

Senior Management Team Meeting
Friday 8th February 2019
Meeting Room 1, Strathbrock Partnership Centre

Minute of Meeting

Present :

Jayne Crow	Consultant Psychiatrist/Clinical Lead	NHS Forth Valley/MCN	JC
Derek Phillips	Workforce Planning Director & Interim Network Manager	LD MCN	DP
Alan White	Senior OT Manager in LD	NHS Fife	AW
Susan Henderson	On Behalf of MKimber - Support Planning Manager	Borders HSCP	SH
Karen Lee	Administrator	LD MCN	KL

Apologies :

Jan McClean	Interim Director of Regional Planning	East Region	JMc
Caroline Gill	Head of LD Nursing	NHS Forth Valley	CG
Marion Kimber	Team Manager	Borders HSCP	MK

ITEM		Action
1.	<p>Welcome & Introductions</p> <p>Derek welcomed members to the 1st revised SMT meeting and introductions were made around the table. Apologies received were noted.</p> <p>Alan noted that there has been some significant change in roles within NHS Fife, subject to a number of retirements, and agreed to take back the request for a deputy.</p> <p>Derek advised that Mid Lothian representatives, invited to attend today, were planning to lead for Lothian as was the case in previous member Eibhlin McCue.</p>	AW
2.	<p>Terms of Reference and Membership</p> <p>In regard to membership, it was agreed that a representative from Lothian needs to be considered and Jayne noted that there are 4 IJBs in Lothian : West, East, Mid and central Edinburgh. Susan also noted that Social Work representation would be of advantage given the direction of travel. It was agreed that a single point of contact for</p>	DP / JC

	<p>Lothian would be sought and Derek and Jayne are to meet with colleagues to obtain contacts. Jayne also noted that an In-Patient representative would also be beneficial.</p> <p>The Terms of Reference document was circulated to members of the group prior to today's meeting and this document is steering the MCN Work Plan and shows links to Boards. Susan queried the frequency of these meetings and it was agreed that this group should be scheduled to meet every 6 months. This will fit well with the overarching group, East Region Programme Board, as the MCN are required to report back to this group every 2 years. This timeframe will also allow sufficient time to collate feedback from other MCN Groups.</p> <p>Jayne advised that regarding Keys To Life, she attended a meeting with PAMIS recently and they had advised that all of the documentation is out for printing so it is presumed a date is imminent.</p> <p>It was agreed that a Chair for this group should be agreed following completion of full Board membership.</p> <p>In regard to the HEF Project Group, it was noted that the current arrangements will be coming to an end in June 2019 and Boards are to decide how they wish to go forward with this.</p>	<p>KL / All</p> <p>All</p>
<p>3.</p>	<p>Update and Future Plans of Current MCN Groups</p> <ul style="list-style-type: none"> • Quality Improvement Group Jayne advised that the QIG meet regularly and are progressing different areas i.e. PBS for which there is now a specialty sub group set. <p>Regarding In-Patient standards Jayne advised that the reality is things have really shifted and units are now working towards formal accreditation. The MCN are hoping to be involved in the next phase of the Royal College of Psychiatry process. Jayne also advised that the process for this formal accreditation has change since being undertaken by Fife and is now a 3 year Programme made up as Year 1 for Learning Standards, Year 2 to compare units to the standards and Year 3 for Formal Accreditation. The MCN are in a position to provide funding for units to undertake this process however there has been issue with finance, which is being resolved. Jayne also advised that an In-Patient meeting is being set up with Fife colleagues in a Peer support type setting. This group will meet across the region, alternating venues to ensure it is accessible to all areas. It was also noted that the re-accreditation process is either after 2 or 3 years and a debate as to whether to proceed with this stage will be held at that point including discussions around who will fund this process, whether local or MCN.</p>	

	<p>It was also noted that Assessment / treatment unit are working towards the Forensic Standards and it was agreed that Forensic standards vs LD standards should potentially be looked into. Alan noted that there is no real external scrutiny with the forensic standards. Going forward this group will pick this up.</p> <ul style="list-style-type: none"> Positive Behavior Support Group Jayne advised that a group has been set up with representation from each Board (Health) and that there are a number of outcomes, mainly around education, supervision and peer support. Looking at all education and training – informed, skilled, enhanced and expert – the group identified that a level 9 university course would be beneficial. The previous level 11 Masters course was deemed as too academic and therefore level 9 would be best suited to the need of the region. The MCN shall fund 20 places and Napier have been approached to provide the training. These discussions are ongoing and no confirmed start date has been given as yet. <p>A PBS resource for inclusion on the MCN Website is also being developed and a PBS Project Manager, to lead this work has been discussed and agreed within the PBS Specialty group. A Job Description for this role is being finalised to action the requirements from the PBS Group. This post will be for 2 days per week and will be reviewed on an annual basis and it is hoped the advert will be live in 3 – 4 weeks.</p> <p>It was also noted that Care provider service gaps are being looked into by Napier and there may be scope, in the future, for a Regional Project manager to commission this.</p> <ul style="list-style-type: none"> Learning and Development Group This group is Chaired by Jill Jones and hosts a number of free of charge education and training development events, which are all very popular and well attended. Targeting events can be difficult and staff are encourage to self direct. The programme of training is driven by the L&D Group members and the Support Workers course is a core part of this schedule. Jayne advised that Skilled – Enhanced level training is being looked into for this going forward and that Claire Smyth, L&D Coordinator, is planning to hold different levels of training on the same topic to ensure all requirements for training are met at each staff level. 	All
4.	<p>Current MCN Priorities</p> <ul style="list-style-type: none"> Health Equalities Framework Derek advised that a published article regarding HEF was circulated prior to today’s meeting and that this article summarises the point we have reached following a years worth 	

