

MINUTES of a meeting of the **LIAISON PSYCHIATRY FACULTY EXECUTIVE COMMITTEE** held on 12th June, 2007 at The Royal College of Psychiatrists, 17 Belgrave Square, London SW1X 8PG.

No. SUBJECT

16.07 **PRESENT**

Professor Elspeth Guthrie (chair)
Dr Paul Gill (honorary secretary)
Dr Max Henderson (acting finance officer)

Dr Peter Aitken, Dr Charlotte Feinmann, Dr Andrew Hodgkiss, Dr Jagdish Jajoo, Dr Damien Longson, Dr Melanie Temple and Dr Alfred White.

On behalf of the executive, Professor Guthrie welcomed Dr Oysten Christiansen from Norway.

In attendance:

Gill Gibbins

17.07 **APOLOGIES FOR ABSENCE**

Received from: Dr Alam, Dr Ananth, Dr Anderson, Dr Bass, Dr Bisson, Dr Jeremy Bolton, Dr Jim Bolton, Dr Cantwell, Dr Davison, Dr Halford, Professor Hotopf, Dr Kelly, Dr Mitchell, Dr O'Dwyer, Professor Peveler, Dr Rao, Dr Read, Dr Rogerson, Professor Sharpe and Dr Sheehan.

18.07 **MINUTES**

The minutes of the meeting held on 14th March, 2007 were approved and signed as a correct record subject to the spelling correction to Dr Hodgkiss' name under item 7.07.7.

19.07 **MATTERS ARISING FROM THE MINUTES**

19.07.1 Payment by results

This had been discussed at length at the strategy meeting on 11th June, focusing on how to take forward the potential threat to liaison psychiatry in acute hospital tariffs, which did not include any recognition of psychiatric or psychological input. The faculty had formally responded to the consultation process on the Department of Health website and the North East SHA had agreed to be a host site for a pilot to evaluate costs of a liaison psychiatry service. This would involve as many sites within the UK as possible, to

- 19.07.1 ensure diverse and representative data. A response from Professor Louis Appleby had referred to a Department of Health pilot in the offing.

Professor Appleby had also suggested that liaison psychiatry needed to make the case that it would be a cost-effective service and that there would be financial benefit in reduction of bed stays, as well as to PCTs. It was agreed that this area would be the main focus for liaison psychiatry. All members who wished to contribute should contact Professor Guthrie and Dr Temple by 22nd June, with the prior (verbal) agreement of their trust CEO and local SHA lead.

Action: all members, MT

It was suggested that a one-day meeting could be arranged on the theme of cost-effectiveness/benefits of liaison psychiatry, which would involve relevant stakeholders, such as trust managers and PCTs; this might be held at the King's Fund and might possibly obtain some Department of Health funding. The faculty could also submit an article to the *Health Services Journal* in the 'Innovation and practice' section. It was agreed that Professor Guthrie, Dr Gill, Dr Temple and Dr Aitken would develop these ideas by email, copy to Professor Hotopf and the College conference office.

Professor Guthrie and Dr Gill would approach the RCGP and RCP about the suggested meeting, and would keep the President informed of progress.

Action: EG, PG, MT, PA, agenda

- 19.07.2 Faculty ACCEA process

Professor Guthrie confirmed that those wishing to apply should do so direct to Sue Duncan at the College, specifying their faculty and division; information on how to apply was on the College website and had been published in the *Bulletin*. Faculties and divisions would then agree their rank-ordered lists ahead of a meeting of the College group later in the year to review the combined listing. It would be important to obtain the support of the local CEO and to supply forms in good time. The faculty's own decision-making group would work by email to produce their rank-ordered list. Those who had applied this year would need to re-submit until this year's results were known.

