

YORKHILL DIVISION

PAPER NO:- 05/75

Divisional Management Team

Minutes of the fourteenth meeting of the Divisional Management Team held on Friday 19th August 2005 at 12:30pm in the Conference Room, QMH.

Present: Mrs S Kuenssberg, Chairman
Miss S Dick, General Manager, Clinical Board for Laboratories, Diagnostic Imaging and Pharmacy
Mrs L Fleming, Director of Corporate Planning
Dr A Ford, Clinical Director of Medicine and Child Health
Mrs S Forsyth, Partnership Forum
Mr A Fyfe, Clinical Director of Surgery
Mrs L Hamilton, Head of Integrated Services
Mr J Hughan, General Manager, Estates
Dr R Lindsay, Clinical Director, Department of Child and Family Psychiatry
Mr D Matheson, Director of Finance
Ms C McCalman, Public Representative
Mr D MacDonald, General Manager
Ms P Mitchell, General Manager, Clinical Board for Anaesthesia and Surgery
Mrs H Ostrycharz, Director of Human Resources
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
Mr J Wallace, Director of Pharmacy

In attendance: Mr J Mullen, Secretary to the DMT
Mr D Daniels, Service Manager, Clinical Board for Anaesthesia and Surgery
Mrs M Horne, Medical Records Manager
Mrs J Murray, Non-executive Director, NHSGG
Mrs A Paul, Non-executive Director, NHSGG
Mr J Skinner, Clinical Risk Manager

PRELIMINARY BUSINESS

(a) Opening Remarks

The Chairman welcomed members of the NHSGG Board to the meeting and explained that their presence enabled the Division to discharge its governance responsibilities. She informed members that the latter part of the meeting would take the form of a Governance Forum, the purpose of which was to agree information going forward to NHSGG on corporate, clinical and staff governance and to raise awareness of governance issues and the action being taken to minimise risks at Divisional level.

(b) Apologies for Absence

Apologies for absence were intimated on behalf of Dr J Beattie, Mr J Best, Prof. M Connor, Councillor J Handibode, Mr M Jamieson, Miss I McKune, Dr A Watt and Mrs G Wilson.

(c) Minutes for Approval

The minutes of the meeting of the Divisional Management Team, held on the 17th June 2005, were approved as an accurate record.

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

(i) PICU/HDU - Update

Mr Matheson was pleased to report that the new PICU had opened on 9 August. Mr Hughan added that earlier difficulties with medical gases in the new HDU were now nearing resolution. The Chairman congratulated everyone involved in the design and development of an excellent clinical facility.

1. SERVICE DELIVERY / DEVELOPMENT

(a) NHSGG Re-organisation

Mrs Kuenssberg reported that the first phase of the re-organisation had now been completed and appointments had been announced. She added that recruitment to the second phase of appointments would commence in September.

2. RESOURCES AND INFRASTRUCTURE

(a) Monthly Finance Report – Month 04

Mr Matheson reported that the change to a new financial accounting system following centralisation of this aspect of the service had resulted in a number of difficulties. The reported position showed a deficit of £687k for the first 4 months but these figures were to be treated with some caution. He added that it was customary to be overspent at this point in the financial year but that the level was unexpectedly high.

Clinical Board colleagues stressed that reliable figures were required in order to know where savings may be required and that delays in receiving this information made the task of financial control and recovery more difficult.

(b) Equipment Purchases

Mr Matheson referred members to the list of medical equipment to be purchased from the Division's allocation of £1.037m. He added that a decision had been taken to purchase the first item on the Clinical Board for Laboratories, Diagnostic Imaging and Pharmacy's list as there was a pressing need and the cost represented a fraction of the usual price.

The DMT approved the list of equipment purchases.

4. HUMAN RESOURCE ISSUES

(a) Promoting attendance Policy

Mrs Ostrycharz invited members to approve the Promoting Attendance policy. She reported that such policies would be introduced on a pan-Glasgow basis in future. Members noted that an earlier draft of the policy had been seen by the group and that the policy had now been shared with Clinical Boards and the Partnership Forum for their input.

