

NOT YET ENDORSED AS A CORRECT RECORD

PCDMIN2005/05

Minutes of a Meeting of the Divisional Management Team
held at 10.00 a.m. on
Thursday, 30th June, 2005
in the Boardroom, Divisional Headquarters, Gartnavel Royal Hospital,
1055 Great Western Road, Glasgow

PRESENT:	Andrew Robertson Rosslyn Crocket Councillor Bob Duncan Douglas Griffin Dr Iain Wallace	Chairperson Chief Executive Non-Executive Member Director of Finance Medical Director
IN ATTENDANCE:	Jane Arroll Andy Carter John Dearden Alistair Maclean Juli McQueen	Director of Allied Health Professions Head of Personnel General Manager, Corporate Services General Manager, Support Services Head of Organisational Development and Training
BY INVITATION	Dr Barbara West Dr John Summers Dr George Ralston Mark White	Area Medical Committee GP Sub-Committee Divisional Psychiatric Advisory Committee Divisional Psychological Committee PriceWaterhouseCoopers

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), Elsbeth Campbell (Head of Communications), Iona Colvin (General Manager, Addiction Services), Mark Feinmann (Joint General Manager, Learning Disabilities), Terry Findlay (Divisional General Manager, Primary Care), Gale Leslie (Area Optometric Committee), David Thomson (Director of Pharmacy) and Dr Linda Watt (Associate Medical Director).

2. WELCOME/ANNOUNCEMENTS

The Chairperson welcomed to the meeting Mark White from PriceWaterhouseCoopers who was present for the items relating to the Divisional Accounts and Audit.

The Chairman congratulated Dr Rafik Gardee, Director of the National Resource Centre for Ethnic Minority Health in Scotland and Consultant in Public Health Medicine with the Division, who had received an MBE in the Queen's Birthday Honours for services to healthcare.

3. MINUTES

The Minutes of the meeting of the Divisional Management Team held on 5th May 2005 [MIN 2005/04] were approved as a correct record and signed by the Chairperson, subject to the word "Renal" in Minute 4 being amended to read "Retinal".

4. COMMUNITY HEALTH PARTNERSHIPS – SCHEMES OF ESTABLISHMENT

In respect of Minute 4 of the meeting held on 5th May 2005, the DMT noted that the Scottish Executive had not yet given approval to the CHP Schemes of Establishment, but it was anticipated that approval would be granted soon.

NOTED

5. RISK MANAGEMENT ADVISORY COMMITTEE

The Minutes of a meeting of the Risk Management Advisory Committee held on 10th May 2005 [Paper 2005/049] were noted.

6. PHARMACY PRACTICES COMMITTEE

The minutes of a meeting of the Pharmacy Practices Committee held on 7th June 2005 [Paper 2005/050] were noted.

7. CLINICAL GOVERNANCE COMMITTEE

The minutes of a meeting of the Clinical Governance Committee held on 9th June 2005 [Paper 2005/051] were noted.

In respect of Minute 2 – Implementation of the Mental Health (Care and Treatment) Act 2003 – attention was drawn to the anticipated difficulties in meeting fully the training requirements associated with implementation of the Act where the main provisions were now due to come into force by 5th October 2005. This matter had been raised with NHS Education Scotland (NES).

NOTED

8. STAFF GOVERNANCE

Paper 2005/053 on staff governance issues, concentrating on those aspects that related to workforce data (including staff in post, overtime working, Working Time Regulation compliance, absence monitoring, recruitment activity, redeployment and pay modernisation) together with organisational development and training activity was received.

Attention was drawn to the reasons for increases in staff numbers relating to the service developments in the areas of Community Dental Service, Addictions, Homelessness, Primary Care Mental Health Teams and Perinatal Mental Health Services. Rosslyn Crocket confirmed that close monitoring of overall recruitment levels continued to operate.

In terms of Agenda for Change implementation, the Division had now submitted some 200 job descriptions for matching covering an estimated 1500 staff. Further progress was being made in accelerating the programme for completion and submission of job descriptions.

The meeting also discussed the measures that could be taken to ensure that the Divisional policy on sickness absence monitoring and follow-up action was consistently applied.

NOTED

9. WAITING TIMES – EXCEPTION REPORT

Dr Iain Wallace presented Paper 2005/054 on exception reporting against agreed waiting times for the period ending April 2005.