	<p>of documentation. The HEF Reference Group meet regularly and an update of the tool itself and data extraction / analysis, through ISD, are to be completed. It was also noted that Heather Duff, HEF Project Manager, had previously tried to make links with the Observatory to no avail.</p> <ul style="list-style-type: none"> • ISD/LIST Analytical Support Derek advised that Regional analytical support is available through ISD/ LIST and that he is in communication with Andrew Lee around the potential Scottish Government protected database, as other data sets for patients with an LD diagnosis including CHI number are not accurate. The potential for running a pilot with sample data set was discussed and Susan agreed to take this back to Marion. Dialog with Andrew is ongoing and Derek agreed to keep the group informed of progress. • Website Development Project It was noted that the new LD MCN website is being developed and that this site will sign post users to relevant resources and will be a method of communicating news, meeting details & papers, events and reports. Derek advised that Elaine Kwiatek has been employed through the staff bank to pull together links to all resources available i.e. easy read and accessible information. It is hoped for the site to go live within LD Week in May 2019. <p>Jayne also advised that the MCN have a Twitter account - @ldmcn1- and this will be used to publish blogs each day within LD week.</p>	<p>SH DP</p>
<p>5.</p>	<p>LD MCN Work Plan</p> <ul style="list-style-type: none"> • 2016 – 2018 As discussed earlier, this group reports to the East Region Programme Board (ERPb) and a copy of the 2016 – 2018 report was circulated prior to today’s meeting for information. It was noted that, in regard to resource utilisation outcomes, Scott Taylor would probably be best informed around this. The option of a regional bank was considered however the East and West have banks already set up for their regions individually. Derek advised that regional specialty work is underway around the GMS contract. This is being driven by GMS and Waiting Times Initiative. Jayne noted that the MCN could help with Peer support for AHPs i.e. Epilepsy and Derek advised that the Consultant Model could potentially be used for cross region working. • Draft Workplan 2019 – 2021 Jayne advised that a draft will come to the next meeting of this 	

	<p>group, following which finalised Work Plan will be taken to the ERPB. Members agreed to feedback any comments to Jayne and Derek.</p>	All
6.	<p>Strategic Planning & Commissioning</p> <ul style="list-style-type: none"> <p>Female Forensic LD Beds</p> <p>Jayne advised there is an ongoing regional forensic unit within Daleview and that Forensic LD beds have been raised as a gap within the UK for a number of years. The scope of a regional unit has been difficult to progress and pathways are being looked into. Jayne attends the Forensic Group, at which LD is poorly represented and group is Mental Health driven. Jayne advised that a LD component is being drafted to hopefully add to the Scottish government Submission. Low secure beds is a real gap and there is potential for a National unit, however this cannot be developed locally as national work is developing. Derek advised that he has spoken with Jan McClean, Interim Director of Regional Planning, around this and that Jan is not aware of any formal planning mechanism for this document and agreed to look into the status of this.</p> 	DP
7.	<p>Finance</p> <p>Derek informed the group that each Board contributes on an annual basis to the MCN and we manage the budget for the year. A financial statement has been received from NHS Borders finance colleagues this morning, however it needs some work, which Derek will undertake. The MCN have been able to accrue a significant amount i.e. Royal College accreditation process and Level 9 training. Next year a more detailed budget will be drafted.</p> <p>Derek advised that he will be stepping down as interim Network Manager and that a 2 – 3 day per week manager Job Description has been drafted at Band 8A level. This post will have a 4 – 6 week run time and Derek apologised the JD was not available for today's meeting. The group agreed for the advert to go live once finalised.</p>	DP / All DP
8.	<p>Workforce – MCN Developments</p> <p>Derek noted that as mentioned in earlier discussions, the Regional MCN Consultant model works very well – all consultants are employed through NHS Lothian and work across the region. Jayne noted that Tracy Sanderson is currently working on the policies and procedures for this as there are elements that are proving difficult to approve through Lothian. It was also noted that E-Job Planning will make this years comparison more straight forward.</p> <p>Derek noted that Jayne coordinates the Medical Staffing Revalidation, the next round of which will take place in the next</p>	

	<p>couple of months, and that ongoing user involvement will be a key focus going forward and will also feature on the MCN website to showcase good practice.</p> <p>It was also noted that the age profile of LD nursing in the East Region is a risk as it is in other parts of Scotland and that Derek raises the age profile issue through National workforce groups that he sits on.</p>	
9.	<p>AOCB No Other Business was noted.</p> <p>Alan noted that Fife have felt a real disconnect with the MCN over the last couple of years and is hopefully that the re-establishment of this group will assist with this.</p> <p>In regard to updating Regional groups formally on MCN progress, Jayne agreed to look into the possibility of using the update slots every few months at each area's SMT.</p>	<p>JC</p>
	<p>Future Meeting Dates:</p> <ul style="list-style-type: none"> • TBC End Summer 2019, 10.00 – 12.00, TBC Strathbrock The group agreed that a date should be sourced towards the end of Summer 2019 for the next meeting with a separate meeting prior to this with members who were unable to attend today and Lothian representatives (as per Item 2). 	<p>KL/DP/ JC</p>