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## Board Meeting Minutes

**BICS, Beach Room, 177 Preston Road, Brighton**

**27<sup>th</sup> March 2012**

**14.00 – 17.00**

### **Present**

Jan Austera (JA - Chair)

Zoe Nicholson (ZN)

Nick Patton (NP)

Peter Devlin (PD)

Lindsay Coleman (LC)

Jonathan Serjeant (JS)

Paul Macauley (Minutes)

### **22/12 Apologies**

The meeting was in full attendance.

### **23/12 Declaration of Interests**

None were declared.

### **24/12 Minutes of the last meeting**

NP updated the board on an action under item 04/12 reporting that there is no further information on provider engagement on specification for an integrated MSK pathway. Minutes of the meeting held 31<sup>st</sup> January were approved.

### **25/12 Integrated Service Performance Report (January 2012)**

There was discussion about the recently received PCT communication regarding contract arrangements for the Gateway Service and its attendant proposals for an increase in efficiency savings and diminishment of function. It was agreed that the terms set out by the PCT require further articulation before BICS can fully engage in a contract discussion. To this end BICS will respond asking for a clear expression of the PCT's expectation and specification for service delivery, as to allow BICS to respond with informed costings.

JS updated the board on contract negotiations underway for delivery of the CGS in year 2012/13 and the on-going capacity issues in the dermatology service as a result of the difficulty around finding and training new resource. Discussion of KPI 8 led to agreement that there needs to be an improvement in figures for the dermatology patient survey.

**ACTION:** JS to feed back on work to be done on improving dermatology service patient survey numbers.

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### **26/12 Clinical Services Update (January 2012)**

ZN updated on the joint position taken between BICS, BSUH and SCT in MSK contract negotiations. The board sought to understand further the level of MSK referral bypasses from GPs, with PD agreeing to present further information at the next board meeting.

**ACTION:** PD to brief the board on MSK referral bypasses for GPs.

### **27/12 Finance (Position at December 2011)**

ZN briefed on the improvements to the BICS financial status as a result of the recent cost improvement initiative and the resolution of the issue with the PCT around the payment of funds for the community dermatology service. The current creditor/debtor cash flow situation with BSUH regarding the MSK and dermatology services is being resolved now that the invoicing terms have been agreed.

### **28/12 Pay Review 2012/13**

This paper was approved by the board.

### **29/12 Information Governance Update**

MR updated on the projected completion this week of the IG Toolkit. It was also advised that the Information Governance Annual Assessment will be ready for presentation to the next meeting of the board, demonstrating BICS improvements to its Information Governance within the last year.

### **30/12 Communication Action Plan Update (March)**

LC has taken the lead on the Comms workstream. The action plan was reviewed and the question was raised of how the board will understand that comms actions are being achieved?

**ACTION:** LC to report back on how progress with comms actions will be measured and reported to the board.

### **31/12 Project Progress Report**

The board was updated on the recent completion of practice visits, the collated information from which will be reported to Quasar. LC commented that there was likely value to disseminating this information to practices.

JS updated the board on the division of workstreams between the GCLs, both now undertaking Practice peer review and triager liaison respectively.

JS sought the board's position on the progression of implementing the planned new changes within ICO dermatology service. The board agreed that we should seek the CCG support for the clinical model of BCC surgery in the community, that we should continue to offer BSUH every opportunity to be part of this new service, that if this was not possible we would still seek to progress this aspect of the service with another provider.

### **32/12 Mental Health Project Progress Report**

ZN reported that contract negotiations for the service continue with the PCT. BICS will be signing a contracted joint venture with the three other partner organisations, mitigating risk to BICS. ZN assured the board of the processes in place to support the management and transition of existing mental health service staff who are transferring to BICS under TUPE

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legislation.

**33/12 CQC Readiness**

ZN presented on the status of organisational CQC compliance and the outstanding issue of which type of registration to pursue dependent on the anticipated nature of future operation. The Board agreed the paper and supported the compliance statement.

**34/12 Aligning Incentives for QP 2012/13**

This paper was considered by the board in discussion with the following item.

**35/12 Contributing to Audacious Goals**

PD presented this paper and BICS Aligning Incentives for QP 2012/13, outlining approaches to supporting General Practice as to contribute to achieving reductions in emergency admissions in the city in the next 12 months. There was discussion about the potential in a primary care approach to take elderly care out of the hospital, with JS to further explore.

**36/12 Patient and Public Involvement Strategy**

MR outlined the strategy's approach to broadening organisational engagement with patients and the public, including changes to the role of the patient group. A new patient steering group will now oversee PPI strategy overall. ZN suggested that focus groups should sit under the control of the steering group rather than BICS. MR to accordingly amend the strategy that was otherwise approved.

**38/12 Date and Time of Next Meeting**

14:00-17:00 Tuesday 1<sup>st</sup> May 2012.

**Signed:**

**Name:** Jan Austeria

**Date:**

I agree the above as an accurate record of the meeting held.

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The next meeting will take place:

**Date:** 1<sup>st</sup> May 2012

**Time:** 14.00 – 17.00

**Venue:** Beach Room, 4<sup>th</sup> Floor, 177 Preston Road