The DMT approved the policy.

(b) Fair for All Race Equality Scheme

Mrs Ostrycharz invited members to note the Fair for All Steering Group's Action Plan. She informed members that, although much of the race equality work would be taken forward on a pan-Glasgow basis, it was essential that the organisation had a Race Equality Scheme in place. The Commission for Racial Equality had the power to issue Improvement Notices where these plans did not exist and had indicated that progress is expected regardless of the transition to single system working. She also informed members that an Impact Analysis of the scheme was required and that an Equality and Diversity Manager seconded from the North Glasgow Division would be assisting with this process.

There was some discussion of the provision of information in languages other than English. It was noted that this issue could be explored further during the Impact Analysis.

5. ANY OTHER BUSINESS

(a) Bomb Alert Procedure

Mr MacDonald informed members that revised pan-Glasgow guidelines had been produced and circulated to Clinical Service Managers and Senior Nurse Managers. The guidelines would also be available to staff on the NHSGG intranet site. In discussion of security issues, members acknowledged the need to balance security with public access and to avoid creating a climate of fear.

This concluded the routine business of the Divisional Management Team for the month of August. The remainder of the meeting would be devoted to consideration of the Division's corporate, clinical and staff governance reports for the year 2004/05.

6. GOVERNANCE FORUM

(a) Quarterly Complaints Report (Quarter ended 31 June 2005)

Mrs Stenhouse tabled a number of additional graphs to accompany this report. It was noted that the percentage of complaints responded to within the target of 20 working days was particularly low this quarter. Sick leave had contributed to this situation, however an action plan had been prepared to address this issue. Following discussion it was agreed that the action plan would be reviewed with Clinical Boards. It was noted that the quality and comprehensiveness of the response provided by Yorkhill was high and as a result of this none of the complaints had required an Independent Review.

(b) Risk Registers

Mr Skinner invited members to note the contents of the Divisional Risk Registers. He informed members that the maintenance of such registers would be on a pan-Glasgow basis in future.

(c) Risk Management - Major Risk Groupings 2004 & 2005

Mr Matheson invited members to note the major areas of risk faced by the Division and the systems in place to manage those risks.

(d) Financial Governance

Mr Matheson reported that the Audit Committee had approved the Division's financial accounts at its meeting on 22 June. The accounts would now be consolidated into the NHSGG accounts.

(e) Clinical Governance

Mr Matheson reported that the 2004/05 Clinical Governance report was in preparation and would be presented to a future meeting of the DMT. The 2003/04 report and strategy were included in the papers for reference. The strategy would also be updated to reflect new organisational arrangements. Members noted the contents of the 2004/05 Clinical Governance Workplan.

(f) Caldicott Audit Report – August 2004

Mrs Horne invited members to note the contents of the 2004 Caldicott Audit Report. She advised members that the 2005 report was almost complete and would be presented to the next meeting of the DMT.

(g) Staff Governance Annual Report

Mrs Ostrycharz invited members to note the Staff Governance Annual Report. She reported that a Staff Governance sub-group would take forward the development of an action plan, on which we would be audited. The report of the outcome of this audit would be pan-Glasgow.

(h) Annual Plan 2005/06

Mrs Fleming informed members that a draft plan had been prepared, similar to the format of previous years, however, it was not available for circulation as it remained incomplete until the new Directorate transitional arrangements became clearer. A summary of its content was circulated for members' interest. Members noted the review of the 2004/05 plan.

7. DATE AND TIME OF NEXT MEETING

The next meeting will be held at 12:30pm on Friday 16th September 2005 in the Conference Room, QMH.

The Chairman delivered the August Core Brief. She informed members that Mrs Ostrycharz would be taking up a new post at Dalian House on Monday and recorded the thanks of the DMT for her contribution as Yorkhill's Director of Human Resources over the last 6 years.