



**MINUTES OF THE MEETING OF THE EXECUTIVE PARTNERSHIP BOARD HELD IN SEMINAR ROOM 1, AMERSHAM HOSPITAL ON TUESDAY 25 SEPTEMBER 2001 COMMENCING AT 2.30 PM AND CONCLUDING AT 4.10 PM**

**PRESENT**

Hugh Carey – Cabinet Member for Adult Social Care BCC  
Shaun Brogan, Chief Executive, Vale of Aylesbury PCT  
Keith Nieland, Chief Executive Mental Health NHS Trust  
David Jones - Strategic Manager, Adult Social Care BCC  
John Spargo – Director of Partnerships and Planning BHA  
Jayne Stone - Chief Executive Wycombe Area PCG  
Steve Young - Chief Executive Chiltern and South Bucks PCG

Also in attendance:

Varsha Raja – Strategy and Commissioning Manager BCC

**Apologies for Absence**

Apologies were received from John Beckerleg and Janice Campbell

**1 MINUTES**

The minutes from the meeting held on 23 August 2001 were received.

**2 MATTERS ARISING**

Minute Reference 4 – Template for Developing Joint Commissioning in Buckinghamshire.

It was reported that the post of Head of Integrated Commissioning had been evaluated. Members discussed the importance of the role and the need to secure a well qualified candidate at an appropriate salary. No office location had yet been identified and the importance of linking the posts to the Primary Care Organisations was emphasised.

Minute Reference 5 – Children’s Services Planning Forum

It was noted that the Forum had yet to meet to discuss a way forward. Members discussed the possibility of separating the children’s planning functions from the commissioning which could be dealt with by the Board. If this option were agreed Margaret Aston, Cabinet Member for Children’s Services should be invited to join the membership of the Board. A report would be considered at the next meeting.

Minute Reference 7 – Free Nursing Care

Steve Young informed Members that only NHS registered nurses could undertake the assessment role unlike the previous assumption that District and Practice Nurses could take this on.

## Minute Reference 8– Delayed Transfers

John Spargo and David Jones reported that they had met representatives from the Winter Emergency Support Team to discuss concerns over trolley waits and underlying problems, in particular delayed discharge. It was reported that attempts were made to extend the area of debate beyond performance over trolley waits but this may be more likely when the team visit Buckinghamshire. Members discussed the importance of reliable statistics which should also include Community Hospitals. It was agreed that this issue would be discussed at the next Board meeting.

### **3 TRANSITION OF THE HEALTH AUTHORITY TO PRIMARY CARE ORGANISATIONS**

John Spargo reported that steady progress had been made towards the transfer of staff from the Buckinghamshire Health Authority to Primary Care Organisations (PCOs) and arrangements were in place for those staff with no identified posts to transfer to. Little was known at this stage regarding the location of and the posts that would be available with further information expected at the end of the year.

Steve Young advised the Board that PCOs from the three counties had met on two occasions with each County at different stages of development. It was a period of significant and rapid change for the organisations with discussions still at the early stages examining the broad structure. A common financial framework and a tiered approach to commissioning had been agreed in broad principle. The Board discussed workloads for each PCO which were reasonably balanced and emphasised the importance of clarity of purpose particularly concerning joint commissioning. The Board highlighted the importance of having a lead PCO for Mental Health and Learning Disabilities noting that the three PCOs were committed to having one identified in principle.

Members agreed that it was crucial for the Board to monitor the progress of the transition process.

### **4 LEARNING DISABILITY INTEGRATION**

John Spargo informed the Board that a report containing recommendations relating to funding accommodation, staffing and other arrangements would be discussed at the Health Authority Board meeting on 26 September 2001. It was reported that work was outstanding on financial profiling, the global picture was known but no breakdown was yet available. There was also a need to integrate information systems and to clarify individual responsibilities. The transfer of assets and clarity of PCO involvement was also to be discussed. Steven Young informed the Board that this was recognised as a key local priority and that funding had been identified. Members agreed the importance of monitoring progress and that this should be a standing item for the next few meetings of the Board.

### **5 PROGRESS ON CONTINUING CARE**

The Board received a report on Continuing Care in Buckinghamshire, from David Jones and John Spargo. It was reported that significant progress had been made towards the creation of a system which would allow for assessments to be made as simple as possible and would avoid the necessity of involving a Panel wherever possible. It was acknowledged that more complex

arrangements would need to be in place for some groups, for example, Learning Disabilities and Mental Health. The system would allow for prompt decisions to be made and if the criteria was published would help both the public and professionals understand the system. Members noted the intention to link the criteria to the assessment tool being used to assess for free nursing care and to the funding bands. In response to a query raised regarding the possibility of arbitration, members agreed that, should the need arise, the Board could take on this role.

In conclusion members thanked David Jones and John Spargo for the work achieved to date, noting that the implementation date was 3 December with a meeting to report progress on 6 November.

## **6 MENTAL HEALTH INTEGRATION**

Keith Nieland reported that Bob Fitzpatrick had been appointed as Director of Strategic Planning for the Mental Health Trust and would take up his post on 29 October. He would be taking the lead role on integration. A project plan was in place and the appointment of a project manager to assist the Director to carry out the detail and see through the implementation process was shortly to be appointed. Two locality managers had also been appointed. It was reported that there was a determination to achieve close working links between the localities and the Primary Care Organisations. Members noted that no meeting had yet been held between key players from Health and the County Council and that a workshop had been planned to look at the benefits and disbenefits involved in the process and to identify the possible risks. It was not intended to involve a full range of stakeholders at this early stage.

## **7 ANY OTHER BUSINESS**

Members were advised that a workshop had been arranged to discuss pooled budgets and would be held on Monday 26 November 2001, further information would be sent out to members in due course. Bob Fitzpatrick had been invited to speak at the event.

## **8 ITEMS FOR NEXT MEETING**

The following items were agreed:

- 1 Children's Planning
- 2 Delayed Discharge – Strategies
- 3 Learning Disability Integration
- 4 Mental Health Integration
- 5 Progress report on Continuing Care.

## **9 DATE OF NEXT MEETING**

It was agreed that dates would be decided after the meeting, with members informed.

Post Meeting - the following date was confirmed

2 November at 10am at Verney House, Aylesbury (lunch provided).

**CHAIRMAN**