


**MINUTES OF ACCESS AND ASSESSMENT DIVISIONAL LEADERSHIP TEAM MEETING**

**WEDNESDAY 2<sup>ND</sup> APRIL 2008**

**WESTMINSTER HOUSE**

**Present:**

<b>Rick O'Brien</b>	<b>Head of Service (Chair)</b>
<b>Phil Gilroy</b>	<b>Principal Manager, Specialist Services</b>
<b>Breda Dutton</b>	<b>Principal Manager, Home Care</b>
<b>Anne Bailey</b>	<b>Principal Manager, Home Care Re-ablement</b>
<b>Pete Gosling</b>	<b>Principal Manager Older People</b>
	<b>Deputy Director Strategic Partnerships</b>
<b>Ruth Page</b>	<b>Secretary (Minutes)</b>

**Visitor:**

**Sandra Thomas**  
**Rachel Littlewood**

These notes reflect a full meeting and detailed discussion. Should you require further information or clarification on any matter, please contact any of the Leadership/Management Team who attended.

Circulation: DLT, Steve Passey, Paula Neate, Dave Carroll, Sheila Finnigan-Jones, Chris Taylor, Debbie Holland, Pat Harris, Dave Powell, Amanda Kelly, Sarah Grice, Julie Pimblett, Mo Burns, Frances Tordoff, Chris Smith, Sue Costain, Neil Charlton, Ade Churm, Kathy Postlethwaite, Mary Webb, Carole Woodland, Jo Yuregir, Liz Clement, Wayne Connor-Scahill, Martin Dodd, Peter Evans, Peter Ferguson, Angela Halsey, Sandra Hancock, Chris Judson, Bill Kelly, Paula Potter, Jane Woods, Tom Ryan, Sandra Thomas, Jennifer McGovern, Gerry Flanagan Cathy Walsh; Registered Managers Home Care, Jean Elliot, Lin Harvey, Ann Bolton;

	Action
<p><b><u>Minutes of Previous Meeting</u></b></p> <p>Circulation list for minutes requires update. Principle Managers to forward list of current Team Managers to RP.</p> <p>Minutes agreed</p> <p><b>Matters Arising</b></p> <p><u>Payment for Practice Teaching Placements</u></p> <p>PGi noted that this was an issue across the North West and had been raised at ADSS MH Mtg. Some guidance to be issued in October re Mental Health Act changes. RO'B to discuss further with John Webb. Agreed RP to re-agenda for DLT discussion end of April.</p> <p><b>SLT Update</b></p> <p><u>Re-alignment</u></p> <p>Staff awareness- the group confirmed Briefing Note from the Director had been shared with all staff. RO'B reported that revised structure for Access and Assessment Division was in progress and would be a locality based model in line with PCT and would be shaped around the reform and personalisation agenda. LD and MH would be retained as a separate structure. This would be shared for comment next week.</p> <p>Discussion re LD followed, key points were:</p> <ul style="list-style-type: none"> <li>• Management of complex needs within current system</li> <li>• Meeting moderate needs within locality based services</li> <li>• Commissioning function and market control issues</li> <li>• Budget commitments and control</li> </ul> <p>Discussion re Locality Model followed key points were:</p> <ul style="list-style-type: none"> <li>• What should be retained as a central Wirral-wide service</li> <li>• Recent centralisation of teams encouraged by CSED</li> <li>• Success of Salford's locality based provision and integrated teams</li> <li>• Impact on performance</li> <li>• Skills mix of teams</li> <li>• Links to PCT – Virtual Ward Model</li> <li>• Business continuity during times of change/Implementation Plan</li> <li>• Communication issues</li> </ul> <p>RO'B noted that there may be little time for formal feedback prior to report being presented to SLT next Tuesday but would welcome any further comments.</p>	<p>RP ALL</p> <p>RO'B RP</p> <p>RO'B</p> <p>ALL</p>

## **Standing Items**

### **1. Finance & Budget**

#### **Revised Budget Reports – Sandra Thomas**

ST noted that 2008/09 FPMS reports would be available by cost centre on Digital Dashboard this week. ST circulated copies of work in progress which represented a summary of budget and current commitments (information on income still to be added). The group discussed the document which included graphical and text breakdowns on the various areas of service. Discussion followed re:

- Positive format for facilitating discussion with Team Managers
- Monitoring of efficiencies
- Performance issues

RO'B thanked ST for the work done on reports which had been positively received by DLT

#### **Presentations of Budget Management Measures**

PGo circulated proposals with a focus on Community Care/Residential and Nursing Home spend. Discussion followed on the possible introduction of a Panel system for all support packages in line with other service areas. Key points were:

- Volume would be prohibitive – possibility of those over 10 hours.
- Time and delay implications
- Exemption of cases for Intermediate Care Services and HART
- Scrutiny of low-level rather than higher level cases based on number of HART referrals rejected.

