30 am to 4 pm – to be finalised.

Do I have to attend every day and/or all day?

- It is not expected that people will attend every day or all day – the programme is to suit individual needs. However we would like people to book places in advance to help with planning.

May I attend every day?

- This will depend on demand which, as this is a pilot project, we are not sure of at the moment. You will need to book attendance in advance.

How much will it cost for me to attend?

- Attendance will be free for the pilot (first) year. You will be expected to pay for lunch and for any additional sessions such as a hairdresser or for trips out.

I live in one of the Droitwich Spa surrounding villages will I be able to come to the Meeting Centre?

- The Meeting Centre is intended to be for people in Droitwich Spa and the surrounding area. Attendance will depend on assessment and availability. There might be a waiting list. and we cannot promise a place at this stage.

Will transport be available?

- You will be expected to make your own way to the Meeting Centre. You might be able to arrange transport via the Droitwich Community Transport Scheme - 01905 779778 Monday to Friday (9:00am to 1.00pm).

What do I need to do to attend the Meeting Centre – who do I need to contact?

You can make contact or be referred via your GP, Dementia Adviser and the Early Intervention Dementia Service for example. Please speak to them about it or you can ring the Alzheimer's Society 01905 621 887.