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| **Meeting of the Working Carers Employers Forum 25 October 2018**  Held at    DWF: Bridgewater Place, 1 Water Lane, Leeds LS11 5DY | **Z:\Admin Carers Leeds\A OPERATIONAL\Working Carers Dementia Project 2016\SUPPORTING_WORKING_CARERS_LOGO.jpg** |

**Summary of Discussion**

Present

Ian Brooke Mawson Leeds City Council

Mej Chaudhry Leeds City Council

Tom Gaffney British Gas

Stephanie Turner British Gas

Sarah Sutherland University of Leeds

Helen Smith St Gemmas Hospice

Russel Thomas Direct Line Group

John Bradfield West Yorkshire Police

Rebecca Smith NHS England

Paul Morrin NHS Trust

Gillian Storm DWF

Camilla Reese DWF

Olivia Bell Irwin Mitchell

Linda Eades Civil Service Charity

Andy Moody DWP

Alison Munro Leeds Teaching Hospitals

Maxine Broomhead HMRC

Katie Wynn ASDA

Diane Newton Leeds College of Music

Andrew Walsh Carers Leeds

Madlen Sayar Carers Leeds

1. Introductions - thanks were given to DWF for hosting the meeting.
2. Updates were given by employers around the room of working carer employer initiatives and progress. These included new communication methods, new training initiatives, the launch of new working carer packages and the setting up of new carers forums in the workplace. More details are available from Madlen at Carers Leeds.
3. Ian from Leeds City Council gave an update on the Leeds Commitment to Carers, and described how employers could sign up to it. Please contact Ian or Carers Leeds for more information on this.
4. It was confirmed that Carers Leeds were in the middle of the tender process for the new Carers Contract in Leeds. If successful the new service will include a permanent resource for working carers.
5. A new leaflet for workplace noticeboards had been prepared by Carers Leeds and was handed out in the meeting.
6. An update on the Carers Leeds Working Carers service for employers was provided. In particular since the last meeting:
   * A new flyer and leaflet on what is on offer to employers had been produced.
   * One to ones in the workplace had been set up with a number of Forum employers and Madlen outlined her experiences so far.
   * A number of presentations and training for employers/managers had taken place.

1. Andrew gave an update on the new Working Carers website for employers. He said that a section had been identified which was for Forum members only ,although at this stage it was open for consideration of what might be put in this area. The web pages were demonstrated at the meeting. They included the revised toolkit for employers of working carers. Access is via the Carers Leeds Website under the Support tab/ working carers (<https://www.carersleeds.org.uk/wc/>)
2. A demonstration was also given of the on line Self Assessment Questionnaire for Employers. This is also on the working carers web page
3. It was confirmed that we will start an on line newsletter for Forum members which will be issued between the quarterly meetings. We will contact members for any articles or information they would like us to include.
4. Linda Eades gave a presentation from the Civil Service Charity, about the Carers Passport. More information is available on the Carers Leeds website, Working Carers Toolkit, or direct from Linda.

1. Andrew referred to case studies and success stories and confirmed that some video based items are in the new on line Working Carers Toolkit.
2. The second part of the meeting was about sharing ideas from each other. The subjects this time included

* What practical support do we give to working carers
* How do we ensure that managers and supervisors understand the company stance on working carers
* How do we publicise carers forums at work

1. The next meeting of the Forum will be on 23rd January, the venue to be confirmed.