

BRIGHTON & HOVE CITY COUNCIL

INTEGRATED SERVICE BOARD

4.30PM – 6 DECEMBER 2005

**COMMITTEE ROOM 3
HOVE TOWN HALL**

MINUTES

South Down Health NHS Trust Representatives:

Quintin Barry (Chair); Ann Caborn, Mo Marsh, Sarah Healey (Nurse Executive), John O'Sullivan (Director, Finance and Information), Michael Rosenberg (Chief Executive).

Brighton & Hove City Council representatives :

Councillor Meadows (Vice-Chair); Councillors Morgan, Mrs Norman, K Norman and Pennington.

Apologies: Councillor Williams.

PART ONE

ACTION

1. PROCEDURAL BUSINESS

1A Declarations of Substitutes

1.1. Councillor K Norman substituted for Councillor Older.

1.B Declarations of Interest

1.2 There were none.

1.C Exclusion of Press and Public

1.3 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Section 100A(3) or 100 1 of the Local Government Act 1972.

1.4 **RESOLVED** - That the press and public not be excluded from the meeting during consideration of any items.

2. MINUTES

2.1 **RESOLVED** - That the minutes of the meeting held on 21 February 2005 be approved and signed by the Chair.

3. PUBLIC QUESTIONS

3.1 There were no public questions.

4. PERFORMANCE REPORT FOR 2005/06

4.1 The Board considered a report of the Director of Finance, South Downs Health NHS Trust, regarding the Integrated Provider's performance for the 7 months to 31st October 2005. The report included both social care and health care budgets managed by the Trust under the terms of the Section 31 Provider Partnership Agreement with Brighton & Hove City Council (see minute book).

4.2 The Director of Finance, South Downs Health NHS Trust reported that the Trust was reporting a year to date over spend of £713,000 on all services. The current forecast for financial risks for the remainder of the year was £766,000. A financial recovery plan was in place to off set this potential overspend.

4.3 It was confirmed that the number of beds lost due to delayed transfers of care (paragraph 7) related to Sussex, not specifically Brighton & Hove (see attached table).

4.4 The Director of Housing and City Support reported that it had been announced last week that the Commission for Social Care Inspection had awarded Brighton & Hove Council 2 Stars for its social services. Brighton & Hove was considered the best improver in the south east, in relation to adult social care.

4.5 **RESOLVED** – That the contents of the report be noted.

5. IT DEVELOPMENTS WITHIN INTEGRATED SERVICES

5.1 The Board considered a report of the Director of Finance, South Downs Health NHS Trust regarding IT Developments in Integrated Services (see minute book). The report stressed the need to develop a plan for the next stage of development that included the Sussex Partnership Trust.

5.2 **RESOLVED** – (1) That the progress that both IT departments have made to improve the electronic communication within integrated services is noted.

(2) That officers develop an IT plan for the next stage of development. The plan needs to reflect the operational priorities, the affect of reorganisation on the City Council, South Downs Health and Sussex Partnership Trust and the resources and timetable for implementation.

Melanie
Cherriman

(3) That a report on the IT Plan be submitted to the next meeting of the Integrated Services Board on 20 February 2006.

6. QUARTERLY INCIDENT REPORT

6.1. The Board considered a report of the Clinical Risk Manager, South Downs Health NHS Trust concerning the number and nature of untoward incidents occurring within health and social care services managed by South Downs Health NHS Trust, including services provided under Section 31, The Health Act (see minute book)

6.2 The Nurse Executive confirmed that the Trust tried to prevent as much back injury as possible. There was a manual handling strategy and two manual handling trainers were employed. All staff had access to occupational health.

6.3 **RESOLVED** – That the report be noted.

7. COMPLAINTS AND PLAUDITS REPORT

7.1 The Board considered a report of Complaints and Improvements Manager, South Downs Health NHS Trust regarding complaints made and plaudits received by South Downs Health NHS Trust relating to its services, including those provided under Section 31 agreement (see minute book).

7.2 The Nurse Executive, South Downs Health NHS Trust undertook to investigate whether there was any data concerning equalities monitoring.

7.3 **RESOLVED** – That the report be noted.

8. WORKFORCE REPORT

8.1 The Board considered a report of the Director, Personnel & Organisational Development, South Downs Health NHS Trust regarding the activity of the personnel and organisational development directorate and various workforce related matters across South Downs Health (see minute book).

8.2 The Director of Personnel and Organisational Development confirmed that there had been some initial problems with the transfer of responsibility for the booking, training and recruitment of

nursing assistant posts to NHS Professionals on 9 October 2005. More posts needed to be recruited within NHS professionals. It was further confirmed that the number of adverts in October to December 2004 was lower due to the switch to the e recruitment website. The Trust was now rarely using the press to advertise posts and this had led to significant savings.

8.3 **RESOLVED** – That the contents of the report be noted.

9. MATERNITY LEAVE ARRANGEMENTS REPORT

9.1 The Board considered a report of the Director, Personnel & Organisational Development, South Downs Health NHS Trust regarding the arrangements in place to cover maternity leave within services in South Downs Health. The report set out a range of mechanisms for covering work and making short term appointments, and had been prepared in response to previous discussions at the South Down Health Board about the impact of maternity leave within services and the arrangements for covering such leave (see minute book).

9.2 It was confirmed that there was significant opportunity for staff to work part time on returning to work. The Trust always tried to accommodate flexible working to retain key skills.

9.3 **RESOLVED** – That the contents of the report be noted.

10. RECONFIGURATION UPDATE

10.1 The Board considered a report of Dr. Michael Rosenberg, Chief Executive, South Downs Health NHS Trust, which updated members on the progress made in reconfiguration of mental health, learning disability and substance misuse services in the City, in relation to the development of the Sussex Partnership Trust to be established on 1 April 2005 (see minute book).

10.2 The Chief Executive, South Downs Health NHS Trust reported that changes were also taking place in local PCTs, which would be required to develop a community role. A formal consultation process was about to take place on the structure for the Strategic Health Authority and the PCTs. The options were for a) one south east regional authority or b) the preferred option, Kent to merge with Surrey and Sussex. The options for the PCTs were a) 4 PCTs in Surrey and Sussex including one for Brighton & Hove – the preferred option. B) 5 PCTs for the region with two PCTs in East Sussex.

10.3 The Chief Executive stressed that the proposed changes, which included the future development of a Children's Trust that provided services, would have an impact on South Downs Health. There were ongoing discussions on the possibility of providing or

merging specialist services. The Chief Executive was encouraged that under the Best Care Best Place proposals, the PCT wished South Downs to be the provider client for a range of newer services.

10.4 **RESOLVED** - That the contents of the report be noted.

11. A DAY IN THE LIFE

11.1 Board members were informed that it was a custom to invite staff members to give presentations on their area of work to the South Down Trust Board meetings. It had been planned for such a presentation to take place at this meeting. Unfortunately the member of staff concerned was unable to attend due to sickness.

The meeting concluded at 5.40 p.m.

Signed

Chair

Dated this

day of

2005