

Jigsaw Galway Project Planning Meeting

Monday 15th October, 2007.

Venue: The GAF, 14 Francis Street

Attendees:

Prendergast, Priya
O'Flynn, Dr. Trish
Illback, Bob
Cleary, Blanaid
Walsh, Fiona
Prendergast, Maire
Galligan, Karen
MacLean, Alex
Illback, Marsha
Counihan, Rachel
Murphy, Brendan
O' Corrbui, Diarmaid
Scanlon, Faye

Apologies:

Dr. Margaret O' Grady
Dr. Delia McGuinness
Declan Farrell
Adrian Ahern
Jimmy Glynn

Agenda	Content	Action
Welcome	Priya extended a warm welcome to everyone and stated that since our last meeting a Memorandum of Understanding has been signed between the HSE West and Headstrong	
Business Plan	The business plan was circulated to members for review. Diarmaid highlighted the main points paying particular reference to the section detailing the activities & actions, deliverables and timeframe (pages 26 – 49)	
Communication strategy	<p>Priya highlighted the need for a comprehensive communications strategy which will encompass all stakeholders (both internal and external)</p> <p>John highlighted the two events (symposium on the 16th October & the OD event on the 29th November) as critical to our communication strategy</p> <p>This will be distinct from the marketing plan</p>	<p>Alex to invite Bane Mullarkey to give a presentation at our next project team meeting.</p> <p>Alex/John/Fiona/Trish to meet with Caitriona Meehan with regard to the parameters of the communications/mark</p>

	which will be led by the business community	eting plan. Youth panel to meet with business leaders with regard to marketing plan
Group 1 Defining our client group	<p>The group identified the young person's ability to self refer as the crucial step in them accessing the service. The only exclusion criteria is those aged 25+. Geography, accessibility and opening hours will all influence access. The service needs to be promoted as a Youth Health Service as opposed to a mental health service. Other key themes identified included:</p> <ul style="list-style-type: none"> • Franchising of standards for link services • Common policies and standards across all disciplines working with the project • Use of an integrated assessment tool 	
Group 2 Access & Referral Routes	<p>Bob identified primary and secondary sources of referral. The referring agent does not necessarily have to be the young person themselves. He outlined the expectations of the referral agent, expectations of the young person and the expectations of Jigsaw.</p> <p>There followed a discussion based on the feedback from group 1 and 2 with regard to where the referral should come from i.e. self referral Vs referral agent/self.</p> <p>Priya suggested that it should be self referral with one exception – direct referral from G.P's. It was suggested that this should be increased to include A & E.</p> <p>There was agreement that the referral intake policy should be reviewed at regular intervals and changes introduced if appropriate.</p> <p>There was a discussion regarding possible</p>	Groups 1 & 2 to meet on the 24 th October with regard to drawing up a referral protocol and identifying the gate keeping process for the next project team meeting.

	<p>accreditation/quality framework for Jigsaw, which Jigsaw and other partners would agree to sign up to.</p>	<p>Project team to examine possibilities regarding the development of a quality framework/accreditation</p>
<p>Group 3. Spectrum of services provided</p>	<p>The group identified a number of services that can be broken into sections</p> <ol style="list-style-type: none"> 1. Prevention & education 2. Treatment <p>(See attachment)</p> <p>The group also outline the support services proposed to be on sight within the first year</p> <p>Priya highlighted the need to identify some Irish speaking people when recruiting staff.</p> <p>Alex - no panels should be formed from the interview process.</p>	<p>Project team members are asked to consider how best to involve young people in the recruitment process</p> <p>Job descriptions to be drawn up for our next project team meeting</p> <p>All of the necessary paperwork for the recruitment process to be completed</p> <p>Interview panel members identified for different posts</p>
<p>Group 4 Policies and Procedures</p>	<p>John/Brendan outlined a number of policies/procedures which are currently being worked on. They include:</p> <ul style="list-style-type: none"> • Health & safety • Child protection • Code of behaviour • Parental involvement/sharing of information • Confidentiality • Treatment of under 16's • Supervision • Record keeping 	<p>Participants are asked to review and come back with any suggested changes</p>

	<ul style="list-style-type: none"> • Training • Referral 	
Monitoring mechanisms	<p>Priya outlined the need to determine the membership of the different monitoring groups. She suggested that the membership should be broken down as follows:</p> <ol style="list-style-type: none"> 1. Governance – Tony & Priya <p>Responsibilities include the management of resources, benchmarking timelines and an appeal role</p> <ol style="list-style-type: none"> 2. Operational Management committee <ul style="list-style-type: none"> - Fiona Walsh - Trish O Flynn - Alex Maclean - Adrian Ahern - Margaret O’ Grady - Declan Farrell - Bob Illback - Cregg Hodges - Two service users - Maire Prendergast <p>Responsibilities include overseeing the budget, implementing the plan, problem resolution, day-to-day support</p> <p>There followed a discussion as to the make-up of this group.</p> <p>Should Headstrong and the HSE have equal</p>	Membership and terms of reference for the various monitoring groups to be signed off at our next meeting

	<p>representation as this is a partnership?</p> <p>One solution proposed is that there is equal representation between the HSE and non-HSE. This would allow Headstrong the opportunity to nominate people onto committee e.g. business/community representation</p> <p>Priya suggested that the chair of this group for the first year should be a Headstrong representative with the Vice-Chair being a HSE representative</p> <p>3. Stakeholders – mix between voluntary, statutory and community providers</p>	<p>Project team members are asked to consider the most appropriate way of engaging with stakeholders and ensuring proportional representation</p>
Name of the Project	The Youth Advisory Panel will meet with the business leaders to discuss a name for the project	John to discuss with YAP
Memorandum of Understanding	John is to circulate the Memorandum of Understanding to project team members	John to circulate
Next Meeting	<p>Tuesday 6th November @ 2.15pm in The GAF</p> <p>Need to sign off on:</p> <ul style="list-style-type: none"> - Business plan - Referral system - Core staffing arrangements - Communication protocols - Name - Membership of monitoring groups 	

