

DRAFT Halton Borough Council Directorate Dementia Friendly Community Action Plan v.2 Jan 2022

PRIORITY 1 ACTIONS – Organisational support and infrastructure to support development of a Dementia Friendly HBC

| Action | Context | How | Responsible Service Area/Team | Timeframe |
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| 1. Raise the profile of dementia at a strategic level | Gaining recognition as a priority in corporate planning can facilitate directorate service areas to consider how dementia impacts the council | 1.1 Present the HBC Dementia Friendly Community action plan for ratification by Exec Board, Health PPB, Health and Wellbeing Board. | Chief Officers | Q1 2022/23 |
| | | 1.2 Ensure that dementia friendly community related actions are represented within the local dementia strategy, as advised by Alzheimer's Society. | One Halton Stakeholders/ HBC Commissioning and Development Manager | Q1 2022/23 |
| | | 1.3 Present the One Halton Dementia Strategy/delivery plan (currently under development) for ratification by Exec Board, Health PPB, Health and Wellbeing Board. | Chief Officers & HBC Commissioning and Development Manager | Q2 2022/23 |
| 2. Develop in house Dementia Friends Champions | Having a database of internal champions will enable greater flexibility to arrange and deliver dementia friends awareness sessions within the organisation. | 2.1 Develop and implement a communications plan, using all HBC internal communication channels, to promote the call to action for staff to become a HBC Dementia Friends Champion (in order to deliver the Dementia Friends Awareness sessions). | Legal And Democratic Services - Corporate Communications | Q2 2022/23 |

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| | | 2.2 Develop and maintain a database of HBC employees who have come forward to train as Dementia Friends Champions, and book them on the Alzheimer's Society half day Champion session. Update the database, once they have completed the Champions training, with their availability to deliver the Dementia Friends Awareness sessions. | Policy, People, Performance and Efficiency - Organisation Development Team | Q2 2022/23 |
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PRIORITY 2 ACTIONS – Raising Dementia Awareness across the council and beyond

| Proposed action | Rational | How | Responsible Service Area | Timeframe |
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| 3. Raise awareness of dementia amongst elected members, specifically Health PPB members, Portfolio Holder and Directorate Managers. | Increased awareness will enable members and managers to undertake their duties with greater insight as to how dementia can affect individuals, communities and its impact on the council's business. | 3.1 Organisational Development Team (as holders of the Dementia Friends Champion database) to liaise with Member Services to schedule twice yearly Dementia Friends Awareness session. Delivered by internal Dementia Friends Champions, specifically for Members and Directorate Managers. Maintain a list of those attended. | Legal And Democratic Services – Member Services Policy, People, Performance and Efficiency - Organisation Development Team | Initiated Q2 2022/23 – ongoing delivery |
| 4. Raise basic level awareness of dementia amongst relevant* HBC staff across all council areas. <i>*Some staff may already have advanced dementia knowledge and skills due to the requirements of their role.</i> | Increasing awareness and providing access to information and signposting to support resources fits with the staff welfare objectives of the Organisational Development and Employee Relations teams. Increased staff awareness of dementia can improve customer experience when members of our communities, who are living with or are caring for | 4.1 Develop and implement an in internal dementia awareness communications plan in conjunction with HBC Public Health Communications, using all corporate communication channels, that includes an initial campaign and ongoing dementia awareness messaging that <i>promotes the quarterly Dementia Friends Awareness sessions, opportunities to become a HBC Dementia Friends Champion, dementia myth busting and signposting to resources.</i> | Legal And Democratic Services - Corporate Communications Public Health – Communications. | Initiated in Q2 2022/23 – ongoing delivery |

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| | <p>someone with dementia, come in contact with council services.</p> <p>Increasing awareness amongst staff may also provide opportunities to identify further service development opportunities.</p> | <p>4.2 Schedule and promote quarterly Dementia Friends Awareness sessions, available to all HBC staff, via the corporate training calendar and booking system. Maintain a record of attendance to monitor numbers of people becoming a HBC Dementia Friend.</p> | <p>Policy, People, Performance and Efficiency – Organisation Development Team</p> | <p>Initiated Q 2 2022/23 – ongoing delivery</p> |
| | | <p>4.4 Include reference to the council’s commitment to dementia awareness, and signpost to the quarterly internal Dementia Friend’s Awareness sessions, in the corporate induction.</p> | <p>Policy, People, Performance and Efficiency – Organisation Development Team</p> | <p>Initiated Q2 2022/23 – ongoing delivery</p> |
| | | <p>4.5 Include links to Dementia Friends awareness sessions and local/national resources within the HBC E-Learning Dementia Module.</p> | <p>Policy, People, Performance and Efficiency – Organisation Development Team</p> | <p>Q2 2022/23</p> |
| <p>5. Share dementia awareness messaging with stakeholders.</p> | <p>HBC is well placed to promote dementia awareness. Using HBC’s many and varied networks, partnerships and communication channels with the public, voluntary, statutory and private sectors, with a view to encourage people and organisations to consider their role/impact in relation to dementia, may encourage dementia friendly action across the wider community.</p> | <p>5.1 Provide dementia awareness messaging, links to information and resources relevant to business and promote dementia friendly work of HBC through regular posts in the Business Bulletin.</p> | <p>Economy Enterprise and Property / Adult Social Care Service Development</p> | <p>Initiated Q 2 2022/23 - ongoing</p> |
| | | <p>5.2 Include links to information and support for potential employers on the HBC investor and regeneration website.</p> | <p>Economy Enterprise and Property /Adult Social Care Service Development</p> | <p>Initiated Q 2 2022/23 - ongoing</p> |

