

## **UPDATE FROM PROVIDER ARM COMMITTEE** **30 MAY 2008**

1. Terms of Reference

The revised Terms of Reference were approved.

2. Matters Arising

Following the change in BEN Commissioners tendering intentions for the End of Life Care future developments, the Committee were advised the immediate provider arm plans were not being implemented. The establishment of an Operations Business Development Unit would continue

3. Reports

3.1 Finance

3.1.1 The report was approved.

3.1.2 The budgets for 2008/09 were noted.

3.1.3 The financial risks for 2008/09 were noted.

3.1.4 The June report would highlight the investment plan, consider the predicted under spend and account for the cost efficiency target.

3.2 Human Resources

3.2.1 A first scoping report was presented covering the range of key forward intentions / plans, key risks and opportunities for the Operations Directorate Human resources.

3.2.2 Future reports will include workforce indicators on sickness and absence, training and development, professional registration, recruitment processes and progress of implementing KSFs and Appraisals

3.2.3 The Committee noted the contents of the report

3.3 Performance

3.3.1 An initial draft score card was presented covering one target for each service area and a progress report was given on the further development required.

3.3.2 HCAI, Safeguarding Children and Safeguarding adults targets will be added in line with existing PCT and/or multi agency targets

3.3.3 The Clinical Quality and Safety group will consider whether any other targets should be included relating to all aspects of their agenda

- 3.4 Clinical Quality and Safety Group
  - 3.4.1 The Associate Director Clinical Governance presented a comprehensive list of the range of clinical quality and safety matters for the Committee's future consideration. It was agreed these would be actioned through the work of the Provider Arm CQ and S group
  - 3.4.2 A Service User Engagement Provider Arm project has commenced. This will engage users on a parenting pathway and an older people's pathway. Focus groups of users will advise on what questions they would wish the Directorate to ask about their experience of services. Using reflective learning this approach will inform the development of services in each pathway. This project will replace the earlier team Reflective Learning project undertaken by some former Eastern Birmingham Provider Arm services. This project will help to meet one of the key gaps in services engaging with users identified through the Provider Development Review programme
  - 3.4.3 Infection control will now report via the CQ and S group. The Service Director will chair the Provider Arm Infection Control and Prevention group and the CQ and S group
  
- 3.5 Staff side / JNC
  - 3.5.1 Feedback from the May JNC was presented to the Committee
  
- 4. Policies
  - The committee noted mobile telephone allocation and driving policies had been ratified. The Lone worker policy would be circulated for comment shortly.
  
- 5. Any other business
  - 5.1 The Tripartite Provider Arm performance management meeting would recommence in August 2008, following the completion of Stage 1 of the Provider Development Review.
  - 5.2 The Provider Development Review Strategy report will be presented to the June PAC before going to the July BEN Board
  
- 6. Recommendation
  - The Board note the content of the report

Rosemary Cripps and Tessa Norris  
Joint Interim Operations Directors  
9<sup>th</sup> June 2008.

## UPDATE FROM PROVIDER ARM COMMITTEE APRIL 2008

### 1.0 Purpose of Report

To advise that in response to the invitation to tender as "Lead Provider" in the delivery of End of Life Care services for all BEN registrants, the Provider Arm Committee has agreed to establish an Operations Business Development Unit.

### 2.0 Rationale

Before reaching this decision, the Committee considered 4 options. The preferred option of establishing a Business Development unit was approved. The unit will comprise a Head of Unit Band 8A/8B, Band 7 Contracts Manager, Band 6 Business Support Manager and Band 4 Personal Assistant

### 3.0 Delivery

The tender documents are due to be issued in the next few days. The procedure is underway to appoint outside advisors and advertise secondment options to ensure the tender programme is met. The appointment of a Head of the Business Development Unit should be completed within 3 months.

### 4.0 Costs

All costs for 2008/09 in responding to the initial tender are already identified within the existing Directorate Resources.

The additional recurring cost was noted. (£69,556)

### 5.0 Monitoring

The Committee agreed to monitor progress initially through monthly reports

### 6.0 Recommendation

That the Board receive and note the report.

Rosemary Cripps  
Interim Operations Director  
29<sup>th</sup> April 2008