



Board Meeting Minutes

BICS, Beach Room, 177 Preston Road, Brighton

Tuesday 29th January 2013

14.00 – 17.00

Present

Nick Patton (NP – Chair)

Zoe Nicholson (ZN)

Jan Austera (JA)

Paul Macauley (Minutes)

Lindsay Coleman (LC)

In Attendance

Jon Ota (JO)

Rita Garner (RG)

Michelle Croucher (MC)

001/13 Apologies

Apologies were received from PD and JS.

002/13 Declaration of Interests

No new interests were declared.

003/13 Minutes of the last meeting

Minutes of the last meeting were reviewed and further clarity was found to be needed for item 115/12 and the status of the BICS response to the GP Streaming project.

Revised minutes will be approved by LC.

ACTION: LC and PM to ensure all board minutes are available on the BICS website.

004/13 Integrated Services Performance & Update Report (January 2013)

JO and RG joined the meeting to present this report on service areas.

Brighton and Hove Gateway

RG updated the board on the impact of and recovery from recent server issues affecting

performance reporting for gateway teams. Responsive measures have largely mitigated the impact of the issue, which has nonetheless had some effect on KPI performance. The incident is being investigated and the ability of IT providers to respond to such issues is being explored as part of the learning from this case.

ACTION: RG to feedback to board on investigation into server failure.

Wellbeing

ZN reported that the service is moving in the right direction, with recovery rates now in the top quarter of national performance. This is felt to be clear result of the establishing of clear referral criteria and an information system built around clinician and patient data.

The board requested the addition of graphical reporting on the decrease in patient wait times.

MSK

The Hip service is currently underperforming against forecast. The service is soon to implement the hip decision aid tool.

It was noted that the board would like to see included in the report commentary and graphical data for those services contributing to any overall service underperformance.

Dermatology

Service activity is currently as forecasted. The average waiting time to be seen in the service is 28 days, an achievement the board noted the team should feel proud of. The service is also now running more consultant-led community clinics from the Mile Oak practice.

CES

JO reported that activity for the service is currently over that forecasted.

CGS

JO noted that a recent survey highlighted that the speed with which patients are seen by the service is not a concern raised by patients.

CPAMS

JO reported that the service's key KPIs are being met. The contract for this service will be up in June 2013.

005/13 2013/14 Projected Budget

ZN presented for consideration a working budget for 2013/14. The board agreed that more work should be done to identify further savings within the organisation and to secure an increased operating surplus that provides greater resilience. This finalised budget will be presented at the next board meeting.

006/13 Information Governance Update

There were no information governance issues requiring board consideration. The Information Governance 2012/13 Annual Assessment will be presented at the next board meeting.

007/13 Equality and Diversity Report

JO presented this report, the data for which has been drawn from organisational surveys and staffing information. The main observation of note is that a greater proportion of females are recruited to the organisation, despite figures showing a higher proportion of male applicants. While this is not felt to reflect a bias, the information has been shared with teams and internal recruiters in order to raise awareness.

008/13 Equality Objectives

The paper on outlining the objectives for BICS to meet the equality act was approved by the board.

ACTION: JO will update the approved Equality Objectives paper to show version dated 29/01/13.

009/13 Project Progress Report

LC reported that BICS has been approached by the CCG Educational department and asked to help identify primary care educational needs for the city. These have been identified as MSK, Dermatology and Wellbeing and BICS will be providing options on how education for these areas might be delivered.

010/13 Tender Update

The board gave commendation for the success of winning the MAS tender and for achieving preferred bidder status for the new gateway tender. Thanks were noted for MC and the BICS team for delivering such consistently strong bids.

MC has now handed over the MAS work stream to Anna Chippendale, who will be heading preparations for a June 1st 2013 service start.

MC reported that a process has been put in place for the tracking and reporting of tender and business development opportunities and to aid in proper and timely organisational response to these opportunities.

ACTION: MC will provide the board with a summary of the recent cabinet report on choice.

011/13 BICS Strategy and Development Plan

MC presented for consideration this draft plan that outlines the organisation's current purpose and strategic goals. This plan will inform management, teams and individuals within BICS.

The board sought to understand how it will receive assurance on the pursuit of these goals and purpose. MC explained that the plan will form the objectives for Assistant Directors and a six monthly board review process was agreed, with the first review scheduled for the September 2013 board meeting.

NP commented that plan could benefit from highlighting a BICS organisational core

purpose as the extending of scope and improvement of resilience of primary care through collaboration. NP also commented as being impressed with the considerations of such planning effort towards looking after staff

ACTION: LC and PM to develop the definition of the BICS core purpose around extending the scope and improving the resilience of primary care through collaboration.

012/13 BICS 'New Venture' Planning Process – Board Update

The board discussed the possibilities for the types of desirable new venture opportunities that the organisation might be interested in pursuing beyond Brighton and Hove and Sussex.

013/13 Date & Time of Next Meeting

The next board meeting will be held on Tuesday 12th March 2013.

Signed:

Name: Nick Patton

Date:

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

The next meeting will take place:

Date: 12th March 2013

Time: 14.00 – 17.00

Venue: Beach Room, 4th Floor, 177 Preston Road
