

NOT YET ENDORSED AS A CORRECT RECORD

PCDMIN2005/07

Minutes of a Meeting of the Divisional Management Team
held at 8.30 a.m. on
Thursday, 3rd November 2005
in Room 7, Celtic Park Football Stadium, Glasgow

PRESENT:	Andrew Robertson	Chairperson
	Bob Duncan	Non-Executive Member
	Rosslyn Crocket	Chief Executive
	Douglas Griffin	Director of Finance
	Dr Iain Wallace	Medical Director
IN ATTENDANCE:	Jane Arroll	Director of Allied Health Professionals (to Minute 14)
	Elsbeth Campbell	Communications Manager (from Minute 4 to Minute 14)
	Iona Colvin	General Manager, Addiction Services (to Minute 14)
	John Dearden	General Manager, Corporate Services
	Terry Findlay	Divisional General Manager, Primary Care (from Minute 4 to Minute 13)
	Alistair Maclean	General Manager, Support Services (to Minute 14)
	Juli McQueen	Head of Organisational Development & Training (to Minute 14)
	David Thomson	Director of Pharmacy (to Minute 14)
	Dr Linda Watt	Associate Medical Director (to Minute 14)
BY INVITATION:	Paul Adams	Divisional Allied Health Professions Advisory Committee (to Minute 13)
	Dr Roch Cantwell	Divisional Psychiatric Advisory Committee (to Minute 13)
	Gale Leslie	Area Optometric Committee (to Minute 13)
	Mrs Audrey Watson	Scottish Committee of the Council on Tribunals (for Minute 15)

Action

1. APOLOGIES

Apologies for absence were submitted on behalf of John Bannon (Non-Executive Member), Dr Robert Broadfoot (Director of Primary Dental Care), Eileen Burns (Divisional Nursing Advisory Committee), Andy Carter (Head of Personnel), Mark Feinmann (Joint General Manager, Learning Disabilities), Colin Fergusson (Area Pharmaceutical GP Sub-Committee), George Ralston (Divisional Psychology Advisory Committee) and Denis Toppin (Area Dental GP Sub-Committee).

2. WELCOME

The Chairperson welcomed to the meeting Paul Adams (Head of Profession for Physiotherapy) recently appointed Chair of the Divisional Allied Health Professions Advisory Committee.

The Chairman also intimated that Mrs Audrey Watson of the Scottish Committee of the Council on Tribunals would be attending as an observer for Minute 15 relating to the findings of a Dental Disciplinary hearing.

3. MINUTES

The Minutes of the meeting of the Divisional Management Team held on 1st September 2005 [MIN 2005/06] were approved as correct record and signed by the Chairperson.

4. MENTAL HEALTH (CARE & TREATMENT) (SCOTLAND) ACT 2003-UPDATE

Dr Linda Watt provided an oral update on the implementation of the Mental Health Care & Treatment (Scotland) Act 2003 whose main provisions had come into effect on 5th October 2005.

Linda advised that the significant changes introduced by the Act relating to the care and treatment of mental health patients had been introduced without any major problems despite the lateness of issue of the Code of Practice on implementation of the Act, and the significant changes introduced in relation to the short-term detention of patients with a mental disorder. Inevitably, with such a significant change in legislation, there had been teething problems, but with the goodwill of all concerned, these were being overcome.

She noted that the early days of implementation had highlighted the time taken to complete the lengthy paperwork associated with the new system and had drawn attention to previously recognised difficulties in securing appropriate Ambulance transport for patients who were to be detained under short-term detention orders. There had been some reluctance by GPs to provide second opinions because they were concerned about the potential for being required to attend at Tribunals to give an opinion and the lack of provision in the GP contract to specify a fee for this service. It had been possible to reassure GPs that they would not normally be required to commit lengthy periods in attendance at hearings and the issue of fees was being addressed, albeit this was outwith the terms of their GMS contract.

Overall, it was considered that no patient had been adversely affected by the changeover to the new arrangements in the short term.

Dr Roch Cantwell reiterated the concerns of psychiatrists over the laborious nature of the paperwork associated with the new arrangements and the hope that this could be reviewed at an early date. The main concern for the profession was on the availability of a second opinion. This would be addressed with the Mental Health Tribunal and the Scottish Executive.

The DMT thanked all concerned for their endeavours in ensuring that the new system operated despite inevitable teething problems.

NOTED

5. LIP MONITORING

Paper 2005/069 from the General Manager, Corporate Services was submitted providing an update to 1st October 2005 on the achievement against targets set within the Divisional Local Implementation Plan for 2005/6.

NOTED

6. FINANCE REPORT

Douglas Griffin presented Paper 2005/070 containing the financial progress report for the period to September 2005.

The current report confirmed that the Division was operating £737K within its revenue resource limit for the period to September 2005. This was attributable to the timing of expenditure commitments within Addictions and Homeless Services and some cost containment and vacancies within Mental Health and Primary Care. Expenditure on Primary Care Prescribing was closely in line with expectations for the period to July. This was encouraging taking account of the cost containment targets incorporated within the Prescribing Budget set for 2005/6. With only four months data currently available, the Prescribing budget was reported as being on target.

