

OPMH DIRECTORATE MANAGEMENT TEAM

Minutes of the meeting

held on

20th December 2007

Tom Rudd Seminar Room, 09.30 a.m. – 13.00 p.m.

Present: Harry Gleed, David Higenbottam, Martin Le Good, Jane Nicholas, Alison Thompson, Matthew Shehan, Martin Robinson (Chair), Caroline Pullen, Michelle Edwards

Apologies: Katherine Barbour

In attendance: Val Woods (minutes)

Guest speakers: Alex Kelly, Naomi Carter, Cate Holness

Distribution: DSB

<u>Item</u>		<u>Action</u>
05.64/1	<p>Apologies were received as above.</p> <p>Any Other Business:</p> <ul style="list-style-type: none"> • Draft risk register no able to provide data • Email from Andy Barker re information • DMT Awayday 	
05.64/2	<p><u>Team Brief update</u></p> <p>Martin Robinson provided an update on the team brief with specific mention to the following items:</p> <ol style="list-style-type: none"> 1. Notification re pay awards 2. Employee introduction scheme 3. Health & Social Care awards – members were asked to think about anything that we would like to highlight 4. Two new policies updates <p><u>Feedback from Staff Forum held at GWMH</u> – this will be provided at the next meeting.</p>	
05.64/2	<p><u>Minutes of the last meeting and matters arising</u></p> <p>Minutes of the last meeting were agreed with the following corrections:</p> <ul style="list-style-type: none"> • 05.63/16 – NPSA – should read “Kevin Page providing single sex wards” etc. not “provided” <p><u>Matters arising:</u></p> <ul style="list-style-type: none"> ➤ 05.62/11 – Root Cause Analysis training. An admin error has resulted in all places being allocated to AMH. Pat Shirley is aware and looking into. 	

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<u>Item</u>		<u>Action</u>
05.64/3	<p><u>Activity figures for The Willows</u> Updated figures provided by Sarah Levitt show that the figures are high for The Willows which Caroline is looking into. Martin Le Good advised that he is currently looking at reference costs in F&G. Eleanor Lock is holding a meeting with F&G & E. Hants to look at it in more details.</p>	MLG
05.64/4	<p><u>Update on integrated working</u> Since the Awayday, David Higenbottam has put together a template for local action plan for the member's comments/input.</p> <ul style="list-style-type: none"> • Martin Le Good felt that 5.1 might need to have local negotiation on who the care co-ordinator is. • Due dates should be included. • 6.1 should read Health attendance at "Adult Services" Resource panel meetings • 6.1. change "allocation" to "weekly health" <p>David advised that we will be expected to provide a progress report at the Trust Reference Review Group meetings David also provided a copy of the draft agenda for the half day workshop which he asked the members for their comments on the content. It was suggested that the workshop should focus more on what we are going to deliver. We should set the scene by having input from Ruth Dixon and Martin Robinson; David will put together a power point presentation with both Ruth and Martin's signature.</p> <p>Implementation - the proposal is for team managers to deliver, but this was considered difficult as, in some areas, this would consist of more than one presentation. In E Hants and Mid Hants they are proposing to hold a half day workshop to overcome this. David advised that the purpose is to ensure that all staff are working to the agreed pathway.</p>	DH
05.64/5	<p><u>User/Carer involvement (info received from localities)</u> – this item was deferred to the next meeting.</p>	KB
05.64/6	<p><u>Contacts vs IBPs</u> – this will be discussed at the next meeting This is about MARC nurses and where activity is being monitored.</p>	
05.64/7	<p><u>Draft risk register for F&G locality</u> – this is not yet available.</p>	
05.64/8	<p><u>Finance</u> Harry advised that we will be reporting an underspend of £212,000 overspend. We are entering our busy reporting period and Harry asked the members to provide him will lists of any proposed expenditure or outstanding orders i.e. order numbers, items, and amount. He is monitoring expenditure very closely.</p>	
05.64/9	<p><u>Business Case Development Course</u> David Higenbottam provided feedback from the SHA Business Case Development course he attended which, although predominantly from a finance point of view, he felt was very useful. He will forward out the papers and power point presentation received on the day to the members.</p>	DH

