



## Board Meeting Minutes

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BICS, Beach Room, 177 Preston Road, Brighton

Tuesday 16<sup>th</sup> October 2012

14.00 – 17.30

### Present

Jan Austera (JA – Chair)

Peter Devlin (PD)

Nick Patton (NP)

Zoe Nicholson (ZN)

Lindsay Coleman (LC)

Jonathan Serjeant (JS)

Paul Macauley (Minutes)

### In Attendance

Jon Ota (JO)

Lyndon Johnson (LJ)

### 87/12 Apologies

The meeting was in full attendance.

### 88/12 Declaration of Interests

NP declared interests around his role within the CCG with respect to the current gateway tender.

### 89/12 Minutes of the last meeting

The minutes of the last meeting were reviewed and actions closed.

### 90/12 Integrated Service Performance Report (August 2012) and Clinical Services Update (August 2012)

JO reported on the dermatology service, with work in progress on agreeing with the PCT an increase in the service's financial envelope. Progress on the consultant in the community dermatology service model has PCT support. The ICO board has agreed to changes around giving enough time for consultations.

Board reporting on the MSK service is to be revised around more key KPIs. The MSK Management Board process will help inform the nature of these reporting changes.

JO confirmed that performance on Gateway KPIs continue to be reported to the PCT.

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The finances for the establishing CReSS service have been remodelled in line with current service activity, providing a refined projected budget that incorporates PCT performance expectations.

Patient feedback on the community gynaecology service remains positive. Work will progress around additional activity for fertility.

ZN updated that the Wellbeing Service is performing outside of KPI. The new Clinical Lead for the service is now in place. Feedback from GP colleagues has suggested that the practitioner service is working. Current utilisation is below optimum and work is being carried out on optimising capacity and productivity, in recruitment and in managing performance. NP asked to ensure that all this is being communicated to GPs, with ZN agreeing and that GP/GP leads conversations should also be captured to demonstrate that the model is working effectively.

The board confirmed that the BICS 51% decision making stake in the partnership delivering the Wellbeing Service applies to all decisions to be made, operational and strategic.

**ACTION:** JA and NP will work with MR on changing service reporting to show a graphical representation of outstanding KPIs over time.

**ACTION:** Ahead of the next board JO will work, with NED input, on a reviewed set of KPIs for services. These key KPIs will reflect service priorities.

**ACTION:** RG will report to board the financial risk around the roll out of the CReSS service.

#### **91/12 Information Governance Update**

There were no information governance issues that required review.

#### **92/12 Clinical Triage Policy**

This revised policy was approved by the board.

#### **93/12 Health and Safety Policy**

This revised policy was approved by the board.

#### **95/12 Project Progress Report (August 2012)**

PD updated that the Neurology pilot remains a going concern for commissioners.

JO reported that the proposal for the new MSK Rheumatology service is going to the trust's IPG for approval.

#### **96/12 MSK GP Survey Results and Surgical Conversion Rates**

LJ joined to present on recent figures on surgical conversion rates within the ICATS service. The Shoulder and Elbow and Spine services in particular play an important role in increasing conversion to surgery among those patients on the surgical consultation pathway. This has been well received by consultants. LJ is now looking at national comparators for benchmarking these figures as to place within a national context.

Results of the CCG commissioned MSK ICATS GP survey have been very positive. This story will form a piece of comms work that will illustrate the aspects of the service that are

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performing well and how other aspects have been improved based on the learning opportunities given by this type of GP feedback.

**ACTION:** PM to circulate comms item on Surgical Conversion Rates via website and staff and shareholder newsletters.

**97/12 Gateway Tender**

The board were updated on bid progress for the upcoming Gateway tender.

**98/12 MAS Tender and Tender Update**

PD reported that BICS has now attended the bidder presentation for the MAS tender, delivering a confident presentation. Results from this process will be known in mid-November.

**99/12 Communication Action Plan Update (September 2012)**

The Communication Action Plan was reviewed and noted.

**100/12 External Relationships Update**

The board continued in discussion of external relationships and the meeting was closed.

**101/12 Date & Time of Next Meeting**

The next board meeting will be held on Tuesday 27<sup>th</sup> November.

**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:** 27<sup>th</sup> November 2012

**Time:** 14.00 – 17.00

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

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