

NHS Southern Health NHS Foundation Trust

# Effective Decision Making

OUR VALUES

Patients & people first Partnership Respect

NHS Southern Health NHS Foundation Trust

## Purpose


- Reduce time spent preparing for and attending meetings.
- Improve the effectiveness and speed of decision making.

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### Starting point meeting problems

10 step process  
4 stages  
25 day time-span  
Stress  
Size of packs from 5 – 555 pages



Over processing: reports rework  
Waiting: from paper call to final version  
Report writing: clarity, changes, time  
Waste: 61 email chains; 161 emails, 8,500 words  
Over production: printing of hard copies

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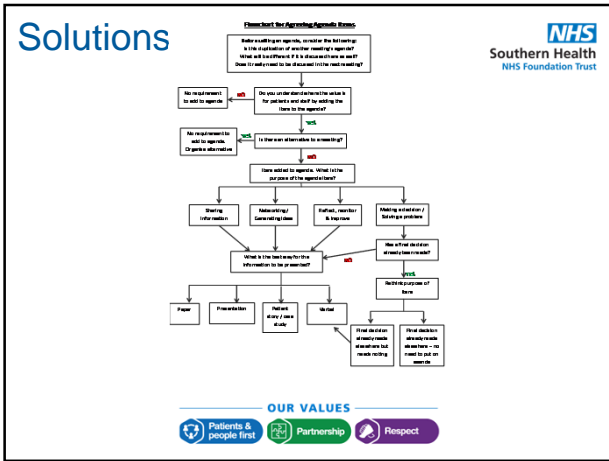
### Starting point Trust Meeting Structure

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## Lessons Learned

- Trust in the Quality Improvement process
- Make time to understand and improve
- Always involve service users

**OUR VALUES**  
 Patients & people first | Partnership | Respect