

**MINUTES OF ACCESS & ASSESSMENT BRANCH LEADERSHIP TEAM MEETING**

**DATE: WEDNESDAY 10th DECEMBER 2008, ROOM 1 WESTMINSTER HOUSE**

**Present:**

<b>Rick O'Brien</b>	<b>Head of Service Access &amp; Assessment (Chair)</b>
<b>Breda Dutton</b>	<b>Principal Manager Homecare</b>
<b>Anne Bailey</b>	<b>Principal Manager Homecare Re-ablement</b>
<b>[REDACTED]</b>	<b>Deputy Director Strategic Partnerships</b>
<b>Chris Taylor</b>	<b>Service Manager Mental Health</b>
<b>Steve Passey</b>	<b>Service Manager Older People</b>
<b>Dave Carroll</b>	<b>Service Manager OT</b>
<b>Sheila Finnegan Jones</b>	<b>Service Manager Learning Disability</b>

**Ruth Page (Minutes) Secretary**

**Apologies:**

<b>Pete Gosling</b>	<b>Principal Manager Older People</b>
<b>Phil Gilroy</b>	<b>Principal Manager Specialist Services</b>
<b>Paula Neate</b>	<b>Reform Unit Manager</b>

**Visitor:**

<b>Tony Excel</b>	<b>Equality and Diversity Officer</b>
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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:** SLT, DLT Tom Ryan, Sandra Thomas,

**Commissioning:** Gerry Flanagan, [REDACTED]

**Service Managers:** Steve Passey, Dave Carroll, Sheila Finnigan-Jones, Chris Taylor,

**Team Managers:** Pat Harris, Dave Powell, Amanda Kelly, Sarah Grice, Julie Pimblett, Mo Burns, Frances Tordoff, Chris Smith, Sue Costain, Neil Charlton, Ade Churn, Lesley Riding, Jeanette Hughes, Kathy Postlethwaite, Mary Webb, Carole Woodland, Jo Yuregir,

**Mental Health** Liz Clement, Wayne Connor-Scahill, Martin Dodd, Peter Evans, Peter Ferguson, Angela Halsey, Sandra Hancock, Bill Kelly, Paula Potter, Jane Woods, Gail Holden, Neil Maycox Suzanne Procter

**Home Care:** Jean Elliot, Lin Harvey, Ann Bolton

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	<b>Visitor – Tony Excel – Equality Impact Assessment</b>		
	<p>TE gave a background to the report re commitment to meet corporate targets – all impact assessments to be submitted corporately so would be followed up. Discussion followed re:</p> <ul style="list-style-type: none"> <li>• Quality of assessments – improving on this and sharing good practice</li> <li>• Legal case studies</li> <li>• Processes</li> <li>• Level of awareness and engagement of staff.</li> </ul> <p>It was agreed that there was a need to re-visit/remind staff following restructure and reconfiguration of teams. Discussion followed re action plans to be followed up in relation to specific projects around restructure. Agreed RO'B to meet with TE to agree targets. RP to arrange.</p> <p>Noted that HART had identified this as a key area for training. TE noted 12 Training Days arranged for 2009.</p> <p><b>Cylix Equality and Diversity Training</b></p> <p>TE gave a background to training via the Intranet. The aim was to ensure all staff receive Level 1 training and managers Level 2.</p>	RO'B/RP	
<b>1</b>	<b>Minutes of Last Meeting/Matters Arising</b>		
	<p>Recent media enquiries and issues discussed.</p> <p>SP's appointment to Integrated Communities and Wellbeing Division was noted.</p> <p>Minutes of last meeting agreed following amendment to item 6 - "Social Workers" to replace the term "co-ordinators"</p> <p><u>Mental Capacity Act Report</u> – SP to allocate social workers by 20.12.08</p> <p><u>ICT Esher House</u> – Decision not progress had been taken as HART to move out into localities. Noted that this must take place by April 2009 – Phil Ashley to lead project. Agreed the need for an action plan and interim base for HART from end of January.</p> <p><u>Christmas Leave Arrangements</u> – Noted and agreed. All agreed they were aware of Winter Planning rota and cover arrangements.</p>	SP  PA	
<b>2</b>	<b>Standing Items:</b>		
	<p><b>Budget:</b></p> <p>RO'B gave update on current situation which was to reduce projected overspend of over £5 million to £3.6 million. Key areas for savings were:</p> <ul style="list-style-type: none"> <li>• Dementia funding from PCT into HART</li> <li>• Completion of EVR process/transfer out of Home Care – decision</li> </ul>		

