

DMT 08.76

OPMH DIRECTORATE MANAGEMENT TEAM

Minutes of the meeting
held on

10th July 2008

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

- Present:** Harry Gleed, David Higenbottam, Martin Le Good, Kevin Page, Jane Nicholas, Michelle Edwards, Matthew Shehan, Caroline Pullen, Martin Robinson (Chair), Alison Thompson
- Apologies:** Katherine Barbour
- In attendance:** Val Rich, Alison Carpenter, Val Woods (minutes)
- Guest speakers:** Ruth Lord, Alex Kelly, Naomi Carter
- Circulate:** DSB

<u>Item</u>		<u>Action</u>
08.76/1	Apologies were received as above.	
08.76/2	<p><u>Declaration of Any Other Business</u></p> <ul style="list-style-type: none"> • Prescription information • Productive ward application • Scanning costs • Comments from staff forum 	
08.76/3	<p>Minutes of the last meeting were agreed with the following amendment:</p> <ul style="list-style-type: none"> • Matthew Shehan was not present at the last meeting. <p>Matters arising:</p> <ul style="list-style-type: none"> • 08.73/1 – Management of Aggression Training. Kay Docherty and Gwyn Grout have discussed with Louise Hartland removing the physical content of the training. It was proposed that following Gwyn's recent report this training will be delivered by Studio 3, or an internal trainer (who has been appointed), Kevin to seek clarification on this. Kevin Page is not sure why E, D & T have had a change in stance, however, he does feel that there is a need to ensure that Studio 3 is able to cover the whole range of things we require. Kevin and Caroline will raise this at the next E, D & T meeting in July. • 08.75/5 – Aspects 5 Training – Kevin Page has sent out the list but has received another nomination. Kevin and Martin Robinson will meet to discuss who to send on the course due to restricted places available. Kevin asked the Locality Managers to let him know who needs to take priority from each of their localities. • 08.75/10 – Finance – Martin has emailed his colleagues in the other Directorates to see if they have been approached re payment for space occupied. He has not heard anything back yet. 	<p>KP</p> <p>KP/CP</p> <p>KP/MR LM's</p>

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<u>Item</u>		<u>Action</u>
	<ul style="list-style-type: none"> • 08.75/12 – Reference costs – Martin Robinson has emailed Tracy Childs regarding a common guidance on reference costs/cost allocation to seek her view. He has not yet heard back. • 08.75/16 – The 7 day follow up audit. Each area should have a process in place to track discharges to ensure this target is met. • 08.75/20 – Accreditation for Acute Inpatient MH services – No comments have been received yet. It was agreed that comments should be brought to the next meeting to decide either to rule out or undertake. 	ALL
08.76/4	<p><u>Investors in People Plan</u> Matthew Shehan advised that the accreditors are coming in very soon. A wide selection of people have been selected for interview but not by the Trust. If you are one of these people chosen for interview but are unable to attend, you need to seek an equivalent replacement. Matthew provided a list of 5 key areas, taken from the IIP Action Plan which we should ensure are in place:</p> <ol style="list-style-type: none"> 1. Team objectives 2. Identifying learning and development 3. Leading, managing, developing people 4. Recognising staff contribution 5. How learning improves performance <p>Martin Robinson feels the requirement for 3 key success criteria for teams has become distorted and asked Matthew to discuss at the next IIP meeting. Matthew Shehan will obtain posters etc to publicise the staff awards. Martin Robinson would like to see greater recognition for award winners, however there was mixed views on the best way to achieve this.</p>	MS MS
08.76/5	<p><u>Integrated working update</u> David Higenbottam advised that there was very little to update the members on since the last meeting, he has however agreed to meet with PCT Locality Managers within the next two weeks.</p> <p><u>Day Therapies</u> There is still a few issues re return of information by timescales, David will be emailing out a reminder.</p>	DH
08.76/6	<p><u>Information Officer</u> The quality of information has been identified as an issue in our Strategy paper and progress on addressing this has been challenging. It has been identified that there is the potential/requirement for a new post of Information Officer to work full time on progressing this area. A draft job description has been circulated to some members for their comments which should be forwarded to Martin Robinson.</p>	ALL
08.76/7	<p><u>Emergency Planning Testing/Business Continuity Plans</u> Alison Thompson has not received evidence to say that we are undertaking testing 3 times a year, although testing is being done within the localities. After discussion, the following actions were agreed: -</p> <ol style="list-style-type: none"> 1. Bed master plan to be checked as update - as it was felt that this 	

