

YORKHILL DIVISION

Paper No : 05/55

Divisional Management Team

Minutes of the eleventh meeting of the Divisional Management Team held on Friday 18th March 2005 at 12:30pm in the Conference Room, QMH.

Present: Mrs S Kuenssberg, Chairman
Mr J Best, Chief Executive
Mrs L Fleming, Director of Corporate Planning
Dr A Ford, Chairman, Clinical Board for Medicine, Child Health and Psychiatry and Clinical Director of Medicine
Ms S Forsyth, Partnership Forum
Mrs L Hamilton, Head of Integrated Services
Mr J Hughan, General Manager, Estates
Dr R Lindsay, Clinical Director, Department of Child & Family Psychiatry
Mr J Marshall, Planning Manager
Mr D Matheson, Director of Finance
Ms C McCalman, Local Health Council Representative
Mr D McDonald, General Manager, Operations
Miss I McKune, Acting Director of Nursing and Patient Services
Ms P Mitchell, General Manager, Clinical Board for Anaesthesia and Surgery
Dr J Peutrell, Clinical Director of Anaesthesia
Mr J Redfern, General Manager, Clinical Board for Medicine, Child Health and Psychiatry
Mrs E Stenhouse, General Manager/Head of Midwifery
Dr T Turner, Clinical Director of Obstetrics and Neonatology
Dr A Watt, Clinical Director for Diagnostic Imaging

In attendance: Mr J Mullen, Secretary to the DMT
Mrs I Shields, Deputy Director, Human Resources
Mr J Skinner, Clinical Risk Manager
Mr N Sommerville, Clinical Effectiveness Assistant
Ms L McKenzie, Primary Care Division
Ms A Monaghan, Primary Care Division
Mr R Taylor, Public Relations and Communications Manager

PRELIMINARY BUSINESS

(a) Apologies for Absence

Apologies for absence were intimated on behalf of Dr J Beattie, Prof. M Connor, Mr D Crawford, Miss S Dick, Mr J Wallace, and Mrs G Wilson.

Mrs Kuenssberg welcomed Ms Mitchell's return and also informed the group that this would be Mr Marshall's last meeting before his retirement.

(b) Minutes for Approval

The minutes of the meeting of the Divisional Management Team, held on the 18th February 2005, were approved as an accurate record.

(c) Matters Arising from the Minutes of the Meeting held on 18th February 2005

(i) Pan-Glasgow Laboratories Review - Update

Mr Matheson reported that the prevailing view remained that Laboratory Services would be managed within a Laboratories Directorate. Mr Best added that discussions were still taking place regarding the future management arrangements for Diagnostic Imaging services.

1. SERVICE DELIVERY / DEVELOPMENT

(a) Community Health Partnerships

Mrs Hamilton reported the Child Health Strategy Group had recently discussed Child Psychiatry services to allow staff to share their concerns and that a further meeting would take place shortly. Members went on to discuss proposals for the management of Child Development Centres and Child and Adolescent Mental Health Services contained in an e-mail, which had only been received this morning. This proposed that CDCs and CAMH services would be managed by a Head of Children's Services in the CHP in which they were located. Some CHPs would, therefore, be providing some services to other areas, for example, East CHP would serve both East Glasgow and South Lanarkshire CHP areas.

Members expressed the hope that further consultation would enable the best features of the combined child service currently provided could be preserved when services were delegated to CHPs

(b) Risk Reduction Interactive Intranet Site

Mr Skinner and Mr Sommerville were welcomed to the meeting to brief members on a new Intranet site on risk management. There was a short demonstration of the site followed by discussion. It was noted that there would be regular updates to the content, about which staff would be notified by e-mail and HISS alerts.

(c) Yorkhill – The Television Documentary

Mr Taylor was welcomed to the meeting. He informed members that Scottish Television would be making a documentary series about Yorkhill and broadcasting it during the summer. The programme would also be shown on the satellite channel Discovery Health. He added that the contract with the programme makers would provide Yorkhill with a level of editorial control and ensure both factual accuracy and patient confidentiality.

He reassured members that filming would only take place with prior arrangement with the staff in the area concerned and that participation by staff would be entirely voluntary.

2. RESOURCES AND INFRASTRUCTURE

(a) Monthly Finance Report at Month 11

Mr Matheson reported that the financial situation had improved from that reported last month and now showed a £0.028m surplus. He added that Service Level Agreements were now agreed with most Boards.

