



Board Meeting Minutes

Pier Room, Fourth Floor, BICS, 177 Preston Rd, Brighton
Tuesday 24th February 2015
09:00 – 15:00

Present

Jan Austera (JA -Chair)	Peter Devlin (PD)
Zoe Nicholson (ZN)	Jonathan Serjeant (JS)
Lindsay Coleman (LC)	Matthew Riley (MR)
Craig Milne (CM)	

In Attendance

Marcus Doyle (Minutes) (MD)	Jon Ota (JO)
Helen Curr (HC)	Sarah Bartholomew (SB)
John Watters (JW)	

1/15 Apologies

Michelle Eades (ME)

2/15 Declaration of Interests

No new interests were declared.

3/15 Minutes of the last meeting

Action: LC to formally sign off the previous minutes

4/15 Integrated Services Performance & Update Report (Quarter 3 2014/15)

Referral Management Services

- Brighton and Hove

The Board recognised that the performance against KPI improved throughout Quarter 3 resulted in lower 3 and 5 day resolution rates in February due to unplanned absence. However, the improved use of Vedas 2 immediately improved this position.

The CCG have commenced a competitive procurement for a new service starting in September 2015 at a 60% price reduction. The Board discussed the financial viability of the contract going forward, we agreed to discuss with our partners in Beaconsfield and Charter practices, triagers and staff the best approach to move forward. The Board acknowledged that we were unlikely to be able to deliver within this envelope as the direct costs alone were very close to the envelope even taking into account the benefits of the automation brought by implementing Vedas2.

- CReSS, Croydon

Performance has shown a significant improvement and has been sustained into January and February despite demand also showing an increase. The service is currently recruiting additional administrative staff.

Brighton and Hove Wellbeing Service

The Board noted that access to timely assessment has been consistently within target although this reduced slightly in December for PCMHP and Talking Therapies. Action plans have been developed to ensure this is rectified. The service's key focus remains the Support Service Action plan, the National Access Target of 15% being reached or exceeded and the ensuring the numbers entering treatment meet the financial recovery targets.

MSK

Discussed at agenda item 5/15

Dermatology

The service focus has been 18 week wait times in secondary care, performance in this is now back in KPI and will remain within target until the contract end, which is transitioning to BSUH on the 1st April 2015.

It has been agreed that any patients currently on SystmOne will be transferred directly to a SystmOne module owned by BSUH to ensure a smooth and safe transfer of patients.

MAS

The service has finished its peer review period for the MASNAP accreditation process and has received feedback that is positive, although accreditation will not be granted until the

3.15

panel meet in April. A year one evaluation has been completed and some service development and improvement areas were identified.

The Board noted that average waiting times for the initial assessment have reduced over the last quarter however referral to diagnosis is still marginally outside of the 10 week KPI.

Action: MD to ensure MASNAP report is published on the website when this is received.

5/15 Central Sussex MSK Integrated Quality and Performance Report

The Board read the above report alongside the Integrated MSK report.

Operational performance within the service is currently shown as below KPI in some areas although this was expected given the scale of change and integration required for the service implementation. Waiting time performance although poor remained stable throughout December and this has remained a focus for operational attention.

The Board recognised the current risk pertaining to the wait time in response to complaints; the service team have put in place a 2 week action plan to rectify this.

The Board also noted the risks associated with lack of sub contracts in place with BSUH and some other smaller contracts, this is being managed in collaboration with the CCGs.

6/15 Finance Report

The Board received the finance report for Quarter 3; the year's end position is showing a small predicted surplus. A more robust system has now been implemented and a detailed review of the budgets took place.

8/15 Information Governance Update

The team are currently on track and working towards the IG toolkit submission at the end of March 2015.

9/15 Quality Policy

The Board discussed the policy and suggested that the roles, responsibilities and accountabilities needed redefinition and agreed a more robust review would take place in 3 months' time with a view to ratifying the policy in 6 months' time.

Action: JSy to initiate the process to enable the changes to be made and to return the report at the next board meeting.

10/15 Community Eyes Service Annual Report

The Board reviewed the Annual CES Report (Jan-Dec 2014) noting that 91.5% of patients were seen within four weeks of referral, an increase from 85% in 2013. This also resulted in a 20% financial saving for the local health economy compared to PbR.

11/15 Project Update Report

- **EPiC**

The Board noted the progress since the previous report; the project has been awarded the sustainability fund and is currently working with the Project Board to complete the re-phasing of the budget to the end of April 2015.

- **Proactive Care**

All practices across the city are now engaged in the project and have grouped themselves into 6 clusters with all managerial and clinical leads for these in place.

12/15 Annual Strategic Business Plan

The Board discussed the objectives and aims of the plan and decided that a fresh translation needed to be made from the initial document. It was recommended that this be redirected to the Circus team for reframing with a focus on purpose, what matters to us and what we want to achieve.

Action: **Circus** to review the plan and to return it to the Board in at the next meeting.

13/15 AGM preparation

Action:

Signed:

Name: Jan Austeria

Date: 02.06.15

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

The next meeting will take place:

Date: **Tuesday 9th June 2015**

Time: **09:00 – 16:00**

Venue: **Conference Room, Ground Floor, Unison, 179 Preston Rd, Brighton**
