DUNFERMLINE AND WEST FIFE CHP

LEARNING DISABILITIES MANAGEMENT TEAM (LDMT) MEETING

Minute of the Learning Disabilities Management Team meeting held on Tuesday, 28th May 2013 at 09.15 a.m. in the Medical Library, Lynebank Hospital

Members Present: Alan White, Occupational Therapy Manager  
Colin Morrison, Consultant Psychiatrist (from 9.30 am.  
Amanda Leech, Lead Physiotherapist  
Alison Robertson, Head of LD Psychology Service (Chair)  
Malcolm Gordon, Lead Nurse – Community  
Melanie Jorgensen, HR  
Jana deVilliers, Consultant Psychiatrist  
Amanda Robertson, Management Accountant  
Alan Roberts, Project Manager (until 11.15 am.)  
Rosemary Logan, Consultant Psychiatrist (until 11.30 a.m.)  
Wendy McConville, Staff Side Representative (9.30 a.m.)  
Susan Fisher, Speech and Language Therapy Manager (until 11.15 a.m.)  
John Russell, Consultant Psychiatrist (until 11.00 a.m.)  
Sarah Carr, Clinical Services Facilitator

Apologies: Margaret Pirie, Lead Nurse – In Patients  
Lorna Sherriffs, Staff Side Representative  
Lindsay Mizen, ST4

In attendance: Susan Manion, General Manager, DWFCHP (9.15 a.m. – 09.45 a.m.)

ITEM | ACTION
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1 |  
APOLOGIES  
Apologies were noted as above.

2 |  
MINUTES OF PREVIOUS MEETING – 14/05/2013  
Read and correct.

2.1 |  
MATTERS ARISING  
2.1.1 Confidential Inquiry into the premature deaths of people with a learning disability – summary report from S. Morrison, Acute LD Liaison Nurse  
LDMT agreed (at meeting of 14/05/2013) that it would be beneficial to obtain further information in relation to what provisions are currently in place (in relation to the 5 recommendations) and to identify any gaps. A. Leech confirmed that an initial meeting has been arranged for 31/05/2013 to discuss how this will be taken forward. A. Leech to feedback to LDMT.

A. Leech

2.1.2 Health and Social Care Integration  
Following the LDMT’s Half Day Discussion (01/05/2012) around health and social care integration it had been agreed at that time to discuss further in 2013. A. Roberts suggested that further clarification is required on the overall Health and Social Care Integration framework prior to discussion. A. Robertson and A. White reminded the LDMT to discuss with own professional area and seek others’ views on integration. Health and Social Care Integration will be brought forward as an agenda item 25/06/2013.

LDMT  
S. Carr
ITEM

LDMT noted the visit to the DWFCHP by Willie Rennie, MSP on 27/05/2012 to meet with staff and managers of various services; in the afternoon W. Rennie had met with LD staff to seek their views on current and future challenges for the Fife LD Service.

2.1.3 Community Business Forum
Noted that a lot of the initial work of the Community Business Forum (e.g. Single Point of Access to Referral, etc) had been achieved/completed. A. Roberts noted that a review of the remit of the forum is now required (to re-look at current drivers, strategies and group membership). This is scheduled for September 2013.

S. Fisher suggested that it may be useful to obtain updates from individual departments on the current and future projects within the community regarding learning disabilities. S. Carr noted that this could possibly be added to the ‘individual report template’. See section 2.1.5.

S. Fisher highlighted to LDMT “A Right To Speak – Supporting individuals who use augmentative and alternative communication”. Scottish Government Funding (over a 3 year period) has been received by NHS Fife to be used in partnership. An engagement event is scheduled for 29/05/2013. S. Fisher is the lead for NHS Fife.

2.1.4 Benchmarking of Incidents
Discussed at previous LDMT Meeting 09/04/2013. J. De Villiers reported that information had been requested and received from Forth Valley. R. Logan to follow up similar request from Greenbank.

2.1.5 LDMT Internal Report Template
A. Roberts and S. Carr noted that the template and reporting schedule are currently in the process of being drawn up. These will be forwarded to LDMT for comment and approval.

