

HEALTH TASK GROUP MEETING

**Minutes of the meeting held on 4.2.10
Main Meeting Room, Eastfield Clinic @ 2.00pm**

Present:	DJ	- Deborah Jeffery	Manager, Adult Nursing Team LDS (Chair)
	GM	- Dr George McIntyre	Carer Representative
	PB	- Dr Phil Bennett	Consultant Psychiatrist LDS
	LT	- Lynne Taylor	Health Facilitator, LDS (Vice Chair)
	GP	- Gillian Payne	Carers Representative
	BL	- Bridget Lentell	Service Manager, LDS
	KM	- Kay Mansfield	WWFT
	SC	- Scott Harrison	Care Manager
	TW	- Tracey Wright	Modern Matron, Scarborough
In Attendance:		Di Burlingham	Minute Taker LDS

1. Apologies

Apologies for absence were received

- Hilary Woodward, Modern Matron, Bridlington
- Annette Enzor, Commissioning Manager, Vulnerable Adult
- Carla Pawson, Manager, Children's Health Team
- Gill Rosser, Dental Hygienist, Northway Clinic
- Sue Haley, SALT, LDS
- Simon Valente, Chiropody Services

Copy of minutes for information

Sue Glew, Team Manager, Milestone House
 Stuart Lomas, Partnership Board Lead
 Mel Bradbury, Assistant Director - Vulnerable People and Third Sector
 Steve Brookes, Senior Commissioner for Mental Health
 Victoria Pilkington, Lead Manager for Learning Disabilities

2. Matters Arising

Summary of last meeting Actions:

- Care management and community nurses have included questions about HAP on their assessments to flag this up.
- **On main agenda** - Health task group to review feedback form Big Health Day Feedback on the 9TH October in December meeting. –
- **On main agenda** - Benchmarking tool from Acute Trust to be discussed at next Health Task Group (Dec09). This item will be first agenda item at the next meeting.
- **Apologies from Dental DJ to follow up on cancellation of session.** - DJ to raise concerns around theatre waiting times where appropriate



- **Actioned** –DJ agreed to feedback concerns about service user involvement in Partnership Board to Task Group Chairs.
- **Actioned** – DJ to contact Podiatry/Dietetics to ask them to move their slots onto February meeting – **Late apologies received from Podiatry, - DJ/BL to follow up with Robin Hull from York - Dietetics on main agenda**
- **Actioned** – **Taken forward by Task Group Chairs. A co-coordinating group is being set up to discuss challenges and take forward.** DJ to follow up at Task Group Chairs - Yorkshire Coast College (lack of courses)
- **Actioned**_ PB to make a couple of points more explicit on Mental Health Working Together Document **at its next review**
- **Actioned** – **MH issues is on agenda for October 2010.** DJ to request a slot next Autumn on Partnership Board Agenda to discuss New Horizons document
- **Rolling agenda item for June 2010 meeting** – Agenda item for 6 months time - to review county wide survey of Death by Indifference Document
- **Action** – Ongoing **LT to check with Anna Nockles and to be raised at Integrated Managers Meeting - that all GP's are taking advantage of the new information sharing systems and how?**

3. Dietetics Update:

Sue Waddington informed the group about her department, how referrals worked and areas of work and gave out a leaflet. A question was raised about how many LD clients were seen and how this was flagged as this was being implemented across the acute hospital. **Action - SW to look into this and to adding this to referrals. SW would also ask Sally Woolgar about how many LD clients are on their books and feed this back to BL/DJ. A question was raised about access to DAPNE Groups as a client/carer has been excluded in the past. SW to discuss this with Sally Woolgar and report back.**

4. Working Together Document:

TW updated the group on the work that had been done to drive forward the changes as follows:

- Development of a Matron's Risk Management Plan
- LT invited to the Sisters Meeting
- Posters to – ring Matron to assess any risks
- Raised awareness through from Sisters → Ward Clerks → Domestic
- Policies ratified and rolled out
- Established good links between LDS/LT
- Hospital Passports rolled out
- TW visiting local groups to discuss their experiences
- LT invited onto Quality and Diversity Group Acute – Discussion around a representative attending the group from the PCT – Helen Long to be asked to write by TW
- New Leaflets for PALS and Easy Speak implemented

- Josie Walker conducting an IT audit and developing an in-patient/out-patient questionnaire on a rolling basis
- Plans are being implemented to get patients onto either first or last appointments for theatres/surgery
- Flagging system be implemented
- Investigating education links with Gordon Evans for the training of student nurses – PB/LT offered to provide training if TW can arrange
- Acute Liaison Post – Business Case with Partnership Board/PCT being developed
- Good rapport with LDS/Health Task Group