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| 6. Promote dementia awareness widely within Adult Services | Building awareness of dementia across all adult service teams will enable staff to better understand the needs and requirements of people living with dementia, and their carers, and help staff to provide a personalised service. This is in addition to the ongoing work in relation to delivery of dementia specific adult services and support, and beyond the roles that directly support people with dementia. | 6.1 Use the Social Work Matters newsletter and forum to share dementia awareness messaging, information sources and links to local resources/groups/support on a regular basis. 6.2 Promote dementia awareness and training, such as Dementia Friends Awareness Sessions, via the Quality Assurance Team and contracting routes with adult social care providers. 6.3 Promote the use of health and social care support services for dementia with care and support providers, such as Later Life and Memory Service, through the Quality Assurance Team. | Adult Social Care Service Development. | Initiated Q 1 2022/23 - ongoing |
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PRIORITY 3 ACTIONS – Service Area Specific Actions

| Proposed action | Rational | How | Responsible Service Area | Timeframe |
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| 7. Work towards developing dementia friendly internal environments | <p>The environment has a significant impact on a person living with dementia's ability to access services and do so in a way that facilitates their independence and reduces risks. Many environmental changes to become a more dementia friendly environment are small changes that are low, or no, cost.</p> <p>Service's use of basic checklists within services/buildings can raise awareness of quick, easy, low/zero cost</p> | 7.1 Circulation of the Alzheimer's Society low level Dementia Friendly Environment checklist to building/service managers and a 'walk around' to be done to complete checklist. Quick low/no cost changes to be implemented where possible. Where not possible, recommendations to be fed back to Building Services to be recorded for consideration in future maintenance /refurb schedules. | Economy Enterprise and Property – Building Services | <p>To be determined</p> <p>To be determined</p> |

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| | <p>changes that may improve the experience of people living with dementia who access those venues.</p> | <p>7.2 Explore opportunities to include dementia friendly environmental design in refurbishment, maintenance and new build schedules through working up a dementia accessible principles brief, for future commissioned surveyor contracts, so that dementia friendly environmental design assessment can be included alongside existing survey requirements ie fire safety and disability access.</p> | <p>Economy Enterprise and Property – Building Services</p> | |
| <p>8. Work towards developing dementia friendly external environments.</p> | <p>Developing dementia friendly public landscapes enables people to participate in the community, retain independence and access and enjoy facilities and outdoor spaces whilst reducing hazards such as slips, trips and falls. Providing such environments not only benefits people living with dementia, but also others with physical, mental or cognitive impairment, as well as the wider public.</p> <p>Designing dementia friendly landscapes need not mean material changes to overall design objectives, but rather greater consideration to use colour, texture and positioning of signage and ‘street furniture’ etc.</p> | <p>8.1 Use of the Community and Environment training budget to procure specialist dementia environment training that supports CPD for HBC Design and Development Team (Landscape Architects).</p> | <p>Community and Environment – Design and Development Team.</p> | <p>To be determined</p> |
| | | <p>8.2 Schedule an initial training session for the Design and Development Team and determine any additional or ongoing training needs in relation to dementia friendly design as part of the corporate Employee Development Review process.</p> | <p>Community and Environment – Design and Development Team</p> | <p>To be determined</p> |

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| <p>9. Ensure that Public Health messaging and services are consistent with the recommendations in NICE Dementia Guidelines and quality standards.</p> | <p>Public Health's Health Improvement Team has access to members of the public through the Age Well offer, and also work with local employers to improve employee welfare in the workplace, therefore are well placed to promote dementia awareness and should ensure that delivery services for the older cohort meet the needs of people living with dementia, and their carers.</p> | <p>9.1 Public Health to undertake an audit of all in house delivered Age Well services against the requirements of NICE guidance and quality standards in relation to dementia, identify gaps and act on findings as appropriate.</p> | <p>Public Health – Health Improvement Team - Age Well Lead</p> | <p>Q 2 2022/23</p> |
| <p>10. Explore how dementia fits into policy and strategy development through strengthening the Equality Impact Assessment (EIA) guidance.</p> | <p>Age and disability are Equality Act protected characteristics included as standard within EIAs. Dementia is most prevalent in those aged over 65 and dementia may lead to developing both physical and/or mental disability. Considering dementia in policy and strategy review and development would promote dementia awareness and action through subsequent operational practice and commissioning.</p> | <p>10.1 The existing EIA process is currently under review and it has been agreed to explore how reference to dementia can be included in Committee Reports Guidance and Equality Impact Assessment Guidance for staff. It is envisaged that this will encourage more thought to be given to how dementia may be considered within the 'disability' protected characteristic when completing reports and equality assessments in policy and strategy review and development.</p> | <p>Policy, People, Performance and Efficiency – Shelah Semoff</p> | <p>To be determined by the pace of the existing work stream looking at the Equality Impact Assessment process review.</p> |

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| <p>11. Dementia Friendly In House Care Homes</p> | <p>The 4 in house care homes working towards becoming more dementia friendly. The in house care homes are home to many people living with dementia, or who may develop dementia, and as such should promote a safe and dementia friendly place to live.</p> | <p>11.1 The in house care homes will actively engage with the Age Well provision to promote health and active lives for people residing in care homes. This will enable people to engage with activities both inside and outside of the care home.</p> <p>11.2 The in house care homes will each have a dementia friend champion who will be able to deliver regular dementia awareness sessions as part of the local induction for new staff and regular sessions to raise awareness amongst staff and resident's family and friends.</p> <p>11.3 The in house care homes will undertake dementia friendly environmental assessment as part of the homes' refurbishment schedules, and take action as appropriate.</p> | <p>In House Care Homes Divisional Manager and Principal Manager</p> | <p>Initiated in Q2 2022/23</p> |
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