(b) Approval of Extension to Initial Term of HISS Contract

Mr Matheson invited members to approve an extension to the contract for the HISS Meditech information system. He explained that the extension to the contract would extend the life of the current system a further 3 years beyond the already remaining 2 years. This is considerably less expensive than attempting to introduce a new system. This runs the base contract to 31 December 2009, which is in line with the time scale for the move to the new children's hospital and the technology was compatible with that at the Southern General, which would also be using the Meditech system for the next 5 years.

The DMT approved the extension of the contract.

3. HUMAN RESOURCE ISSUES

(a) Care Careers – WHIGG 2005

Ms Monaghan was welcomed to the meeting to explain to members the purpose of the WHIGG (Working for Health in Greater Glasgow) programme (Ref. 03/05/02). She explained that this programme was designed to help up to 350 benefits claimants per year into the NHS Greater Glasgow workforce. Members noted that an interview was guaranteed to those who completed the programme but a permanent job was not guaranteed.

(b) Quarterly Human Resources Report

Mrs Shields referred members to the Human Resources report for the quarter ended 31 December 2004 (Ref. 03/05/03). Members were invited to note that discussions were continuing at a national level concerning the number of public holidays to which medical staff and senior executives were entitled. Under Agenda for Change there would only be 8 public holidays but these staff groups were entitled to 10. Until the matter was resolved the staff affected would be awarded an additional 2 days annual leave.

Members discussed the procedure for filling vacancies. Members noted that all vacancies should be submitted to the redeployment centre in the first instance. If there was no contact from the centre within 5 days the vacancy could be advertised.

Concerns were expressed about the problems staff were encountering operating the SSTS system. It was noted that steps were being taken to resolve the problems.

There was brief discussion of the attendance statistics shown in the report. Questions were raised regarding the accuracy and completeness of the data submitted for medical staff.

4. GOVERNANCE

(a) Divisional Governance Forum

Mrs Shields referred members to the proposal that the agenda of the June DMT be devoted to Governance issues (Ref. 03/05/04).

The DMT approved this proposal.

5. ANY OTHER BUSINESS

(a) Service Redesign

Dr Turner referred to the NHSGG Board paper on service redesign contained in the member's information pack and encouraged members to respond to this consultation. Ms Forsyth added that the Partnership Forum had only received this paper from the Board today despite the closing date being 28 March.

(b) Local Health Council

Mr Best informed members that the Local Health Council would be replaced by the new Scottish Health Council from 1st April, however Ms McCalman would continue her involvement with the DMT. Mr Best wished to record his, and Yorkhill's, appreciation of Ms McCalman's and the Health Council's contribution.

(c) PICU/HDU

Mr Hughan reported that the PICU/HDU had now been handed over by the contractors and invited members a tour of the facility after the meeting.

6. DATE AND TIME OF NEXT MEETING

The April meeting of the DMT was cancelled and the next meeting would be held at 12:30pm on Friday 20th May 2005 in the Conference Room, QMH.

The Chief Executive delivered the March Core Brief.

YORKHILL DIVISION

Divisional Management Team

Minutes of the twelfth meeting of the Divisional Management Team held on Friday 20th May 2005 at 12:30pm in the Conference Room, QMH.

Present: Mr J Best, Chief Executive
Mrs L Fleming, Director of Corporate Planning
Ms S Forsyth, Partnership Forum
Mrs L Hamilton, Head of Integrated Services
Mr D Matheson, Director of Finance
Ms C McCalman, Public Representative
Mr D McDonald, General Manager, Operations
Ms P Mitchell, General Manager, Clinical Board for Anaesthesia and Surgery
Mrs E Stenhouse, General Manager/Head of Midwifery

In attendance: Mr J Mullen, Secretary to the DMT
Mrs I Shields, Deputy Director, Human Resources

PRELIMINARY BUSINESS

(a) Apologies for Absence

Apologies for absence were intimated on behalf of Dr J Beattie, Prof. M Connor, Miss S Dick, Dr A Ford, Mr J Hughan, Mr M Jamieson, Mrs S Kuenssberg, Dr R Lindsay, Miss I McKune, Mrs H Ostrycharz, Dr J Peutrell, Mr J Redfern, Dr T Turner, Mr J Wallace, Dr A Watt, and Mrs G Wilson.

(b) Minutes for Approval

The minutes of the meeting of the Divisional Management Team, held on the 18th March 2005, were approved as an accurate record.