All members

- 20.07 **CHAIR'S BUSINESS**

- 20.07.1 Report from CEC

Professor Guthrie had been unable to attend the June meeting but reported on the two-day workshop held in May to review CEC working practice, as the College view was that over time the committee had become too large and ponderous in its methods. A number of changes were agreed in how agenda were to be structured and how papers would be presented and

20.07.1 accessed. Options for the long-term future of College premises were also discussed. The present lease on 17 Belgrave Square would expire in 2034 and consideration was given to a) remaining and paying a higher rent; b) moving to another building after 2034, which could be an existing building or new-build; c) location; d) the College's role and purpose. The College Treasurer, Professor George Ikkos, would lead a working group to make an option appraisal for further discussion.

Dr Gill had attended June CEC and had no matters to raise additional to those already in the agenda.

20.07.2 Executive committee election results

Professor Guthrie reported that Dr Temple had been elected to succeed Dr Gill as honorary secretary, and Dr Aitken had been elected as finance officer. The newly elected executive members were: Dr Janet Butler, Dr Jackie Gordon, Dr Khalida Ismail, Dr Gopinath Ranjith, Dr Geraldine Swift and Dr Tayebb Tahir; there was still one elected place vacant and it was agreed to approach Dr Sarah Burlinson to fill this on a co-opted basis for two years until the next election, with a particular remit for Payment by Results and developing services. The committee recorded its congratulations to all those elected and Professor Guthrie recorded her appreciation to outgoing members of the executive for their contribution: Dr Hodgkiss and Dr Read.

It was agreed that although Dr Gill would ordinarily be co-opted back for one year as outgoing honorary secretary he would be co-opted for four years as chair of the faculty education and curriculum committee, with Dr Longson also co-opted for that period to serve as deputy lead for that committee. It was also agreed that Dr Rogerson would be co-opted as web lead.

21.07 **POLICY**

21.07.1 Central Policy Co-ordinating Committee (CPCC)

21.07.1.1 *Revision of CR 55 'Report of the working group on the psychological care of surgical patients', 1998*
With his apologies, Dr Bass had advised Professor Guthrie, with regret, that changed service configuration meant he could no longer provide the time to lead this group, but could continue to provide ideas and text. Following discussion it was agreed that Dr Feinmann would succeed to the role and would contact Dr Bass for background papers and group membership details. Dr Aitken undertook to send Dr Feinmann contact details for Dr Lisa McClelland, who might be asked to help with the work. Dr Bass was thanked for everything he had done to date.

Action: CF, PA, agenda

21.07.1.2 *Revision of CR 127 'Guidelines for the prescribing of medication for mental health disorders for people with HIV infection', 2004*

The committee noted that Dr O'Dwyer's co-option to the committee would end on 20th June. Professor Guthrie would write to thank her for her contribution and also to ask her about progress on this report revision.

Action: EG, agenda

21.07.2 English Policy Committee

Dr Feinmann reported that she had been unable to attend any meetings this year.

21.07.3 Scotland

No report had been received.

21.07.4 Wales

No report had been received.

21.07.5 Northern Ireland

In Dr Kelly's absence, Dr Gill reported briefly on changes within services in Northern Ireland, and on emergency care; the latter area could provide information for his College scoping group on emergency psychiatry.

21.07.6 Republic of Ireland

No report had been received.

21.07.7 Regional representatives' report

Dr Potokar (South west) sent a report which was **tabled**, giving brief details of consultant appointments and the piecemeal provision of liaison psychiatry throughout the region.

Professor Guthrie (North west) reported on the recent regional meeting, which had been well attended. Three meetings a year were held, combining North west, Mersey and North Wales.

22.07 **COMMUNICATION**

22.07.1 Newsletter

Dr Temple would succeed Dr Gill as editor; members were asked to send her information on any developments in liaison psychiatry and Professor Guthrie undertook to provide a report of the executive's strategy meeting.

Action: all members, EG

22.07.2 Faculty web page

Ways of improving the web page, including links to other sites of interest, had been discussed at the strategy meeting, which Dr Rogerson had attended.

