

Jigsaw Galway Project Planning Meeting

Tuesday 6th November, 2007.

Venue: The GAF, 14 Francis Street

Attendees:

Prendergast, Priya
O'Flynn, Dr. Trish
MacLean, Alex
Counihan, Rachel
Murphy, Brendan
O'Grady, Dr. Margaret
Dooley, Maeve

Apologies:

Walsh, Fiona
Ahern, Adrian
Prendergast, Maire
Farrell, Declan
Illback, Bob

Agenda	Content	Action
Business Plan	<p>The following changes were suggested to the business plan:</p> <ol style="list-style-type: none">1. Page 1 – The opening two paragraphs should be rewritten to resemble something more like an equal partnership approach (this may need to be replicated elsewhere in the document where there is repetition). It does not reflect the joint working/partnership approach to develop the model in Galway. The feeling is that it should be more reflective of Headstrong and the HSE evolving the model together to fit into a Galway context. We need to bear in mind that the aim will be to mainstream the project into a HSE project after year 3. Take out the word unit in the second paragraph – use Galway PCCC. The use of the phrase demonstration project should be dropped and should be written as project or pilot project2. Page 12 – People did not like the use of the phrase Intellectual Property rights as again it does resemble a partnership approach. It resembles more of a franchise idea which the HSE are buying and does not reflect our working together to develop a model which is unique to Galway. This paragraph should be changed to reflect the spirit of partnership.3. Do not use the case managers – Use staff or workers instead4. Page two – take out the sentence – Presently, it is anticipated that an Irish language name will be chosen.	<p>John to send feedback to Tony & Diarmaid</p> <p>Project team members to review the updated plan based on these suggested changes and come back to John by Friday morning at the latest</p>

	<p>5. Use young person as opposed to client – page 6</p> <p>6. Page 12 – Under governance and organisation structure, the Jigsaw Galway board (i.e. management committee) will meet on a monthly basis (stated as three times a year). As the project evolves meeting may not need to occur as frequently. The feeling was that there was too much HSE representation and therefore three HSE reps were taken off the board. The board will be made up of the following:</p> <ul style="list-style-type: none"> • Regional Drugs Co-ordinator, HSE • Child Care Manager, HSE • Senior Mental Health Clinician, HSE • Two Headstrong representatives • Business representative • Two service users <p>The board will have the option to co-opt anyone onto the board they feel necessary. In year one, the chair should be a Headstrong representative with the vice chair being HSE. Vice versa for year two.</p> <p>7. In the section dealing with services provided the role of the GP is becoming distinct from the rest of the services. This understates the integral role that the G.P will play in the service</p> <p>8. Page 15 – Paragraph 6 – remove the line stating that Self referrals would be less common, but certainly welcomed. The agreement at the meeting that the method of referral to the service would be self referral and/or joint referral i.e. the young person make the referral with a referral agent</p> <p>9. The use of the term brand awareness – used more in the business world. Does this need to be changed to reflect the nature of our service. However we had a presentation from a marketing consultancy company and they used the phrase brand awareness. This is just a discussion point and is not a major issue. Brand awareness may very well be the phrase to use.</p>	
Funding Letter	Priya has received a draft investment letter from Headstrong. She has asked a number of people to review and come back to her with	John to follow up on insurance query with Finance and IPB

	any comments	regarding the question of indemnifying Headstrong Project team members to review letter of investment and send comments to Priya
Monitoring Mechanisms	<p>There was a discussion regarding the membership of the management committee. The committee will meet on a monthly basis. As the project evolves meetings may not need to occur as frequently. The board will be made up of the following:</p> <ul style="list-style-type: none"> • Regional Drugs Co-ordinator, HSE • Child Care Manager, HSE • Senior Mental Health Clinician, HSE • Two Headstrong representatives • Business representative • Two service users <p>The board will have the option to co-opt anyone onto the board they feel necessary. In year one, the chair should be a Headstrong representative with the vice chair being HSE. Vice versa for year two.</p> <p>Stakeholders Group</p> <p>The organisational event on the 29th November will be used as the platform to establish this group. The aim is that this group will meet twice yearly and will involve all stakeholders and interest groups. Expressions of interest for this group will be sought on the 29th</p>	Clinical pathways group to establish a format for this group prior to the event on the 29 th November
Referral	Working groups 1 & 2 reported back regarding the system of referral to Jigsaw. It is agreed that self-referral and joint referral (young person with a referral agent) will be the method used	
Youth panel involvement in the recruitment process.	There was a discussion regarding the best way to involve young people in the selection process for staff. The youth panel favour a system of two interviews with candidates; one involving an interview board and the other involving representatives from the youth panel. A weighting system would be worked out to reflect this process (i.e. similar to the	Priya & Alex to make enquiries regarding the two methods proposed

	<p>current practice whereby candidates can opt for an Irish exam if they like).</p> <p>Another option is that youth panel members sit on the interview boards.</p>	
Building	John informed the meeting that the building is with the solicitors at present and that we hope to have a satisfactory outcome in the coming weeks	John to liase with Michael McDonagh
Quality Standards	John highlighted a Quality Framework Instrument devised by the Programme of Action for Children regarding adolescent friendly health services. Some of these may be adaptable to Jigsaw.	<p>John to examine the quality framework as outlined by the Mental Health Commission.</p> <p>John to talk to Adrian Ahern regarding the development of a quality framework</p>
Marketing	<p>Bane Mullarkey gave a short presentation on the key issues to consider regarding the marketing/branding of Jigsaw. A small working group was established to flesh out there a marketing proposal based on this. The members are:</p> <ul style="list-style-type: none"> • John Fitzmaurice • Brendan Murphy • Declan Farrell • Maeve Dooley • Headstrong representative • Two young people 	John to meet with Caitriona Meehan (communications manager – HSE) regarding the marketing plan
OD Event	Project team members are asked to circulate information regarding the OD event in the Galway Bay Hotel on Thursday 29 th November	
Next meeting	Monday 3rd December @ 2.15pm in The GAF Youth Cafe	