

Portsmouth City  
Primary Care Trust



**Minutes of the Risk Network Group  
Held on Thursday, 19 December 2002 at 12:30**

**PRESENT:**

**Code A**

**Code A**

Susannah Long

- 1/01 **Apologies**  
**Code A** Caroline Harrington
- 2/01 **Minutes of last meeting**  
 The minutes of the special meeting held on 15 November 2002 were presented and approved as a correct record.
- 3/01 **Matters arising**
- 3/02 **Health & Safety**  
**Code A** detailed that PHT is reorganising its H&S arrangements following the HSE notices. **Code A** confirmed that East Hampshire PCT has a H&S policy in place but does not specifically detail responsible officers within the PCT. It is hoped that Union representative who have had formal H&S training will become H&S reps within each PCT. SL confirmed that Portsmouth City PCT is working to establish a H&S group as a sub-group of the Business Assurance Group. The H&S policy has yet to be completed.
- 3/03 **Staff Training**  
 3/03/01 The group agreed that it would be helpful to have a copy of the Consortium's mandatory training matrix to ensure that all staff are being giving the required training and to create economies of scale by working together where possible. **Code A** agreed to circulate the matrix when it is available.  
**Action:** **Code A**
- 3/03/02 The Group agreed that there is a need to incorporate some level of risk management training/awareness at induction. **Code A** agreed to share details of IOW Healthcare Trust's induction process with the group.  
**Action:** **Code A**
- 3/04 **Incident Investigation**  
 It was proposed that the arrangements for incident investigation (investigators training and investigation procedure) should be examined to identify the possibility of a shared pool of assessors. This was agreed in principle and will be scheduled for a later meeting.

**4/01 Controls Assurance Managers Guide**

4/02 The Group discussed evidence, scoring, roles etc and decided that a 'Manager's Guide' should be produced. The Guide will be in the following 8 sections:

1. Introduction
2. Clarification of roles and responsibilities
3. How to carry out assessments
4. General principles of scoring and identifying key criteria
5. Evidence requirements
6. Action planning
7. Controls Assurance reporting
8. Timetable and monitoring

Appendix: Lead Directors and Managers

The Group discussed the content of each section and agreed that it would be helpful if the guide is ready for dispatch to managers on 6 January 2003. This will need to be a joint effort to pull the document together in time. The following sections were assigned.

**MB : Introduction, Roles & Responsibilities**

**JJ : Evidence and Scoring**

**BJ : Timetable & Monitoring**

**SL : Action planning & document collation**

Please email sections to SL by end of 2/1/03

**Action: ALL**

**5/01 Controls Assurance timetable**

5/02 The Group agreed the following timetable:

06/01/03	Standards & guide dispatched
14/03/03	Scored standards & action plans returned
31/03/03	Controls Assurance exercise completed
April '03	Internal audit assessment
May-Jun'03	To Committees and Board
31/07/03	Submission to CASU

**6/01 Cyclical CA standard audits**

6/02 The Group decided that they would pre-arrange for three control standards to be audited each financial year in addition to the three core standards. This would allow Internal Audit to carry out rudimentary bench marking between the organisations and better plan their workload.

6/03 The following was agreed:

2003/04 Health & Safety, Medical Devices, Fire Safety  
 2004/05 Human Resources, Infection Control, Catering & Food  
 2005/06 Emergency Planning, Decontamination, IM&T  
 2006/07 Medicines Management, Waste Management, Records

These were agreed on the basis of risk, shared services and high compliance. It was agreed that any new standard would be audited after it's first year.

7/01 **Process for CA assessment**

7/02 The Group agreed that, as far as is possible, assessments will be shared. The following was agreed for the three PCTs (PHT being included in one standard).

**Buildings:** Pete Tierney for all 3  
**Catering:** Code A for all 3  
**Decontamination:** Decontamination Group for all 3  
**Emergency Planning:** To each of the EPLOs but they may wish to carry out a joint assessment on some criteria  
**Environmental Management:** Code A for all 3  
**Finance:** Separately  
**Fire Safety:** New Fire Officer for all 3  
**Fleet Management:** Separately  
**Governance:** Separately  
**Health & Safety:** Separately  
**Human Resources:** To each HR manager but they may wish to carry out a joint assessment on some criteria  
**Infection Control:** Joint Infection Control meeting 11/3/03 for all 3  
**I,M&T:** Code A for all 3 and PHT  
**Medical Devices:** To each service provider for all 3 to be pulled into one assessment  
**Purchasing & Supply:** Code A for all 3  
**Medicines Management:** To each Pharmacy Advisor advising them to carry out one assessment with the aid of Jeff Watling  
**Professional & Product Liability:** Separately  
**Records Management:** To Barbara Hall & the Data Protection Representatives  
**Risk Management:** Separately  
**Security:** Separately  
**Waste Management:** Code A for all 3

The tasks of arranging for the shared assessments to be carried out were designated as follows:

SL: Buildings, Environment, Purchasing and Waste to Pete Tierney and Decontamination on Group agenda

CH: Catering to Code A and Fire Safety to the new Advisor

Code A: I.M&T arrange for one assessment with Code A  
 Code A: Medical Devices, Infection Control & Emergency Planning

**Action: ALL**

**8/01 Any other business**

8/02 [Code A] explained that she had been asked to retain the Lead for Emergency Planning. She confirmed that she was happy to continue with this role but the three PCT Risk Managers would need to take stock of current workloads and see if any rearrangement was necessary.

8/03 [Code A] informed the Group that there are two Route Cause Analysis workshops being held in Salisbury on 25/3/03 and 10/4/03. If any of the group would like to attend please let her know.

**9/01 Date of next meeting**

The next meeting will be held on Friday, 31 January 2003 at 2.30pm in the Function Room, Finchdean House. Agenda items to [Code A] please.

Susannah Long  
Business Assurance Manager  
Portsmouth City PCT  
31 December 2002