Action: agenda

22.07.3 Public education

Professor Guthrie reported on her reply to the circulated request from Dr Phil Timms, chair of the College public education editorial board, for increased faculty input to the College leaflets and website materials for mental health information for the public. It was agreed that Dr Feinmann would contact Dr Timms to find out what is currently available relevant to liaison psychiatry, for discussion at the September meeting.

Action: CF, agenda

23.07 **TRAINING AND PROFESSIONAL DEVELOPMENT**

23.07.1 ETSC

Dr Gill reported on discussion of the MTAS problems; Dr Jeremy Bolton would attend in his place for the next ETSC meeting.

23.07.2 FECC

Dr Gill reported that the Dean had asked all faculties to help in a review of the curriculum for STs 4 – 6; his own view (Dr Gill's) was that the faculty should also be involved in revision of the basic curriculum, and both he and Dr Longson would attend a meeting on this with the Dean in mid-July. Before that, members were asked to review the current curriculum document on the web (which was recognised to be dry, difficult to read and not yet linked to competences and assessments) and to send comments on it to Dr Gill and Dr Longson. Following the meeting with the Dean, Dr Gill would contact interested members to ask them to attend a faculty curriculum revision meeting, which would either be a day meeting at the College or would make use of cost-free space in a hospital.

Action: all members, PG, DL, agenda

23.07.3 CPD committee and CPD online

It was agreed to seek a new faculty representative to the committee to succeed Dr Longson at the September meeting. In the meantime the current listing of CPD online modules, either already in use or commissioned, would be sent to Professor Guthrie, Dr Gill and Dr Longson to review what is being done for the faculty and by whom, and what might be done.

Action: EG, PG, DL, agenda

23.07.4 Trainees and new consultants group

Dr Henderson reported on a very well attended group meeting in Amsterdam; the next meeting was scheduled for 9th – 10th November, 2007 in Bristol. Dr Thirza Pieters had been elected group secretary and would succeed Dr Henderson as chair in a year's time.

23.07.5 SAS doctors

Dr Jajoo would liaise with the College conference office over the use of the College logo on paperwork for the projected 19th October conference in Birmingham, and would then provide information on the meeting for the executive and/or newsletter.

Action: JJ, agenda

24.07 **REPORT FROM THE FINANCE OFFICER**

Dr Aitken **tabled** a strategy follow-up paper as the basis for his faculty business plan, with the intention of generating the maximum possible income from the faculty residential meeting and projecting costs for the faculty core activities (estimated at c. £18,000 a year). Members were asked to email their comments to him on this, following which Dr Aitken would arrange a meeting with the deputy head of the College finance department to discuss the business plan, and also the College's accounting layout and conference budget template. He would also ask the membership department for a detailed breakdown of the faculty membership list, and the conference office for data on past faculty meetings. Once he had received Dr Henderson's working email files and spreadsheets, Dr Aitken would discuss the 2008 residential meeting budget with Professor Hotopf and would prepare a revised business plan for discussion at the September meeting; this would include options for exhibition stands.

Action: all members, PA, agenda

In the meantime, it was agreed to suspend the faculty's medical student essay prize for 2008, and the faculty bursaries, only maintaining the oral/poster presentation prize for specialty trainees.

Dr Henderson was thanked for his considerable efforts as acting finance officer and for clarifying a number of issues during his tenure.

25.07 **WORKING GROUPS**

25.07.1 College working group on traumatic stress training

No report had been received from Dr Bisson.

25.07.2 Joint working group with the perinatal section

Dr Hodgkiss had been awaiting executive comments on the paper **tabled** in March. He would now add references to the text and forward it to Dr Rogerson to be placed on the faculty web page.

Action: AHodgkiss, IR

25.07.3 College working group on risk management

Professor Guthrie would attend meetings when possible, with Dr Longson as an alternate; Dr Aitken would be willing to contribute by email.

Action: agenda

26.07 **PROGRAMMES AND MEETINGS**

Sonia Walter was welcomed to the meeting for discussion of this item.

