

File

STRICTLY CONFIDENTIAL

East Hampshire **NHS**

Primary Care Trust

Elderly Mental Health Services

07 MAR 2005

REC

**Collingwood/Ark Royal Complaint/Investigation
Notes of meeting held on 28th February 2005**

Present: Gary Clasby Mary Motteram Jo Taylor
 Lesley Merry Alistair MacNaughton

Apologies: Juliette Diamond Dr Janet Daoud Dr Sajeev

Copy to: Neil Stubbs Elaine Williams

<u>Minutes of Previous Meeting</u>	<u>Action</u>
<p>1. Mr K - Remains at Hay Comer - CPN Input confirmed (Wendy O'Keefe) Holding letter forwarded to Mrs James confirming progress on the investigation</p>	
<p>2 <u>Management Presence</u></p>	
<p>Jo, Mary, Jerry and Lesley confirm that the higher level of input continues to be maintained</p>	
<p>3. <u>Ark Royal Investigation / Interim action plan</u></p>	
<ul style="list-style-type: none"> ▪ Nurses station - inappropriate banter 	Jo/Mary
<ul style="list-style-type: none"> ▪ Personal phone calls and the use of inappropriate language - picked up by Gerry 	Gerry
<ul style="list-style-type: none"> ▪ Preparation for ward rounds - Gerry discussing with qualified staff 	Gerry
<ul style="list-style-type: none"> ▪ Issue of staff availability - Gerry confirmed that he has met with member of staff this concerns - formal action to be considered if no improvement 	Gerry
<ul style="list-style-type: none"> ▪ Staff taking breaks together - Gerry confirmed that this was not a problem in the mornings but did occur in the evenings - it was agreed that further thought needs to be given to the management of these breaks 	Mary/Jo

STRICTLY CONFIDENTIAL**4. Ark Royal Report**

Alistair shared the first draft of Von Dixon's report with the group

5. Next Steps

- Von to finalise Ark Royal report
- Von to conclude Collingwood interviews and write reports
- Juliette/Mary to consider what formal actions are needed in light of report findings
- Management/investigation team to meet and plan detailed input -
Alistair to arrange date and venue
- Feedback to complainant

Action*Von**Von**Mary
Juliette**Alistair
Juliette/
Alistair***6. Date of Next Meeting**

To be agreed