Capital expenditure of £1.588M had been incurred to the end of September. Capital Schemes relating to the SW Elderly Resource Centre, Springburn Health Centre and West of Scotland Adolescent In-Patient Re-provision were provided for in the Capital Plan and would commence in the last quarter of the year, with the bulk of expenditure in 2006/7. Main areas of expenditure in 2005/6 to date had been on enabling works relating to the Gartnavel Campus.

NOTED

7. WAITING TIMES – EXCEPTION REPORT

Dr Iain Wallace presented Paper 2005/071 on performance against agreed waiting times for the period ending August 2005. Iain commented that in the month of August, services covering 11 LHCCs had maximum waits that exceeded locally agreed targets. City wide services, Learning Disabilities and Mental Health also reported notable exceptions.

The DMT debated the issues arising from the report and the significant attention

Action

that had been given in primary care to service redesign to address waiting times issues. Unlike the acute sector, Primary Care Services and Mental Health were not currently the subject of National waiting times guarantees and as a result had not received additional targeted investment. It was the view of the DMT that a relatively small recurrent investment in the order of £250,000 could provide noticeable improvement in the current picture. Whilst IM&T systems improvements were identified as an issue, measures such as providing improved basic grade administrative support to clinicians was seen as an area which could have a notable impact on improving service delivery.

DECIDED/-

That the difficulties in improving performance against currently agreed waiting times be factored into discussions at the Health Board on resource allocations with the request that favourable consideration be given to an increase in the monies allocated on a recurrent basis to address the current situation in Primary Care and Mental Health Services.

Director of Finance

8. DIVISIONAL LEARNING PLAN

Juli McQueen presented Paper 2005/072 which provided an Executive summary of the Division's Learning and Organisational Development Plan for 2005/6. The report contained information on the process for compiling the Learning Plan; review of the Plan for 2004/5; the 2005/6 Bursaries and Scholarship Awards and a summary of the Key Themes emerging from the 2005/6 Learning Plan.

DECIDED/-

That the Learning and Organisational Development Plan for 2005/6 be endorsed.

Head of Organisational Development & Training

9. STAFF GOVERNANCE

Paper 2005/073 from the Head of Personnel on staff governance issues was submitted.

The report contained information on staff numbers, overtime levels, sickness absence levels and an update on submission of job descriptions for evaluation under Agenda for Change. The report also provided an update on various Organisation and Training/Development activities in support of the move to single system working.

NOTED

10. PHARMACY PRACTICES COMMITTEE

The minutes of a meeting of the Pharmacy Practices Committee held on 19th October 2005 [Paper 2005/074] were noted.

11. RISK MANAGEMENT ADVISORY COMMITTEE

The Minutes of a meeting of the Risk Management Advisory Committee held on 6th September 2005 [Paper 2005/075] were noted.

12. FUTURE MEETING

John Dearden submitted Paper 2005/076 suggesting a programme of DMT and Committee meetings for the period to March 2005. It was stressed that these meetings were proposed to see a smooth transition to the new single system structure and that the need for specific meetings would be kept under review. It was considered wise to reserve dates in diaries for the present.

DECIDED/-

That the programme of meetings set out in the submitted report be agreed.

**General
Manager
Corporate
Services**

13. CONFIDENTIAL ITEMS

DECIDED/-

That the following items be considered in private as they may contain information which is exempt from disclosure under the Freedom of Information (Scotland) Act 2002.

14. REFERENCE COMMITTEE

The Minutes of a meeting of the Reference Committee held on 19th September 2005 [Paper 2005/077] were noted.

15. DENTAL DISCIPLINE COMMITTEE DECISION

John Dearden presented Paper 2005/078 containing the findings of a Dental Discipline Committee hearing at which an alleged breach of his Terms of Service had been brought against a General Dental Practitioner included on the Board's Dental List.

The DMT was required to consider the findings and recommendations of the Dental Discipline Committee under the terms of the NHS (Service Committees and Tribunal) (Scotland) Regulations 1992 (as amended). The Discipline Committee had noted that the Practitioner had admitted a breach of paragraph

25(1)(a) of Schedule 1 to the NHS (General Dental Services) (Scotland) Regulations 1996 (as amended) but had concluded that the Practitioner was not in breach of an alleged failure to comply with paragraph 19(d). The Committee had made recommendations as to the action to be taken by the Board in consequence.

DECIDED/-

1. That the findings of the Dental Discipline Committee constituted by Lanarkshire Health Board to hear the referral of the case made by NHS Greater Glasgow Primary Care Division as contained in the submitted report be accepted.
2. That a formal determination under the NHS (Service Committees and Tribunal) (Scotland) Regulations 1992 (as amended) be communicated to the practitioner concerned.
3. That the comments of the Discipline Committee relating to the photographic evidence presented to the Committee be drawn to the attention of National Services Scotland with a request that they give early consideration to implementing improvements to the examination facilities at the Scottish Dental Reference Service.

**General
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The DMT took the opportunity of the attendance of Mrs Watson to discuss with her the current system of disciplinary hearings for Family Health Services Practitioners and the previously expressed intention of the Scottish Executive to make improvements to that system.

The meeting ended at 9.40 a.m.