

# **The Glade (PCDU) Involvement Group**

## **Tuesday 7<sup>th</sup> January 2020**

### **Involvement Centre, DMH**

#### **Attendance**

Lyndsy Jones – Involvement staff  
Craig Nelson – Clinical Lead for PCDU  
Gordon – volunteer  
Jonathan Wright – Involvement staff  
Glenis – volunteer  
Ann – volunteer  
Amanda – volunteer  
Jess Green – Team Lead, Glade  
Karen – volunteer  
Meirion – volunteer  
Richard – volunteer  
Julie Aicha – MHSOP, staff

**Apologies:** Adan, Rebecca, Rachel Redford, Hannah

## **Welcome**

Introductions made and a brief summary of what was discussed at the last meeting.

#### **Opening Date**

This appears to now be March 2020 as some changes still remain to be made to the building and needs to be signed off.

**ACTION: rolled over to ensure this takes place, volunteers from this meeting could go into the building when it was finally ready to view it, but before the service goes live in order not to disrupt individuals using the service.**

#### **Standard Operating Procedure (SOP)**

Still being worked on.

**ACTION: Lyndsy to take to the centre meetings and discuss with volunteers any wording they would change, Lyndsy to email Craig**

#### **Equality Impact Assessment Tool**

This was discussed in the meeting some recommendations were made and initially added to the form.

#### **Welcome Leaflet**

Booklet developed by the PIG group was discussed again after the last amendments have been completed. A few extra amendments required which will be completed and sent to members of this group from Lyndsy, feedback from this and any changes required to be sent

to Lyndsy by Monday 13<sup>th</sup> January, so we can this finalised, signed off and sent to printers ready for the opening of the Unit

**ACTION: Lyndsy to to make changes, send out by Friday 10<sup>th</sup> Jan. feedback returned to Lyndsy by Monday 13<sup>th</sup> Jan**

### **Quality Assessment**

Not discussed in this meeting

**ACTION: Jonathan to link Marion Taylor with Jess as some work around the Triangle of Care and where this information is stored has been done and it would be good for this work to connect.** This action has been completed however there is still some work to do with Jonathan, Marion and Jess.

### **Feedback**

SUCE forms have been ordered and will be delivered from the SUCE office prior to opening. - unsure if they have arrived at the unit has still unable to gain access. Discussed if there was an opportunity for feedback volunteer to attend weekly to collect. The group agreed this would be a good idea.

**Action Lyndsy to arrange for a volunteer to be placed within The Glade**

### **Next meeting:**

**Tuesday 4<sup>th</sup> February 1pm – 3pm**

**Involvement Centre**

**Next meeting try and look at Standard Operating Procedure (SOP) wording from feedback from Involvement centres / volunteers**