

**MINUTES OF ACCESS & ASSESSMENT BRANCH LEADERSHIP TEAM MEETING
(EXTENDED)**

DATE: THURSDAY 15th OCTOBER 2009, ROOM 1 WESTMINSTER HOUSE

Present:

Rick O'Brien	Head of Service
Pete Gosling	Principal Manager - Wallasey Locality
Jayne Marshall	Principal Manager – Bebington & West Wirral Locality
Mo Burns	Team Manager (Representing Peter Tomlin)
Anne Bailey	Service Manager - Home Care Reablement
Chris Taylor	Service Manager - Mental Health
Ian Davidson	Temporary Service Manager - Learning Disability
Ruth Page	Secretary (Minutes)

Apologies:

Debbie Mayor	Joint Mental Health Development & Commissioning Manager
Peter Tomlin	Principal Manager - Birkenhead Locality
Neil Beacall	Unison

Visitors:

Joan Eatock	Trade Union Representative
Chris O'Connor	Trade Union Representative
Peter Ferguson	Trade Union Representative
Breda Dutton	Principal Manager
David Biddle	Reform Unit Manager
Linda King	SWIFT/IT Services
Wayne Tsoi	Operations Manager, Regeneration

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, BLT, Tom Ryan, Sandra Thomas
Commissioning:	Heather Rimmer, Jennifer McGovern, Debbie Mayor, Russell Grant
Service Managers:	Chris Taylor, Ian Davidson

Wallasey Locality Lynne Rhodes, Ann Bolton, Lynne Smith, Ade Churm, Jo Yuregir, Frances Tordoff, Dave Powell, Jeanette Hughes, Mary O'Loughlin

Birkenhead Locality Maria Woodcock, Karen Nicholls, Lin Harvey, Chris Smith, Sarah Aldis, Mo Burns,

Learning Disability Carole Woodland, Pam Shearwood,

West Wirral Locality Sue Costain, Mary Webb, Jean Elliot, Sarah Grice, Julie Pimblett, Dave Carroll, Shel Reese

Mental Health Gail Holden, Sandra Hancock, Neil Maycox, Paula Potter, Lesley Weston, Liz Clement, Angela Halsey

On behalf of CWP [REDACTED]

CADT/Safeguarding Pat Harris, Amanda Kelly, Simon Barrett
Unison Rep Neil Beacall

		Action
1.	Trade Union Representatives	
	<p><u>HART</u> – JE had contacted Lin Harvey. Regular meetings with TU stewards being set up for further discussion re HART issues.</p> <p><u>ASO Posts</u> – Final training session to start 2.11.09 3 trainee social worker staff and 3 from CADT posts to attend. An audit of the staffing allocation was currently in progress, taking account of work-life balance/part-time working etc. Position on ASO posts to be reviewed following this.</p> <p><u>Adult Mental Health</u> – PF updated the group following a meeting with CWP. Noted case loads increasing to 30, PCT contract with CWP for 25 with AMHPs carrying 18-20 due to increased complexity of cases. Discussion followed re decision on spread of caseloads being team manager responsibility. RO'B asked to be kept informed of numbers of caseloads during consultation period.</p> <p><u>AMHP Rota</u> – Following discussion of data provided by PF it was agreed that point of contact for CADT would be:</p> <p>Team/Duty Manager within office hours. AMHP under 65 rota to cover requests for over 65 cases out of hours.</p> <p>Access to out of hours legal advice line and case examples discussed. RO'B noted links to PAN Merseyside and would discuss with this group</p> <p><u>Absence Management</u> – RO'B noted that decisions on processes and amendments to letters were taken at a Corporate level. RO'B to contact Tom Ryan re availability of Remploy funding for assistance back to work.</p>	<p>CT/PF</p> <p>RO'B</p> <p>RO'B</p>
2.	Visitor – Breda Dutton – Design & Viability Study	
	<p>Breda Dutton gave an update on the on-going Design & Viability Study. Service User Focus groups were taking place each day next week at various locations; attendance was encouraged as staff briefing sessions had been poorly attended. The consultation document needed to be completed and returned by the closing date of 30th October. Completion on an individual or Branch basis was optional. Discussion followed re funding issues.</p>	<p>All</p>
3.	Visitor David Biddle – FACS Appeal Process	
	<p>David Biddle presented fast track process for appeals against FACS decisions which was an alternative route than through the complaints process. Any further dispute would be through the Ombudsman not through the complaints process. Following discussion of the process it was agreed that AB would work with David Biddle on refining the draft.</p>	<p>AB</p>
4.	Minutes of Last Meeting/Matters Arising	
	<p><u>Process Mapping</u> – Jayne Marshall had met with Niall Magennis re identification of point where ESCR/SWIFT intervention re PI</p>	

