



Board Meeting Minutes

BICS, Beach Room, 177 Preston Road, Brighton

Tuesday 29th July 2014

14:00 – 17:00

Present

Jan Austera (JA - Chair)

Peter Devlin (PD)

Zoe Nicholson (ZN)

Jonathan Serjeant (JS)

In Attendance

Marcus Doyle (Minutes) (MD)

Jimmy Smith (JSm)

Richard Chell (RC)

Sarah Bartholomew (SB)

Chris Golson (CG)

42/14 Apologies

Lindsay Coleman (LC). Jon Ota (JO) CG joined the meeting at 13:45. RC and JSm joined the meeting at 15:30.

43/14 Declaration of Interests

No new interests were declared.

44/14 Minutes of the last meeting

Action: MD to send minutes to JA to sign off.

45/14 Non-Executive Director Recruitment Update

JA updated the Board on the process which had been followed for the appointment of a third NED, following a communication to all shareholders, an expression of interest had been sought and candidates has been interviewed, a further 2 candidates were being interviewed this week. An update would be provided to the Board at the next meeting.

Action JA

46/14 Integrated Services Performance & Update Report (July 2014)

Referral Management Services Brighton and Hove and CReSS, Croydon

JA noted that there are still on-going issues within the Brighton Gateway and the CReSS around improving patient choice. The three and five day referrals are currently below threshold and static, there is hope that the mitigation which has been put in place will soon begin to become apparent and this performance issue will be resolved in the coming months.

The Board noted that they are dissatisfied with the performance within both services and requested that the Executive Directors put specific attention to ensuring performance improves. **Action JS/ZN**

Brighton and Hove Wellbeing Service (Read in association with paper 17.14)

The Board noted that the Executive Team and QUASAR had been providing additional focus due to the recovery plan issue being at risk with the Talking Therapy waiting times and the support service performance.

Two other significant risks which were identified:

- The Support Service only has until 31st December / 31st January to reach up to 15% coverage of the predicted prevalence.
- The fall-off in recovery rates remains unexplained.

Action: Support Services to be included in the dashboard (including the trajectory to reach the 15% coverage) for the Service Quasar Meetings. Action JO

The Board reviewed the remainder of the performance report and noted its content.

CG joined the meeting.

47/14 Finance Report Quarter 1 2014/15

The Board received the finance report for Quarter 1, the report outlined a year to date deficit of £46,007 which was anticipated, the year-end position is showing a surplus of £165,955. It was agreed that over the next six months the smaller budgets will be delegated fully. This will require going through the process of budget delegation, informing the budget holder what it is, how it works and what the reporting requirements are. The Board agreed savings targets should also be set on their budgets. **Action ZN and CG**

CG left the meeting.

48/14 Information Governance Update.

There were no new information governance issues for the Board to discuss.

49/14 Staff Owned Portable Device Update

The Board agreed the policy.

RC and JSm joined the meeting.

50/14 Pay Policy and Structure.

The Board discussed the pay policy and the report prepared by the Time and Spaces Group. The Board agreed to request that the Time and Spaces group reconsider the policy in the light of the discussion, specifically the issues that long service did not appear as a high priority of the Time and Spaces Group.

The decision was made to take the policy back to the Time and Spaces group.

Action: Return the policy to the original Time and Spaces group members who took part in the formation of the policy. JO

RC and JSm left the meeting.

51/14 Safeguarding Children Policy.

The Board agreed the updated policy.

52/14 Safeguarding Vulnerable Adults Policy.

The Board agreed the updated policy.

53/14 Project Update.

The Board received and discussed the report.

ZN gave a progress update on both Central and East Sussex mobilisation and approach to contract close.

55/14 Date and Time of Next Meeting.

Tuesday 25th November 2014

Signed:

Name: Jan Austeria

Date:

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

The next meeting will take place:

Date: Tuesday 25th November 2014

Time: 09:00 – 15:00

Venue: Prestamex House, 173 Preston Rd, Brighton
