

Fig - Minutes

ACHCEW Exit Strategy – November 12th 2003

Background

ACHCEW's budget to provide services for English CHCs three months for the period September 2nd 2003 – December 1st 2003 was agreed with David Mowatt and is £85,135. This is the amount request from the DH and I sufficient to meet our needs.

Our small team is coping well with the limited work programme and in implementing the Exit Strategy. Rob Hill currently receives calls for the legal desk and in co-operation with Mike Bird at Freeth Cartwright we continue to provide an excellent legal advice service. Shiela Dollery provides administrative services to ACHCEW and Vera Beswick support for financial work. Bill Marks and Rob Hill are actively involved in securing our archives. Other support is provided on an ad hoc basis as required e.g. media support.

In the remaining three month ACHCEW will continue to secure its archives, ensure that the accounts are closed, dispose of its assets, terminate contracts and close the organisation ensure that it leaves behind a valuable legacy.

Part of ACHCEWs resources/assets belong to the Association of Welsh CHCs. We are waiting for them to provide details of the equipment and publications they require. There are active discussions with Peter Johns the Director of the Welsh Association on this issue.

The lease for Earlsmead House has been extended to December 1st.

The key requirements for successfully completing the closure of ACHCEW during September–December 2003 are shown below.

1) Staff	Responsibility	Completion Date
♦ Ensuring that staff have their full entitlements and support during the final period of their employment and any additional support possible to assist them to secure suitable jobs and develop their careers.	MA	Up to November 28 th
♦ Support with CVs and references	MA	Up to November 28 th

2) Publications	Responsibility	Completion Date
♦ Recent ACHCEW publications will be placed on the web site and hyperlinked to other national organisations. We will retain the website for two years after closure.	MA/RH/BM	September 30 th
♦ Purchase CD writer to secure information for supply and archiving.	MA	July ©
♦ All of ACHCEW's publications will be scanned and transferred to a CD Rom	MA/RH/BM	September 30 th
♦ A hard copy collection of ACHCEW publications and CD Roms will be produced and placed in a library to keep them as a single collection.	MA/RH/BM	October 31 st

3) Documents and Correspondence	Responsibility	Completion Date
♦ An NHS (non- IT) Disposal Policy has been distributed and this will be used as a guide for ACHCEW.	MA	
♦ The collection of ACHCEW documents e.g. annual reports, minutes of conferences and standing committees, honorary officers and correspondence has been offered to and accepted by the Open University. Contact has been made with other health libraries/archives to check other claims before transfer to the OU.	MA/MG	October 31 st

4) Data and Associated Documents - Databases	Responsibility	Completion Date
♦ The document databases have been offered to the Welsh CHCs.	MA	September 30 th

5) Administration	Responsibility	Completion Date
♦ Termination of lease for building, contracts, rates, services in collaboration with NHS Estates and Ingleton Wood.	MA	October 31 st
Accountants will examine books in mid November. They will secure the books in their offices for examination by District Auditors.		Nov 15 th
♦ Personnel Files transfer		Nov 25 th
♦ Other Private Records Destruction		October 31 st
♦ Termination of Registration with Data Protection Act. Notify them of date		November 28 th

6) Legal	Responsibility	Completion Date
<u>Securing and archiving of the following:</u>		
♦ Discuss with Welsh Association of CHCs and the Scottish Health legal archive and publications.	MA	September 30 th
♦ Place selected legal documents on CD Rom	MA/BM/BM	September 30 th

9) Training	Responsibility	Completion Date
♦ OSC training document – DH report that the revised document is almost complete.	MA	Novemberrd

10) Casualty Watch	Responsibility	Completion Date
♦ Transfer of project to another organisation e.g. BMA, Royal College of Nursing, Consumers Assoc., Unison, MSF, Age Concern	MA	
♦ Finding a home for the data e.g. the Welsh Association	MA	November 28th
♦ Producing the final report	MA/Lavania/MAR	November 15 th

11) Journals	Responsibility	Completion
♦ Discussions with Welsh CHC and Patient's Association	MA	Discard
♦ Subscriptions will be cancelled as they come up for renewal.	MA	

12) Computers	Responsibility	Completion Date
♦ Hard-drives of ACHCEW computers will be cleaned prior to disposal	MA	Nov 30 th
♦ A decommissioning project has been established by the DH will provide advice on this issue.	MA	Nov 30 th
♦ Email addresses will need to be closed	SD/MA	Nov 30 th
♦ Computers will be subject to a rigorous housekeeping programme. Back up files will be needed for all information retained.	MA	Nov 30 th

15) Furniture and Equipment	Responsibility	Completion Date
♦ Detailed computer register is complete	RH	June 30 th ©
♦ Disposal by transfer to Welsh CHCs or the DoH.	MA	November 28 th

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