	<p>Budget Highlight Report – Serious position of increase in budget overspend noted. Key points of discussion were:</p> <ul style="list-style-type: none"> • Branch efficiency targets which had been met i.e. Granville Court, ASO posts and reduction in Mental Health expenditure. • Areas of increase i.e. residential and nursing care, LD Review teams not achieving expected target. • Growth pressures – JM looking at current guidance on delegation for approving large packages of care. • Increased costs of helping people to remain at home as an alternative to residential placements • Potential use of in-house beds • Links to Design & Viability study • CHC funding 	
6.	Lead Responsibilities	
	Noted that list required updating with additional tasks re personalisation to be added. Agreed RO'B to revise the list and circulate for comment.	RO'B
7.	M44 Absence Recording	
	All confirmed that briefing/training session had been attended.	
8.	Safeguarding Adults	
	Lists had been circulated for update on Safeguarding Adults outcome reporting. RO'B noted the importance of resolving recording issues and confidence in reporting to the Audit Commission. With the exception of LD most outcome returns had been made from June, July, August and September listings. A backlog of inputting and updating of lists within Safeguarding noted; some system issues to be taken up by new Safeguarding Contracts Officer. Aim was for lists to be circulated regularly on a monthly basis with fortnightly feedback on outstanding cases.	
9.	Visitor Wayne Tsoi - Aids & Adaptations Report	
	<p>Wayne Tsoi outlined a revised report re the process for adaptations. Key points for discussion were:</p> <ul style="list-style-type: none"> • Referral routes into the process/self-assessment • Application of FACS criteria • Growth in demand • Performance issues • Minor adaptations and admin/ASO resource requirements • Registered Social Landlord Issues • Potential to reduce costs • Wider corporate implications <p>RO'B commented on excellent work undertaken in this report and agreed in principal to secondment of ASO pending in depth study of financial details and consultation with SLT.</p>	RO'B

10.	Medicines Management Training	
	<p>RO'B noted funding available and work with Margaret Harding to design a course for ASOs and Health staff. Key points for discussion were:</p> <ul style="list-style-type: none"> • Links to work by Mike Fowler on contract specification with domiciliary care providers and performance of Health-related tasks. • Nomination for a working group below Medicines Management Steering Group 	
11.	Visitor Linda King – Hazards/Warnings on SWIFT	
	<p>Linda noted that SWIFT data guidance would be taken out to teams during SWIFT visits.</p> <p>Linda noted that a report regarding Hazards/Warnings on SWIFT had been circulated at the time that the Department was undergoing restructure. Further action arising from the report had been postponed pending the reorganisation of teams and now needed to be addressed. Recording and review processes for those persons considered violent or threatening were discussed and the data protection issues involved. It was agreed that:</p> <ul style="list-style-type: none"> • RO'B to discuss review of procedure for recording and removal with Maura Noone who was Caldecott Guardian. • Linda King would supply the list of some 357 cases, broken down into client groups, to CT who would lead the review. • RP to re-agenda for progress report next meeting. 	<p>RO'B LK/CT RP</p>
12.	Any Other Business	
	<p><u>CEO Visits to front-line services</u> – HART, Wallasey Access and Birkenhead Review Teams nominated.</p> <p><u>Shaping the future of care event 29.10.09</u> – Agreed Team Managers to cover this event in the face of diary clashes for senior managers.</p> <p><u>Christmas and New Year Leave Arrangements</u> – October half-term leave discussed and agreed. RP to send out reminder for requests for leave over the Christmas period.</p> <p><u>Ian Davidson</u> – Clive Banks to take over LD Service Manager post from 26.10.09</p>	
	Next meeting 1.00 pm Thursday 29th October, Room 1	