Further discussion took place re Charging and exemption issues.

PGi had circulated proposals focussed on service and provider reviews. Dates for implementation would follow re-structure alongside budget implications for bringing LD and MH Day Services into Access & Assessment Division.

BD noted work with AB on development of a project plan and draft report re the move of HART into the Locality Model.

RO'B noted that this information would form the basis of future discussion and that requests for resourcing specific projects could be made to SLT.

### **2. Performance Indicators**

RL requested type of information required for developing Balanced Score Card through Performance Surgeries. RO'B noted that at the beginning of a new financial year, clarity on what would be measured was required in order to allocate resources and avoid the rush to achieve targets at the end of the year. This would include targets to achieve the next level and any issues re capturing and recording.

RL noted that much would be based on new structure and availability of resources and CSCI out turns.

BD noted a gap in collection and interpretation of data across both DASS and PCT

and suggested PCT make contact with RL to consider integrated working. Caldicott and data sharing issues discussed.

RL

Discussion followed re 11<sup>th</sup> April date for briefing and preparation for CSCI meeting. RL noted changes to action plan and would re-issue revised list and identification of lead officers.

RL gave update on current PI position – discussion followed on any final improvements that could be achieved this week. Final out turns to be generated early next week.

### 3. Primary Care Trust/Health Development

[REDACTED]

[REDACTED]

SH

[REDACTED]

SH

[REDACTED]

SH

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SH

[REDACTED]

<p><b>Intermediate Care</b> - PGo raised the issue of hospital discharge cases not going to Panel but directly to Intermediate Care and subsequent capacity issues created. HART had picked up some cases however Transitional beds were being blocked. RO'B requested a report outlining risks for discussion with the Director.</p> <p><b>4. Operational Developments/Issues</b></p> <p><u>Staff Briefing Note</u></p> <p>Discussed as above under SLT update.</p> <p><u>HART Expansion</u></p> <p>AB reported increased capacity with some 60 staff being trained by end of April.</p> <p>BD noted that draft report had been circulated and draft project plan completed. Key points for discussion were:</p> <ul style="list-style-type: none"> <li>• Integration issues</li> <li>• Phased implementation of HART and Access teams</li> <li>• Timescales for maximising increased capacity</li> </ul> <p>BD asked for further feedback and discussion with RO'B and noted papers was confidential.</p>	<p>PGi/SH</p> <p>PGo</p> <p>ALL RO'B</p>
<p><u>Access &amp; Assessment Form &amp; Function Information Request</u></p> <p>RO'B noted the need to consider the best measure of operational activity and distribution of staff within the Locality model, which would also take into account weighting around areas of deprivation. Data accuracy discussed. PGi/BD/AB to forward information.</p> <p><u>Rota for Out of Hours Cover</u></p> <p>Level of placement on rota discussed. Principal Managers to be included and Service Managers following their agreement. Agreed staff within Access &amp; Assessment only to be included and cover to be provided on a weekly basis. PGo to explore Service Manager agreement and report back to DLT in 3 weeks.</p> <p><u>Sickness &amp; Absence Report</u></p> <p>Figures discussed and noted that these do not comply with current structure for the Division. Sarah Baines to be informed of required changes.</p>	<p>PGi/BD/AB</p> <p>PGo</p>
<p><b>Any other Business</b></p> <p><u>Complaints Procedure</u> – Inconsistency in the signing off of complaints noted and discussed. RO'B agreed that Principal/Service Managers continue to sign letters but would be happy to sign any at their request.</p>	

<b>VCH Site</b> – Phil Ashley had visited and required information on DASS requirements for capacity there. RO'B to raise at Integration meeting.	RO'B
<b>4. Date and Time of next meeting</b>  <b>9th April 2008, Westminster House, Room 1</b>	