

# **BRIGHTON & HOVE CITY COUNCIL**

## **JOINT COMMISSIONING BOARD**

**5.00pm 2 JUNE 2003**

**BRIGHTON TOWN HALL**

### **MINUTES**

Brighton and Hove City Primary Care Trust Representatives:

Present: Jean Spray (Chair); Judith Corcho, Michael Evans and Janice Robinson.

Brighton & Hove Council Representatives:

Councillor Kielty (Vice Chair); Councillors Meegan, Morgan, Mrs Norman (OS), Norman, Pidgeon, Turton, Williams and Willows.

All decisions minuted below were agreed by the above representatives of the Brighton & Hove City Primary Care Trust Board, acting as a sub-committee of the Trust, which forms the Brighton and Hove City Primary Care Trust part of the Joint Commissioning Board.

All decisions minuted below were agreed by Brighton & Hove City Council's Adult Social Care and Health Sub-Committee, acting as the Council's sub-committee which forms the Council part of the Joint Commissioning Board.

### **PART ONE**

### **ACTION**

#### **1. PROCEDURAL BUSINESS**

##### **1A. Declarations of Substitutes**

1A.1 Councillor Norman substituted for Councillor Wells.

##### **1B. Declarations of Interest**

1B.1 There were none.

##### **1C. Exclusion of Press and Public**

1C.1 The Board 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.

1C.2 **RESOLVED** - That the press and public be excluded from the meeting during consideration of item 6.

## **2. MINUTES**

2.1 **RESOLVED** – That the minutes of the meeting held on 17 March 2003 be approved and signed by the Chair.

## **3. 83 BEACONSFIELD VILLAS DAY SERVICE – UPDATE REPORT**

3.1 The Board considered a report of the Director Learning Disability Services, South Downs Health, and the Acting Assistant Director, Adult Social Care, which advised on the outcome of the recommendations made at the Joint Commissioning Board of 17 March 2003 and sought a decision on the future location of the Day Service currently based at 83, Beaconsfield Villas (see minute book).

3.2. Jenny Engeldew, a Unison shop steward and member of staff at 83, Beaconsfield Villas was permitted to address the meeting. She felt that the report did not represent parents and carers views and stressed that many issues remained unresolved. She was particularly concerned that 2 parents had been told that they might have to move their children elsewhere. The Connaught Centre was still considered an unsuitable location as it was more difficult to access and would have a large Tesco's next door. The small garden would be shared. The car park would be in constant use.

3.3 Mr Murphy, a parent stressed that his son would have difficulty with the stairs leading to the first floor and would need a carer to help him. He felt that double glazed windows were necessary due to pollution and the noise from Tesco's. Suspended ceilings and soundproof partitions were suggested with handrails fitted to both sides of the back staircase. The garden was currently long and narrow and he suggested enlarging the area.

3.4 A parent expressed her concern for the proposals and felt that it was critical for the staff to be kept together. Her son was autistic and epileptic son and needed a quiet atmosphere.

3.5 The Director, Learning Disability Services reported that no suitable rented accommodation had been found. The consultation process had taken place and a computer presentation had shown how the building would appear after alterations had been carried out. The reconfigured building would have more space and the same level of activities and services would be provided. The new location provided the ability to expand activities. The council was aware of concerns and were investigating the cost of works such as double glazing and a suspended ceiling. An occupational therapist

would carry out an assessment of the building to ensure it was suitable for service users and met health and safety requirements.

3.6 Members were pleased to hear that a quality service could be maintained at the Connaught Centre but asked for officers to look further at the issues raised by parents.

3.7 The Acting Director of Housing and City Support stressed that the proposals would allow the development of Beaconsfield Villas as accommodation for people with learning disabilities who were currently being cared for outside the City. 3.8 The council had listened very carefully to the issues raised and officers would carefully monitor the effect of Tescos on the service users at the Connaught Centre.

3.9 **RESOLVED** – (1) That the outcome of the consultation and site visit to the first floor of the Connaught Centre be noted.

(2) That it be noted that for the reasons stated in the report that it was not possible to pursue identifying a suitable rented property.

(3) That the re-provision of the Beaconsfield Villa's service to the Connaught Centre be approved.

(4) That it be noted that there is no interim relocation or temporary integration into other day centres for the service users at Beaconsfield Villas while waiting for any new location building works to be carried out.

(5) That approval of capital resources is agreed at the Policy & Resources Committee.