	<p>now deferred to January 2009.</p> <ul style="list-style-type: none"> <li>• Community Care Budget – savings cautious due to increasing demand</li> <li>• Section 117</li> <li>• Profiling of LD cases and identifying Health needs.</li> <li>• Residential/Nursing - new contracts and market management. Agreements noted re placements in those homes who had not signed up to new contracts, which had been cleared by Cabinet and Legal services.</li> <li>• Out sourcing of care services</li> </ul> <p>[REDACTED]</p> <p><b>Restructure</b></p> <p><u>Assessment and Support Officer Post</u> – RO'B noted that this was now agreed and graded but some issues to be resolved and social worker posts to be assigned prior to recruitment. Trade Union meeting to discuss arranged for 15.12.08. Agreed Job Description and Person Specification to go to Service Improvement Group.</p> <p><u>Practice Managers</u> – Issues with letter that had been sent out from HR discussed.</p> <p><u>Succession Planning – Progress Reports</u> – Deferred to next meeting. Group reminded that pro-forma from Planning Day needs to be sent to RP.</p> <p><u>Peter Tomlin</u> – to take up post from 27.1.09.</p>		
<b>3</b>	<b>Mental Capacity Act Report</b>		
	<p>SP to brief Care Managers re “best interest” decisions. Key points for discussion were:</p> <ul style="list-style-type: none"> <li>• Panel issues – noted regional opinion was in favour of individual decisions.</li> <li>• Training – Jo Williams to consider further submissions re provision</li> <li>• MCA co-ordinator – to update report – capacity issues pending full-time appointment to this post.</li> <li>• RO'B to consider funding issues/historical arrangements</li> </ul>	RO'B	
<b>4</b>	<b>Stroke Report</b>		
	<p>RO'B noted funding available to address stroke standards and potential to appoint a full-time social worker and support worker for 3 years. Reform Unit to lead – RO'B to confirm further social work post to recruit to. SP/RO'B to meet separately to discuss.</p> <p>Further social work posts discussed – End of Life post and 1.5 posts in LD transitions. Latter to be confirmed.</p>	SP/ RO'B	

5	Older Peoples Parliament Discharge Survey		
	<p>Data collection and collating issues discussed. Noted that report had been discussed previously at Wirral Discharge Planning and Review Group. Report raised issue of patients returning home from hospital to homes that had not been prepared for them, lack of heating, fresh food and hygiene issues were raised. Key points for discussion were:</p> <ul style="list-style-type: none"> <li>• Voluntary Sector take up of recommendations – to be discussed with [REDACTED] VCAW</li> <li>• Issues apply to Mental Health cases as well as older people</li> <li>• Potential contract re-negotiation with agencies to address issues through paid “down time”.</li> <li>• Links to Planned Discharge and Integrated Care at Home</li> </ul> <p>Further discussion took place re hospital discharge process and roles and responsibilities in the light of recent complaints and increased meeting of health needs within the community. Individual case examples were discussed.</p>		
	<b>NI 130 Self Directed Support</b>		
	RO'B noted positive guidance – further update on personalisation to follow when Paula Neate can attend.		
	<b>Any Other Business</b>		
	<p><u>Departmental Business Plan</u> – RO'B noted that consideration will be given to reporting on PIs and sharing information with Health. Financial implications of developing RAS and Individual Budgets discussed.</p> <p><u>Training Expenditure</u> – Confirmed all managers had received and circulated the briefing note.</p> <p><u>Standards of Conduct &amp; Integrity</u> – Confirmed all managers had received, signed off and cascaded this task to Team Managers. RO'B requested all double check completion of this task.</p> <p><u>Equality User Panel</u> – [REDACTED] Agreed Joint response from DASS/PCT was required.</p>	All	