2.1.6 LDMT Action Plan – Guiding Principles 2 and 3
Guiding Principle 2 – Update required re Strategic Statement 3.
Guiding Principle 3 – Agreed that A. Robertson will contact Dr. Sue Anderson, Legislation Manager with regard to Strategic Statement 2 to confirm whether formation of a group is still required by the Fife LD Service. A. Robertson to feedback to LDMT. LDMT noted that:
• Various training modules are now available around Adult Protection, legislation, etc.
• Service receives updates in legislation and is supported/able to seek advice from Legislation Manager as required.

3 OPEN DISCUSSION ON SERVICE ISSUES
Nothing further to report at current time.

4 BUSINESS:

4.1 RISK MANAGEMENT
4.1.1 Forensic Risk Assessments
J. de Villiers provided an update on Forensic Risk Assessments. M. Doyle, Forensic Psychologist, had been looking at lower level assessments to provide a quicker turn around, however it was noted that some assessments remain behind schedule and that staff are unable to allocate time to undertake the assessment – it was also noted that the Community Forensic Charge Nurse had recently moved to a new post and this will also have an impact on completion of assessments.
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<th>ITEM</th>
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<tr>
<td>It was noted that every patient has a number of other assessments and is closely monitored by the team.</td>
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<td>LDMT discussed RSVP and HCR20 Training; J. de Villiers noted that there is a newer version of the HCR20 Assessment Tool and that M. Doyle hopes to be looking at the changes and feedback to the MDT. A. White, OT Manager, agreed that an Occupational Therapist could be trained if required/felt to be beneficial.</td>
<td>S. Carr re agenda item</td>
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<td>LDMT agreed that processing of Forensic Risk Assessment remain on the high level risk register. <strong>LDMT to review 10/09/2013.</strong></td>
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<td><strong>4.1.2 Finance</strong></td>
<td>S. Carr</td>
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<td>F. Robertson noted that there was no further update on LD budget statements from previous LDMT summary. Work is currently ongoing in relation to finalising budgets and funding structures for the new financial year.</td>
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<td>Efficiency savings discussed. Currently there is no expectation that savings are required to be identified by the Fife LD Service although it was noted that this may change. F. Robertson highlighted LDMT's responsibilities in continuing to ensure that services are being delivered in an efficient way.</td>
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<td>LDMT briefly discussed:</td>
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<td>• West Fife Service Project (discharge work)</td>
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<td>• Repatriation of Out of Area Placement to Tayview</td>
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<td>• Refer also to section 4.2.3 re Forth Valley Invoice.</td>
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<td><strong>4.2 CONTINUING PROFESSIONAL DEVELOPMENT AND ORGANISATIONAL DEVELOPMENT</strong></td>
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<td><strong>4.2.1 Mayfield Update (Health and Safety)</strong></td>
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<td>S. Manion, General Manager, DWFCHP attended the LDMT meeting to provide an update in relation to a major incident and to update the management team on the new NHS Scotland processes that NHS Fife will be put into place to carry out a Significant Adverse Event Review. LDMT members were reassured and understood the process that will be in place.</td>
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<td><strong>4.2.2 Community Living Service Approval Panel – LD Representative</strong></td>
<td>S. Carr</td>
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<td>Email received from I. Wilson, Social Work Service with regard to future LD Service representation on the above group (previously attended by R. Logan). S. Carr to contact R. Logan to obtain the group's terms of reference and forward to LDMT. Item to be brought forward to next meeting.</td>
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<td><strong>4.2.3 CALM Review Meeting</strong></td>
<td>M. Gordon / M. Pirie</td>
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<td>M. Gordon reported that following an emergency meeting of 17/05/2013 the service had been asked (by the Director of HR) to set up a meeting to look at the current system of physical intervention (CALM) used by the Fife LD Service. The meeting will include B. Coyne, Clinical Effectiveness Practitioner, Mental Health Service. LDMT agreed that service representation will include:</td>
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<td>4 – 5 Nursing Staff – to be confirmed</td>
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<td>Psychiatry – to be confirmed</td>
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<td>CALM Co-ordinator – J. Mitchell</td>
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<td>Challenging Behaviour Support Nurse – L. Hume</td>
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<td>Staff Side – W. McConville</td>
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<td>Allied Health Professionals – A. Leech</td>
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<td>Occupational Therapy – A. White</td>
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M. Gordon highlighted the ongoing work by the service which included:

- Service areas having been contacted and asked to provide feedback on the requirements of a physical intervention system.
- CALM Co-ordinators and Trainers have been asked to visit other areas to view other BILD accredited systems.

