

BRIGHTON & HOVE CITY COUNCIL

INTEGRATED SERVICE BOARD

4.30PM – 9 FEBRUARY 2004

**COMMITTEE ROOMS 2/3
BRIGHTON TOWN HALL**

MINUTES

South Down Health NHS Trust Representatives:

Quintin Barry (Chair); Ann Caborn, Jackie Lythell, Sarah Healey, Director, Learning Disability Services, John O'Sullivan (Director, Finance and Information) and Michael Rosenberg (Chief Executive).

Council Representatives

Councillor Kielty (Vice Chair); Councillors Meadows, Meegan, Mrs. Norman, Older, Wells, Willows and Wrighton.

Apologies: Mo Marsh, Daphne Obang, Councillor Morgan and Councillor Turton.

All decisions minuted below were agreed by representatives of South Downs Health NHS Trust Board acting as a Sub-Committee of the Trust, which forms the South Downs Health NHS Trust part of the Integrated Services Board.

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

PART ONE

ACTION

14. PROCEDURAL BUSINESS

14A Declarations of Substitutes

<u>Substitute Councillor</u>	<u>For Councillor</u>
Wrighton	Williams

14B Declarations of Interest

14B.1 There were none.

14C Exclusion of Press and Public

14C.1 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.

14C.2 **RESOLVED** - That the press and public not be excluded from the meeting during consideration of any items.

15. MINUTES

15.1 **RESOLVED** - That the minutes of the meeting held on 24 November 2003 be approved and signed by the Chair.

16. QUARTERLY INCIDENT REPORT JULY - SEPTEMBER 2003

16.1. The Board considered a report of the Director of Finance, South Downs Health NHS Trust concerning the Integrated Provider Services' performance in relation to incidents (see minute book). The report covered all Section 31 and non-partnership Trust services.

16.2 Members were informed that most incidents were reported within the Mental Health Directorate followed by the Integrated Learning Disabilities Directorate. Although the incidents reported within Mental Health were the highest ever recorded, there was a need to monitor the figures over a longer period before drawing conclusions. The next quarter's figures showed a decrease.

16.3 Members expressed concern at the rise in reported incidents, particularly in relation to violence, abuse and harassment. They were informed that these figures all related to violence, abuse and harassment directed at staff, and patients. More people were now reporting such incidents, and this was being encouraged as it demonstrated the pressures being experienced by staff and helped to explain sickness levels.

16.4 With regard to concern expressed about the use of agency staff who had not been trained by the Health Authority, the Director of Finance replied that the Authority was investigating the causes of the rise in incidents and what could be done to improve the

situation. The use of agency staff might be a factor and would be taken into consideration.

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

17. PERFORMANCE REPORT FOR 2003/2004

17.1. The Board considered a report of the Director of Finance, South Downs Health NHS Trust concerning the Integrated Provider's performance for the 9 months to 31 December 2003 (see minute book). The report included both social care and health care budgets managed by the Trust under the terms of the Section 31 Partnership Agreement with Brighton & Hove City Council.

17.2 Members were informed that the position had improved since November 2003. The Joint Commissioners were currently considering how to manage the potential overspend of £1,468,000, in the context of the budget setting for next year, and had agreed non-recurrent funding to reduce the deficit to £1,068,000.

17.3 The Director stressed that the greatest risk to the budget was mental health placements, which were extremely costly and could not be predicted. He agreed that the use of agency staff was more expensive than using Health Authority staff. The Authority was trying use its own bank staff rather than use agency staff and arrangements were being put in place to ensure that extra shifts were offered to the Authority's staff in the first instance.

17.4 **RESOLVED** – That the reported month 9 overspend of £1,832,000 and progress made against Financial Recovery Plans (FRPs) be noted.

18. STAFF SURVEY RESULTS 2003, SOUTH DOWNS HEALTH NHS TRUST

18.1 The Board considered a report of the Director of Personnel and Organisational Development, South Downs Health NHS Trust, which set out the results of the Staff Survey of the Integrated Provider (see minute book). The survey had been carried out in conjunction with Adult Social Care Services and Brighton & Hove City PCT.

18.2 It was noted that the staff within Learning Disabilities did not seem so engaged in the process and that fewer Learning Disability staff members felt that there was support available to deal with work related stress. Members were informed that this was due to the nature of the service and that different ways of communicating to staff were being considered. Meanwhile, a commissioning strategy for Learning Disabilities would be put in place over the next few months and staff needed to be involved in that process.

18.3 Some concern was expressed at the figures set out in paragraph 1.3 (second paragraph). This related to staff feeling that their views were listened to and considered by those who make decisions (only 35% agreeing), staff feeling that there is good co-operation between different departments (38%) and staff feeling positive about recent organisational change (35%). Members were informed that the Authority was trying to address this in a number of ways. This included a major initiative called "Staff Involvement".

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

19. ANNUAL AUDIT LETTER 2002/3

19.1 The Board considered a report of the Director of Finance, South Downs Health NHS Trust concerning the external auditor's conclusions from the 2002/3 audit of South Downs Health NHS Trust, including Integrated Provider services (see minute book).

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

20. CLINICAL EFFECTIVENESS DEPARTMENT ACTIVITY UPDATE

20.1 The Board considered a report of the Head of Clinical Effectiveness, South Downs Health NHS Trust that provided an update of the activities of the Clinical Effectiveness Department of the Integrated Provider (see minute book).

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

20A. FUTURE BOARD MEETINGS

20A.1 The Chair reported that South Downs Health NHS Trust were working on plans which would result in every third South Downs Health NHS Trust Board meeting being subsumed into an Integrated Services Board. This would enable elected members to see reports earlier and would familiarise everyone concerned with the nature of the service.

20A.2 The Vice-Chair reported that discussions were taking place, which could result in fewer elected members attending Integrated Services Board meetings.

The meeting concluded at 6.00 p.m.

Signed

Chair

Dated this

day of

2004