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<u>Item</u>		<u>Action</u>
05.64/10	<p><u>Speech and Language – future plans</u> Alex Kelly joined the meeting together with her two colleagues Naomi Carter and Cate Holness, two new appointments to OPMH. The purpose of the visit was to introduce the two new staff to the members and to provide a briefing paper on the provision of Speech and Language Therapy in OPMH. The paper outlined the aims of SALT, the service provision to localities and their plan of action. By way of introduction, Naomi and Cate are proposing to meet all Modern Matrons and have already met with a couple. They have already visited patients and in one case have recommended changes to food provision to one patient.</p> <p>They have also put together posters providing basic awareness re swallowing problems and are proposing to distribute these to the wards. Patients need to be referred and a referral form has been produced which will also be distributed.</p> <p>Both are based at Newtown House and a diary is maintained on site. Staff at Newtown House do know where they are and can contact them should an emergency arise.</p> <p>The members all agreed that the provision of SALT is valuable and are pleased to have service available to OPMH.</p>	
05.64/11	<p><u>NSTS migration</u> Martin Le Good will find out who the RA's are and report back and also provide a recommendation.</p>	MLG
05.64/12	<p><u>Roll out of MH Capacity Act Training</u> This is about the provision of Trust wide training re basic awareness. Alison has received information from some localities re what has been undertaken but is still waiting on some areas. For Jan DMT LMs to provide information on:</p> <ul style="list-style-type: none"> • Number of staff who have attended training and the type of training • Number of staff who require training • Number of staff who have training booked <p>It was suggested that a separate meeting needed to be set up to discuss Essential Training and how we record. Val Woods to organise.</p>	LMs VW
05.64/13	<p><u>RIO demo</u> Martin Robinson has already advised that he is not attending the demo in Bristol; it is not easy for staff to attend at this location. Martin Le Good will discuss with Sue Moore.</p>	MLG
05.64/14	<p><u>PQ/LPR bids</u> PQ results for the Trust have recently been published and there are concerns about the increasing numbers of non-submission. 45% of staff are not passing because of this. The Trust is trying to make sure that people put forward for these courses are completing and passing the course.</p>	
	<p>LMs need to:</p> <ol style="list-style-type: none"> 1. Follow up on the individuals listed for OPMH as non-submission and find out the reason. If the explanation is not satisfactory then need to consider taking action as appropriate. 	LMs

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<u>Item</u>		<u>Action</u>
	<p>2. Sense check those applying. 3. LMs and Training Lead need to ensure that support is provided to individuals undertaking courses. Martin Robinson feels that the system is failing re the checking process and needs to be reviewed.</p> <p>Kevin advised that we have been allocated a £40K budget for PQ. The suggestion is to reduce funding and providing bespoke training. Kevin has spoken to Gwyn Grout re bespoke training who offered two suggestions:</p> <ol style="list-style-type: none"> 1. Purchase Gemma Jones training for unqualified staff (Martin Le Good suggested opening up to users and carers and voluntary services). 2. Dementia skills basis training on some areas targeted to HCSWs, do something for qualified staff on dementia skills training. Gwyn will put together a curricular content which will give some accreditation to university. <p>Martin Le Good will like some consideration be given to risk assessment training; a further suggestion was training on how to manage a shift.</p>	<p>LMs LMs</p>
05.64/15	<u>Capital Management Group</u> – not discussed.	
05.64/16	<u>Equality Impact Assessment workshop</u> A system has been set up to get 10 done this year. This is being co-ordinated. Localities need to make sure that people have been nominated from inpatients to attend the workshop. There should be a minimum of 3 staff for each locality.	
05.64/17	<u>PQ results</u> – discussed under item 14.	
05.64/18	<u>Any other business</u> <ul style="list-style-type: none"> • Email from Andy Barker – discussions took place a while ago about how we modernise the provision of depression services. There was a suggestion that GPs needed a case manager for somebody with depression and those involved would be supported by someone during their part of the recovery. This is for people who would not normally be within our services. A document recently came out suggesting how they put in place a pilot. Martin Le Good has concerns about the decision making process. It was agreed that Martin Le Good to discuss at DSB re engagement of the DSB. Martin Robinson will see if he can find out more information. 	<p>MLG MR</p>
<p>Date of next meeting: 10th January 2008, 09.30 – 13.00 hrs. Seminar Room, Tom Rudd Unit, Moorgreen</p>		