26.07.1 Faculty residential meeting: 14th – 16th March, 2007, Hotel Artemis, Amsterdam

Feedback on the meeting had been very positive and, with at least 159 delegates over the two days, it was hoped that the meeting might generate a surplus in the region of £8,000 once all invoices had been paid.

26.07.2 Faculty residential meeting: 13th – 14th March, 2008, Newcastle upon Tyne

The venue had been changed from Durham as there were no hotels large enough there, and the university was not available for those dates, although some campus accommodation might be. It was agreed that Professor Hotopf, Dr Temple and Dr Rao would liaise with Sonia Walter over possible hotels for the meeting/accommodation and conference dinner. It was agreed that the President and the local postgraduate dean and divisional chair should be invited to the conference dinner as guests. There would not be joint programming with Diabetes UK at this meeting. The executive/regional representatives meeting would be held on the afternoon of Wednesday, 12th March.

Action: MH, MT, SR, agenda

26.07.3 College annual meeting: 1st – 4th July, 2008, Imperial College, London

It was agreed that Dr Feinmann would lead on submitting proposals for the faculty's institute day on 1st July: these would focus on PBR; primary care issues; occupational health/nurses; military mental health and possible speakers and chairs were suggested. The deadline for developed submissions was 15th August.

Action: CF, agenda

26.07.4 Joint one-day meeting with the perinatal section: November 2010?

The committee noted the planned date put forward by the perinatal section, which would be on a 50/50 shared cost and surplus basis. The College conference office and the perinatal executive link person of the day would raise this for decision no later than mid-2009. Dr Hodgkiss would continue as lead for perinatal issues for the time being, since he would be attending two executive committee meetings a year as a regional representative.

26.07.5 College booklet on prizes, lectures and bursaries: 2008

Text for faculty entries would be amended and put on the College website during autumn, 2007.

27.07 **REPORTS FROM REPRESENTATIVES ON OTHER COLLEGE COMMITTEES**

27.07.1 Health psychology

Dr Feinmann undertook to open dialogue with a number of people and would report back.

Action: agenda

28.07 **CORRESPONDENCE**

No matters were raised.

29.07 **ANY OTHER BUSINESS**

29.07.1 Executive committee meetings

It was agreed to place standing discussion items for PBR; education and training; meetings; and finance/income generation at the start of each meeting and where possible to reduce the number of headings throughout. It was also agreed to arrange for a flipchart and pen, and a laptop/projector to be in the room for each meeting.

29.07.2 Handbook

Professor Guthrie and Dr Geoff Lloyd were congratulated on their work on this. Professor Guthrie would look into the matter of some authors reportedly not receiving their own copy.

29.07.3 Outgoing members

In addition to the remarks recorded under item 20.07.2 above, Professor Guthrie wished to express her thanks to Dr Gill for his help and support to her and to the faculty as honorary secretary over the previous four years.

30.07

DATES OF FUTURE MEETINGS

Monday, 10th September: 10.30 a.m. FECC, members' room; 1.00 p.m. working lunch and 2.00 p.m. executive committee, Council Room

Monday, 26th November: 10.30 a.m. FECC, members' room; 1.00 p.m. working lunch and 2.00 p.m. executive committee, Council Room. Current planning was that the meeting should end punctually around 5.00 p.m. to allow for an early farewell dinner to Gill Gibbins, at a local restaurant.

2008

Wednesday, 12th March: p.m. meeting with regional representatives at Newcastle venue

Thursday, 29th May: 10.30 a.m. FECC, members' room; 1.00 p.m. working lunch and 2.00 p.m. executive committee, Council Room

Thursday, 4th September: 10.30 a.m. FECC, members' room; 1.00 p.m. working lunch and 2.00 p.m. executive committee, Council Room

Thursday, 23rd October: strategy meeting with regional representatives at 15 Belgrave Square

Tuesday, 2nd December: 10.30 a.m. FECC, members' room; 1.00 p.m. working lunch and 2.00 p.m. executive committee, Council Room

Diary