J. de Villiers noted that the CALM system currently in use has been discussed by the Fife LD Forensic Business Group and that opinion was that CALM continues to be used. J. de Villiers asked that the final decision is agreed service-wide.

4.2.4 LD MCN Update
Invoice to NHS Fife from Forth Valley (Lochview) – agreed that F. Robertson will check status of patient’s residency in Forth Valley/GP registration.

A. Roberts noted that a Working Group (Scottish Government) has been set up to look at ‘Out of Scotland’ patients. R. Laskowski, LD MCN Manager, has been asked to provide information.

Female Forensic Meeting 09/07/2013 – J. de Villiers will be unable to attend this meeting and asked if C. Morrison would be able to attend. It was noted that Dr. Martin Culshaw, Clinical Lead, Forensic Mental Health Services Managed Care Network will be in attendance. J. de Villiers to forward email/paperwork to C. Morrison.

“Celebrating Success” Event (to mark 10 years of the LD MCN) – Noted that the event (originally scheduled for 11/05/2013) will now take place on 25/09/2013 at the Stirling Management Centre. The Celebrating Success event will take place in the morning with Models of Care and the way forward being discussed in the afternoon. It was noted that places are currently fully booked and therefore LDMT representatives will be unable to attend.

4.3 CLINICAL EFFECTIVENESS
4.3.1 Equally Well Bids
A. Roberts provided an update on bids for submission and consideration for funding via the Scottish Government’s “Learning Disability Programme Funding 2013-2014 and 2014-15 Health Inequalities Fund”. The bids included:

- Learning Disability Relationships & Sexual Health Forum Proposal
- A mindfulness group for adults with learning disability
- Communication for Health
- Parents with LD (to be forwarded to LDMT)

Proposals to be further detailed and forward to A. Roberts for submission.

Above noted and approved by LDMT.

A. Robertson noted a second Mental Wellbeing Bid.

A. Leech highlighted a potential bid requirement in relation to the service’s work around the “Confidential Inquiry into the premature deaths of people with a learning disability”.

4.4 RESEARCH AND DEVELOPMENT
Nothing further to report at current time.

4.5 PATIENT FOCUS AND PUBLIC INVOLVEMENT
Nothing further to report at current time.

4.6 STAFF GOVERNANCE
Refer to Section 4.2.1.
### 4.7 FEEDBACK FROM LEAD NURSE/GENERAL MANAGER MEETING

Nothing further to report at current time.

### 5 AOCB

#### 5.1 Confirmation of dates re future agenda items

S. Carr highlighted future agenda items and asked that leads provide bring forward dates:
- Smoke Free Environment – J. de Villiers
- CCTV/Daleview – J. de Villiers
- Information Sharing Protocol – A. Roberts and M. Pirie

### 6 DATE OF NEXT LDMT MEETING:

Tuesday, 11th June 2013 at 9.15 a.m. in the Medical Library, Lynebank

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Circulated for Information:  
- Susan Manion, General Manager, DWFCHP  
- Pauline Small, Associate Nurse Director/Head of AHP, DWFCHP  
- Dorothy Hathaway, PFPI Lead/LD Service  
- David Langham, SCN/Risk Lead/Chair of LD Senior Nurse Group  
- DWFCCHP Admin – for DWFCCHP Committee Meetings  
- Carol Moyles, Secretary, for LD General Distribution List  
- Debbie MacKay, Medical Secretary  
- Carol Page, Consultant Psychiatrist  
- Jim Rotheram, Facilities Manager

**Meeting Schedule 2013 (Venue: Medical Library)**

<table>
<thead>
<tr>
<th>2013 Meeting dates</th>
<th>24 September 2013</th>
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<tbody>
<tr>
<td>25 June 2013</td>
<td>08 October 2013</td>
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<tr>
<td>09 July 2013</td>
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<td>23 July 2013</td>
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<td>27 August 2013</td>
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