Iain raised with the DMT the current level of performance across the range of agreed waiting times and the measures that could be taken to address these. The importance of ensuring lessons of good practice were appropriately disseminated within the Division was emphasised. It was agreed that through HQ Directors specific areas which should be targeted to be addressed should be identified and highlighted in the LIP for specific monitoring during the year. The importance of seeking to identify any available sources of additional funding to secure improvements in performance or service re-design was also acknowledged.

Medical Director

NOTED

10. SUMMARY OF KEY DIVISIONAL OBJECTIVES 2005/6

John Dearden presented Paper 2005/055 providing a draft interim Local Implementation Plan Schedule for the Division for the year 2005/6 covering the period prior to transition to the new NHS Greater Glasgow organisational structure. The schedule included a specific section detailing responsibility within the existing HQ Headquarters Group for securing the transition to the new

organisational structure. Within the schedule some details remained outstanding.

DECIDED/-

That the draft LIP schedule be adopted, subject to completion of outstanding details, and form the basis for monitoring of performance within the Division pending the transition to the new organisational structure.

**General
Manager,
Corporate
Services**

11. DIVISIONAL FINANCIAL PLAN 2005/6

Douglas Griffin presented the overall Divisional Financial Plan for 2005/6 as contained in Paper 2005/056.

Douglas identified within the paper and highlighted to the DMT the forecast funding for 2005/6 at £606.5M and commented on the areas where, within the revenue resource limit, an increase in NHSGG funding of £14.9M was anticipated. These covered provisions for primary medical services under the GMS contract, prescribing, modernising NHS dental services, funding for physical disabilities complex cases, the joint stores initiative and a final sum in respect of retinal screening, two significant sums in relation to the Modernising Mental Health Programme – provision for the new forensic psychiatry unit and for the new in-patient unit at Gartnavel Royal and a sum for the Addictions Service to complete establishment of the Community Addictions Teams.

General cost inflation allowed for agreed uplift of pay (excluding the cost of Agenda for Change) and a 1.5% provision for non-pay inflation. Offset against these sums was the planned contribution to the corporate recovery plan at (-£2.4M) involving savings from a number of projects including catering, agency/bank nursing, junior doctors' rotas, mental health drug procurement and capital charges.

The relevant funding streams were translated into relevant expenditure budgets for each of the Divisions main services which were set out with a commentary on the key points relating to each of these. Whilst in most areas there was certainty as to the funding profile, in those where it was necessary to make estimates at this stage it was reasonable to assume that any movements in expenditure levels were likely to be matched by corresponding movement in funding allocations allowing a break-even position to be achieved. On this basis it was recommended that the budget allocations proposed be adopted.

DECIDED/-

That the elements of the Divisional Financial Plan for 2005/6 and the assumptions on which it has been based be noted and that the Plan as detailed in the submitted report be adopted as the Financial Plan for the Division for 2005/6.

**Director of
Finance**

12. NEXT MEETING

The next meeting of the DMT was noted as Thursday, 1st September 2005.

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. DIVISIONAL ACCOUNTS AND AUDIT 2004/5

Douglas Griffin presented and spoke to the following papers:-

Paper 2005/057A – Divisional Accounts Package 2004/5

Paper 2005/057B – Statement on Internal Control

Mark White of PriceWaterhouseCoopers circulated a copy of a presentation to the Primary Care Division Audit Committee on the 2004/5 Audit and spoke to this item.

The DMT noted that the Accounts for the Division would be consolidated into the Accounts for the NHS Board and that the External Auditors would make their formal opinion to the NHS Board on the overall financial position of the Board and the outcome of the External Audit to the Board meeting in July.

DECIDED/-

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| 1. That the Divisional Accounts package as contained within Paper 2005/057A be approved and submitted to the NHS Greater Glasgow Board. | Director of Finance |
| 2. That the Directors' report be signed by the Divisional Chief Executive. | Chief Executive |
| 3. That the Statement of Divisional Management Team Members' Responsibilities be adopted and signed by the Division's Chairman and Director of Finance. | Chairman and Director of Finance |
| 4. That following consideration of the report at Paper 2005/057B and the oral presentation made by PriceWaterhouseCoopers, the Statement on Internal Control be approved. | Director of Finance |
| 5. That the Statement on Internal Control be signed by the Divisional Chief Executive. | Chief Executive |

15. REFERENCE COMMITTEE

The Minutes of the meeting of the Reference Committee held on 20th June 2005 [Paper 2005/058] were noted.

Attention was drawn to on-going concerns relating to certain practitioners as referred to in the Minutes.

The meeting ended at 11.15 a.m.