#### **4. INTEGRATED SERVICE GOVERNANCE ARRANGEMENTS BETWEEN THE CITY COUNCIL AND THE NHS**

4.1 The Board considered a report of the Acting Director of Housing and City Support and the Head of Integrated Commissioning concerning the outcome of the recent stakeholder seminar regarding governance. A phased approach to revising the existing Integrated Service Governance Arrangements was recommended (see minute book).

4.2 **RESOLVED** – (1) That the merger of the Integrated Service Board (ISB) and the Joint Commissioning Board to form the Strategic Integrated Board (SIB) be recommended in principal from September/October 2003.

(2) That officers develop a detailed proposal in relation to 2.1, taking appropriate legal advice, for approval via Primary Care Trust Board, South Down NHS Trust Board and the Policy and Resources Committee of the City Council by September 2003.

(3) That as part of this process the terms of reference, membership and related matter need to be detailed and the links between the Strategic Integrated Board, Adult Social Care and Health Sub-Committee, the Primary Care Trust Board and South Downs NHS Trust Board, clarified.

(4) That Brighton and Sussex University Hospital Trust (BSUH) are fully engaged in future planning regarding governance as part of the process of future integration planning.

(5) That officers undertake further work in relation to the development of Service Level Partnership Groups so that a report can be considered by the new Integrated Board for implementation of phase 2.

#### **5. 2002/3 OVERSPEND**

5.1 The Board considered a report of the Director of Finance, Brighton & Hove City PCT, Director of Finance, South Downs NHS Trust and Assistant Director, Project & Financial Services, Brighton & Hove City Council concerning reasons for the projected overspend for the partnership in 2002/3 and proposed action for dealing with this, thereby complying with the requirements of the Joint Commissioning Agreement (see minute book). The reasons for the late increase to the projected overspend were outlined in paragraph 3.

5.2 It was reported that the latest overspend figure was £695,000. Members stressed that firm measures needed to be put in place to ensure that the Care First monitoring system did not fail in the future.

Officers agreed that a solution must be found to ensure accurate financial forecasting, which should be shown to external auditors. Redesigned reports would be presented to the Board in future. Meanwhile, officers would meet regularly to discuss the budget and the Task and Finish Group would continue to meet regularly.

5.3 **RESOLVED** – (1) That the reasons for the late increase to the projected overspend in 2002/03 be noted.

(2) That the factors contributing to the projected overspend be noted.

(3) That the agreed overspend be carried forward.

(4) That the Partnership's auditors are asked to review the integrity of the redesigned budget monitoring reports from CareFirst and the appropriateness of the improved budgetary control mechanisms put in place.

**PART TWO**

## 6. FINANCIAL RECOVERY PLAN – EXEMPT CATEGORIES 4,7, 8, AND 12

6.1 The Board considered a report of the Director of Finance, South Downs Health NHS Trust, Director of Finance, Brighton and Hove Primary Care Trust and Assistant Director, Project & Financial Services, Brighton & Hove City Council concerning the projected 2003/4 budget position for the provider partnership and explained how this position had arisen over the last few years. The report also contained a Financial Recovery action plan (see minute book).

6.2 The 2003/4 budget was expected to be £2.2m over-committed and a financial recovery plan to close this gap was required. In addition, the 2002/03 budget was projected to be £695,701 overspent. The financial recovery plan would therefore need to consider recurrent and non-recurrent savings in 2003/4.

6.3 Appendix 2 to the report showed a detailed set of proposed actions for each service put forward by the “Task and Finish Group” for the Board's consideration. Savings were set out as i) short term, ii) low value but important principle and iii) long term.

6.4 **RESOLVED** – (1) That the contents of the report be noted.

(2) That the decision making processes in the proposed Financial Recovering Action Plan (Appendix 2) as recommended by the Task and Finish Group be approved subject to appropriate consultation. It is noted that further reports in relation to all services will need to be submitted to the next meeting of the Board.

(3) That a meeting of the Joint Commissioning Board be arranged for September 2003. It is noted that the Task and Finish Group will continue to meet and will advise the Board of the need for an earlier meeting.

The meeting concluded at 6.45 p.m

Signed

Chair

Dated this

day of

2003

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985****SUMMARY OF PART TWO ITEMS****6. FINANCIAL RECOVERY PLAN – EXEMPT CATEGORIES 4,7, 8, AND 12**

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