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**Board Meeting Minutes**

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**BICS, Beach Room, 177 Preston Road, Brighton**  
**Tuesday 30<sup>th</sup> April 2013**  
**14.00 – 17.00**

**Present**

Jan Austera(JA – Chair)

Peter Devlin (PD)

Lindsay Coleman (LC)

Jonathan Serjeant (JS)

Nick Patton (NP)

Zoe Nicholson (ZN)

Paul Macauley (Minutes)

**In Attendance**

Jon Ota (JO)

Rita Garner (RG)

Michelle Croucher (MC)

**030/13 Apologies**

The meeting was in full attendance.

**031/13 Declaration of Interests**

No new interests were declared.

**032/13 Minutes of the last meeting**

The minutes of the last meeting were reviewed and approved.

**033/13 Integrated Services Performance & Update Report (April 2013)**

JO and RG joined the meeting to give an update on the integrated services.

**CReSS**

The Croydon service continues in recovery, with referral numbers continuing to build a picture of trend within the service.

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## Brighton and Hove

Transition to the new Referral Management Service is going well, with new management now in place. The service is working with the PCT to better understand bypassed referrals and how best to capture this number.

## Dermatology

JO updated on the exploration of case for a teledermatology pilot, with consideration going towards possible pathways and clinical leadership.

The dermatology team was praised for its management of maintaining consistently strong patient service in light of recent clinical capacity shortfall.

## CES & CGS

The board raised an issue around how to ensure that learning opportunities are being captured from ophthalmology and gynaecology service patient survey responses. It was agreed to formalise a process for organisational learning from this type of feedback.

## MAS

The Memory Assessment Service is now staffed ahead of contract signing and will be taking referrals from next week and is due to start seeing patients from June. Pathway work is well underway.

## Wellbeing

ZN reported that the service is seeing improvement in performance, with the service now within the national top quarter for performance in patient recovery rates.

Now nearing the end of its first year of operation, the service has seen many improvements and there is now a focus on planning the way forward.

**ACTION:** PM to look into establishing a BICS presence on the NHS Choices site and Well Note app.

## **034/13 Finance Report (2012/13)**

The year-end report for the previous financial year plays out earlier accurate forecasting by showing an anticipated finishing position for the organisation.

JA asked for clarification of the breakdown of expenditure within the MSK service and was satisfied with the reporting.

## **035/13 2013/14 Budget**

ZN presented the budget for next year which demonstrates the on-going work being done by teams to identify and maximise possible savings.

## **036/13 Standing Financial Instructions**

ZN presented a minor revision to this paper's references to individuals authorise to revise in the future, which reflects staffing changes of the Finance Manager replacing the previously named Corporate Services Manager. The board approved this paper.

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**037/13 Incident Report 526 – Wellbeing SIRI**

The board reviewed this incident report ahead of its final sign off at the Wellbeing Service Partnership Board. ZN assured that the service is working with the practice involved and that the board will be updated on the outcomes of the pending inquest. The board found the incident report to be comprehensive in documenting the incident and response and it was approved for sign off.

**038/13 Project Progress Report (April 2013)**

The board requested that an updated be provided at the next meeting on the status of the GP Locums project.

**ACTION:** LC to report to board on the status of the GP Locums project.

**039/13 Tender update - presentation**

MC and LC provided the board with an update on current new business and tender opportunities.

**040/13 New Ventures**

The board were asked to consider a proposals for generating additional revenue for BICS. It was agreed that this would be discussed further at a later date.

**041/13 Primary Care Delivery**

LC provided the board with an update on the current developments.

**042/13 Date and Time of Next Meeting**

It was agreed that the next board meeting will held on the 11<sup>th</sup> June 2013. The meeting closed at 17:00.

**Signed:**

**Name:** Lindsay Coleman

**Date:**

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

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The next meeting will take place:

**Date:** 11<sup>th</sup> June 2013

**Time:** 14.00 – 17.00

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

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