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	<p>could have changed</p> <p>2. Two tests to be undertaken per year which should be an area specific emergency – Alison to co-ordinate. One to be completed Directorate wide</p> <p>3. Existing information to be sent to Alison of tests undertaken</p> <p>4. Trust incident room – Alison to find out where this is</p> <p>5. Emergency planning arrangements for Moorgreen - Val Rich to speak to Katherine Barbour</p> <p>6. Alison to bring scenarios to the August DMT</p>	<p>AT</p> <p>AT</p> <p>LM's</p> <p>AT</p> <p>VR</p> <p>AT</p> <p>AT</p>
08.76/7a	<p><u>Changing Audit Department role</u></p> <p>Ruth Lord joined the meeting to provide an update on the changes taking place within the Audit Department. They have been looking at developing the roles and one suggestion is training up staff to look at CIR's acting as a buddy or as an additional resource. working with clinical guidance or clinical issues. There are two proposals being put forward to the Board, Ruth was not sure what the outcome would be, but asked the members what they would prefer:</p> <p>Option 1. The team stays as they are i.e. 4</p> <p>Option 2. Increase to 6 but rather than being centrally based they would be based each within the locality, but not working exclusively to one Directorate.</p> <p>Kevin Page supported broadening the role to improve clinical effectiveness but would prefer to be Directorate focussed rather than by locality. It was agreed that the preference would be to have someone within OPMH.</p> <p><u>Quality Strategy</u></p> <p>Ruth Lord has been tasked with undertaking this piece of work and needs to deliver a very rough draft in September to the Trust Board. She would appreciate any ideas that should be included in this and would be happy to come to any team meetings to discuss further. Martin Robinson will organise a telephone conference to discuss in more detail which in addition to Jane Nicholas, Michelle Edwards and Kevin Page will include clinicians. Ruth will provide questions for discussion. Martin Robinson will discuss with Pat Shirley, including Users and Carers in the process.</p>	<p>MR</p> <p>RL</p> <p>MR</p>
08.76/8	<p><u>Band 6 trainer</u></p> <p>This item was already discussed under Matters arising 08.73/1</p>	
08.76/8a	<p><u>Finance</u></p> <p>This month we will be reporting £83K under spend. A number of allowances have been made for possible un-incurred costs i.e. North Hants have received income for 1:1 inpatients. Most drug budgets are still over spending.</p> <p>All mileage rates will increase by 10% from July, the cycling rate is going from 6½p to 10p per mile. The passenger rates if going up from 2p to 5p.</p> <p>The new pay rates will commence in July, with the arrears being paid</p>	
	<p>in August. Inpatient areas Band 2s & 3s have had enhancements for unsocial hours from May, ward budgets have been uplifted to reflect this.</p>	

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	<p>Harry will be remaining at Moorgreen after Thursday DMTs should members wish to meet with him.</p> <p>Following a finance review, it has been agreed to appoint a senior post in the Finance Department to do commissioning/contracting and a management accountant to support this role. Paula Anderson will support the management accountant so Tracey can concentrate on FT work 3 days a week.</p>	
08.76/9	<p><u>OPMH Use of Box-it</u></p> <p>Work has now been concluded on this with the information now passed to Lesley Barrington. The work showed we pay a consistent amount across localities, some localities use it more than others.</p>	
08.76/10	<p><u>MHA Training Programme</u></p> <p>A copy was provided to the members for their attention. We need to make sure staff are booking onto it.</p>	ALL
08.76/11	<p><u>Six month review re SALT within OPMH</u></p> <p>Alex Kelly provided a six month review since the appointment of two Speech and Language Therapists to OPMH in December 07. The therapists have been working in inpatient units and day therapy units in North Hants, Mid Hants, Southampton and New Forest localities. One problem identified is how working differs in the various localities. In the New Forest they have been going into nursing homes (as per existing arrangements) and in some areas have seen referrals from GPs. Martin Robinson said the core work if our inpatients, once this is supported then we can look at what else we can provide. Alex to liaise with Michelle Edwards regarding the New Forest set up.</p> <p>It was further agreed that nursing staff should be able to make referrals in addition to consultants, once they had been trained. Alex will advise at training that discussion has been had re implementing multi-disciplinary referrals.</p> <p>Martin Robinson advised that he has received very positive feedback on the service being provided.</p>	AK/ME
08.76/12	<p><u>Charity & Trust funds</u></p> <p>Matthew Shehan advised that there have been changes made to the Charity Act which now states that in order to be a Charitable Trust fund, money has to be for the benefit of the general public and not for general use. Harry Gleed to check how we deal with money donated for staff.</p>	HG
08.76/13	<p><u>Waiting Time Breaches</u></p> <p>The data needs to be accessed. LM's not sure that information is being received, however, Alison has been assured that information is being sent out via NHS mail. LMs to check their NHS mail and advise at next DMT.</p>	LMs
08.76/14	<p><u>Review Management Report re Safeguarding Adults</u></p> <p>To be discussed at next DMT.</p>	KB
08.76/15	<p><u>Mandatory Training – do staff know what it is?</u></p> <p>Martin Robinson highlighted a lack of knowledge regarding</p>	

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<u>Item</u>		<u>Action</u>
	expectations and asked if we felt staff knew (and therefore sought out) what this their training requirements were? Information on training to be included in Team Brief.	
08.76/16	<u>CPA Folder</u> This is now with the CPA committee for consideration regarding rolling out wider than East Hants.	
08.76/17	<u>National Patient Survey</u> To be discussed at the next DMT	
08.76/18	<u>Quality Assurance Questionnaire</u> Martin Robinson advised he would like to move away from just inpatient areas and now include all our services. This was agreed as an excellent idea. A revised questionnaire was approved, with some amendments.	
08.76/19	<u>Any other business</u> <ul style="list-style-type: none"> • Productive ward application for funding has been submitted to the SHA • Scanning Costs for the 1st quarter are £40K, if we carry on at this rate we will be £30K over budget, so needs addressing. David Higenbottam will email out itemised expenditure by consultant to the Locality Managers/Consultants • Staff Forum – one comment received from a recent staff forum which Martin Robinson Chaired, was that staff were not happy with being told what they were not good at, they would like to hear what we are good at. Allan Jolly has come up with a course entitled “Emotional Intelligence”, which Martin asked the members to encourage their manager to attend. Martin advised that this is relevant to most staff; he has attended a similar Masterclass and found it very useful. 	DH
Date of next meeting: 24th July 2008, 09.30 – 13.00 hrs. Seminar Room, Tom Rudd Unit, Moorgreen		
Future Agenda items: <u>24th July 2008</u> <ul style="list-style-type: none"> • Risk register • National Patient survey - ALL • Accreditation for Acute Inpatient MH services -ALL • Management report re Safeguarding Adults – Katherine Barbour • Kings Fund Conference feedback – Katherine Barbour 		