(c) Matters Arising from the Minutes of the Meeting held on 18th March 2005

(i) Pan-Glasgow Laboratories Review - Update

Mr Matheson reported that the Corporate Management Team of NHSGG had asked for all options under review to be costed. It was noted that Laboratory Services would remain as they are at present pending the commissioning of the new children's hospital. It was also noted that management of Diagnostic Imaging would be on a pan-Glasgow basis but this would not be fully implemented in relation to children's services while the new children's hospital was being planned. Other issues to be addressed as a part of the review were on-call arrangements and the management of regional and national services.

(ii) PICU/HDU - Update

Miss Mitchell reported that the opening of the new PICU/HDU had been delayed due to technical difficulties with medical gases. Every effort was being made to resolve this situation and a new opening date would be announced as soon as possible.

1. SERVICE DELIVERY / DEVELOPMENT

(a) Community Health Partnerships (CHP)

Mrs Hamilton reported that the Child Health Strategy Group had produced a paper, which had been shared with Local Authority and Health colleagues. This paper proposed that the each Child Development Centre would be managed by the CHP in whose area it was located. It was agreed at NHSGG that small services would not be further sub-divided across CHPs. A further meeting would consider the potential for devolution of other specialist children's services including mental health, physiotherapy and dietetics. Detailed discussions with CHPs and implementation teams would be required to work through the issues involved.

2. RESOURCES AND INFRASTRUCTURE

(a) Year End Finance Report 2004/05

Mr Matheson reported that Yorkhill Division had ended the year £173k in surplus. This had been achieved by a moratorium, which had reduced spending towards the year end, and income from non-Scottish activity. He also reported that, as some of the income received related to costs that would be incurred in 2005/06 the true surplus was £120k.

Mr Matheson went on to report that NHSGG was projecting a deficit of £10m this year (05/06), down from £50m but there was a further £12m at risk due to GP contract payments. It was also reported that financial accounting services would be centralised from next month.

3. HUMAN RESOURCE ISSUES

(a) Induction Policy

Mrs Shields invited members to approve the Induction Policy (Ref. 05/05/01). She reported that this was an update of an earlier policy and that there were only minor amendments to report. She added that a pan-Glasgow working group had now been established and there would be no further updates to this local policy.

The DMT approved the policy.

(b) Career Break Policy

Mrs Shields invited members to approve the Career Break Policy (Ref. 05/05/02). She reported that this was an update of an earlier policy. Following discussion a number of minor amendments were suggested, these included amending the minimum period to one year and recognising that some professional bodies required more than 10 days work each year to maintain professional registration. It was agreed that these amendments would be incorporated.

The DMT approved the policy.

4. GOVERNANCE

(a) Significant Child Protection Incident Review/De-briefing Policy

Mrs Hamilton invited members to approve the Significant Child Protection Incident Review/De-briefing Policy (Ref. 05/05/03). The purpose of the policy, which has been widely discussed with staff, is to establish a process to enable lessons to be learned and applied from incidents. Members suggested that the paper should make more explicit the relationship to the Disciplinary Procedure by ensuring that who gets access to what information is sufficiently clear.

Subject to the clarification suggested, the DMT approved the policy.

(b) Quarterly Complaints Report

Mrs Stenhouse invited members to note the Complaints Report for the quarter ended 31 March 2005. She reported that the percentage of complaints dealt with on time had improved, although the high quality of the response remained the most important factor.

Ms McCalman asked if complaints about Autism services were raised under the waiting times or communications categories. It was noted that this was a complex area and different complaints may be about different aspects of the service. It was also reported that a re-design group had been established to review autism services and Ms McCalman was invited to join this group.

5. ANY OTHER BUSINESS

(a) Parental Leave

Mrs Shields reported that the Yorkhill policy on parental leave had been amended to comply with the NHS GG policy and that this leave would now be unpaid. Ms Forsyth added that staff side representatives would be seeking further discussions on this topic in the appropriate forum.

(b) NHS Argyll & Clyde

Following the recent Ministerial announcement on the future management arrangements for the provision of NHS services to the population of NHS Argyll & Clyde, it was noted that current decisions on the configuration of services in NHS GG would not be re-visited. It was also noted, however, that the Minister wished NHS Greater Glasgow, Lanarkshire and Argyll & Clyde to begin meeting to ensure clinical strategies were aligned and reflected national policy.

6. DATE AND TIME OF NEXT MEETING

The next meeting will be held at 12:30pm on Friday 17th June 2005 in the Conference Room, QMH.

The Chief Executive delivered the May Core Brief.