



## Board Meeting Minutes

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BICS, Beach Room, 177 Preston Road, Brighton

Tuesday 1<sup>st</sup> May 2012

14.00 – 16.30

### Present

Nick Patton (NP - Chair)

Zoe Nicholson (ZN)

Jan Austeria (JA)

Peter Devlin (PD)

Lindsay Coleman (LC)

Jonathan Serjeant (JS)

Paul Macauley (Minutes)

### In Attendance

Matthew Riley (MR)

### 40/12 Apologies

The meeting was in full attendance.

### 41/12 Declaration of Interests

No interests were declared.

### 42/12 Minutes of the last meeting

The minutes of the last meeting were reviewed. 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.

JS updated that action against 25/12 regarding improvement of dermatology service patient survey numbers is still to be actioned.

PD updated that the action against 26/12 regarding MSK referral bypasses for GPs is pending further communication from BSUH.

LC updated that the action against 30/12 regarding measures to report progress on Communications actions is pending further exploration, including discussion with Sue Trimmingham.

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#### **43/12 Integrated Service Performance Report (February 2012)**

LC enquired as to the financial status of the MSK/Dermatology creditor/debtor situation, on which ZN advised that Q1 and Q2 have been resolved with Q3 and Q4 are waiting closure pending year end closedown.

PD provided an update on the MSK service, in which retriaging continues to make a difference to referrals to secondary care. It was noted that current reporting is against 2011/12 assumptions and will change for 2012/13.

There was an overview on progress within each of the individual services, the majority of which are on a trajectory of improvement. There remains work to be done on an existing, and potential increase of, resource shortfall in the Hand and Wrist service. There are improvements underway such as securing hand therapists' competency sign off and through direct listing eg treatment of carpal tunnel syndrome going directly to surgery.

NP sought to understand the numbers of referrals bypassing the service, with PD stating that further investigation needs to be done before understanding the true figure.

JS reported on the partnership with BSUH in establishing the new dermatology model. It was agreed that BICS should meet with BSUH and the PCT to explore how the service might be delivered within the current financial envelope.

JS updated the board that contract negotiations for 2012/13 delivery of the Community Gynaecology Service are to be held next week.

JA sought a more graspable graphical representation of the service performance reports presented to the board. It was agreed that work should be done outside to agree a less rag rated approach for the reports, more in line with existing Quasar reporting.

**ACTION:** JA/NP to meet with MR to agree clearer and a more graphical manner of service performance reporting for board.

**ACTION:** JS and BSUH to meet with PCT regarding funding for the new dermatology service.

#### **44/12 Clinical Services Update (February 2012)**

This was presented as part of the preceding item.

*Note: in future the Integrated Service Performance Report and Clinical Services update will be presented, and described in the agenda, as a single item.*

#### **45/12 Information Governance Update**

This update was considered as part of the paper *Annual IG Assessment (2011/12)*.

#### **46/12 Annual IG Assessment (2011/12)**

MR presented this paper that assesses BICS status regarding Information Governance (IG) during 2011-12, of IG risk and objectives to mitigate these over the next 12 months. The IG Assessment was noted and approved.

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**47/12 Project Progress Report**

The board was updated on the status of the Croydon tender submission, which has now reached the stage of bidder interviews to be held next week. PD updated on further interest in BICS from external organisations such as NHS Salford, NHS Telford and Wrekin who have purchased Vedas software and Heart of Birmingham who have expressed a similar interest in procuring software.

The board was updated on the evolving discussions with the PCT over the renewal of the gateway contract. Though it seems likely that elements such as peer review will remain, BICS continues to work with the commissioners to articulate a contract specification to which BICS can then provide a cost response.

**48/12 Mental Health Project Progress Report**

JS reported that contract negotiations are proceeding with the PCT ahead of commencement of the new Mental Health Service.

The board considered the benefit of a soft launch, transitioning into the new service gradually over a period of a month or two as to reduce the strain on staff resource and accommodate the training of TUPE SPFT staff.

NP highlighted the need to communicate to GP leads the difficulties delaying the launch of the new service as a result of the demands of resolving outstanding contractual issues.

**49/12 Date and Time of Next Meeting**

14:00-17:00 Tuesday 12<sup>th</sup> June 2012.

**Signed:**

**Name:** Nick Patton

**Date:**

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

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The next meeting will take place:

**Date:** 12<sup>th</sup> June 2012

**Time:** 14.00 – 17.00

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

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