SENIOR MANAGEMENT TEAM

Date: Tuesday, 31st August 2004
Time: 9.15am
Venue: Seminar Room, WHSSB HQ

AGENDA

1. [redacted]
2. [redacted]
3. [redacted] Enc
4. [redacted]
4.1 [redacted]
5. Items for Discussion
5.1 [redacted]
5.2 [redacted]
5.3 [redacted]
5.4 [redacted]
5.5 Root Cause Analysis – Margaret to update SMT
5.6 [redacted]
5.7 [redacted]
6. [redacted]
6.1 [redacted]
7. [redacted]

SCTs.

(1) John Townsend's letter

 - Reply ASAP.

- Use next couple of weeks to tie up loose ends.

(2) Staff consultation / pay

→ Diff to SMT → need comms

→ Be as specific as possible

→ Think about spelling etc

ESTERN HEALTH AND SOCIAL SERVICES BOARD

NOTES OF SENIOR MANAGEMENT TEAM MEETING, HELD ON TUESDAY, 31st AUGUST 2004 AT 9.15AM IN THE SEMINAR ROOM, BOARD HEADQUARTERS

Present: S Lindsay, E Gallagher, D Burke, B McConnell, M Gormley, M Kelly, H Doherty

Apologies: [redacted]

	ISSUE	CORE POINTS FROM THE DISCUSSION	ACTION
1.	(i) [redacted]	• [redacted]	[redacted]
	(ii) [redacted]	• [redacted]	[redacted]
	(iii) [redacted]	• [redacted]	[redacted]
	(iv) Sperrin Lakeland Clinical Review	• Helena to clarify with Andrew Hamilton's Office if a copy of the Terms of Reference for the Risk Assessment (Draft 3) had been received for comment.	H Doherty
	(v) [redacted]	• [redacted]	[redacted]
	(vi) [redacted]	• [redacted]	

	ISSUE	CORE POINTS FROM THE DISCUSSION	ACTION
		• [redacted]	
5.	Root Cause Analysis	• Copies of the draft Terms of Reference for the Root Cause Analysis Development Programme (Sperrin Lakeland) had been circulated by Margaret in advance of the meeting for views. • A lengthy discussion took place regarding the Terms of Reference and SMT articulated its concerns particularly around the need for the Trust to disentangle a number of issues. • The following points were noted:- - A Case Management Review needs to be carried out into the L. C. Case - The Board agrees there should be a Root Cause Analysis Development Programme for Trust staff, using annonymised case studies. - Out of which the learning should be applied to a Root Cause Analysis into the L. C. case, involving those staff who were involved in the case - It may be necessary to seek legal advice on applying the learning - Action Plan must be developed to support the staff involved • Issues to be mindful of:- - Need to be sensitive to the family - Coroner has not made public his findings – there could be implications for the Coroners report - There could also be implications for staff involved in the L. C. case - Legal implications for the family / expectations of the family • Margaret to speak with Jenny Irvine, Chair of the Steering Group and develop our comments into a letter to the Trust	M Kelly