Next Steps:

- Develop a library of relevant materials for matrons
- Capture data on LD for the Mortality Group
- Appropriately trained Band 7's to take over assessment process however, Matrons will still hold the register
- Continue to investigate education links to incorporate LD onto training (Mick Wolverton)
- Work to be done on signage (zones) with estates
- LD Training of junior doctors via HMHS Facilitator (F1 and F2 1 hr training) – TW to contact Anne Britton and Janette Worley
- Develop a forum for carers and staff up to the Trust Board
- Attend Mental Health Interface Group – LDS/Acute/PCT
- Attend Speak-up-Forums
- Continue to look at consent
- Continue to progress Pre-admission Meeting or (Pre-assessment)

Action – Health Task Group to write to Richard Sunley with thanks for above

Action – TW to report above to Speak-up-Forum and Partnership Board in April and then Partnership Board will also write to Mr Sunley.

5. Liaison Nurse Update:

LT updated the group on the progress. The Acute Trust has offered the full amount request, Partnership Board £7000, PCT have said no to date.

Action – LT to write to J Brown for explanation.

6. Self Assessment Framework:

Representation from this area is difficult as the Partnership Board Lead has other role. (This is on agenda for Task Group Chairs). BL/DJ/LT are conducting a survey/questionnaires to report back to commissioners. Annette Enzor has written to Catherine Smith regarding the lack of representation from Adult and Community Services.

Action – BL to provide GM with a memo to report to Partnership Board

7. Dental Feedback:

GR has sent her apologies but reported the Special Needs list had been cancelled by the hospital last week; she believed this was due to sickness and bed shortages.

Action – DJ to follow up

8. New Horizons/Green Light Event:

BL/LT reported back on the event which had been poor.

Action – BL to respond

9. Partnership Board Presentations:

- **Health reporting on 21.4.10 – Falsgrave Community Centre (Next Speak-up-Forum 31.3.10 – Mencap)**
- **New Horizons – 10.10.10**
- **DJ to do a mini report for the Quality Task Group**

10. Any other business:

- BL feedback on the new development of Old Copper Clay
- GP passed on info about Information Prescription (01388 645300) and See Ability (01372 755 000)
- LT feedback from Regional Access to Acute Meeting in Harrogate. – LT to forward minutes to TW
- PB informed the group that the Easy Read CPA is ready to go and easy read invitation letters are now in use.
- KM reported back about GP health checks – WWFT had not received any invites to date. DJ said that invites had been sent out to private home in the Whitby area and that a service user in WWFT in Scarborough has had an invite. **Action – LT to follow up**
- DJ noted that commissioning had not sent apologies to the meeting – **Action – LT/DJ to write**
- Service User attendance on Health Task Group. NO has now left her role. DJ to speak to Helen Beevers to request a representative from Speak-up-Forum.

ACTIONS:

- **Late apologies received from Podiatry, - DJ/BL to follow up with Robin Hull from York - Dietetics on main agenda**
- **Action – Ongoing - LT to check with Anna Nockles and to be raised at Integrated Managers Meeting - that all GP's are taking advantage of the new information sharing systems and how?**

Dietetics Update:

Action - SW to look into this and to adding this to referrals. SW would also ask Sally Woolgar about how many LD clients are on their books and feed this back to BL/DJ. A question was raised about access to DAPNE Groups as a client/carer has been excluded in the past. SW to discuss this with Sally Woolgar and report back.

Working Together Document:

**Action – Health Task Group to write to Richard Sunley with thanks for above
Action – TW to report above to Speak-up-Forum and Partnership Board in April and then Partnership Board will also write to Mr. Sunley.**

Liaison Nurse Update:

Action – LT to write to J Brown for explanation.

Self Assessment Framework:

Action – BL to provide GM with a memo to report to Partnership Board

Dental Feedback:

Cancelled session - Action – DJ to follow up

New Horizons/Green Light Event:

Action – BL to respond

FUTURE MEETINGS:

1.4.10	2.00PM	MAIN MEETING ROOM, EASTFIELD CLINIC
3.6.10	2.00PM	MAIN MEETING ROOM, EASTFIELD CLINIC
5.8.10	2.00PM	MAIN MEETING ROOM, EASTFIELD CLINIC
7.10.10	2.00PM	MAIN MEETING ROOM, EASTFIELD CLINIC
2.12.10	2.00PM	MAIN MEETING ROOM, EASTFIELD CLINIC
10.2.11	2.00PM	MAIN MEETING ROOM, EASTFIELD CLINIC