

## BPCSSA Contractor and Financial Services Directorate

*Alexis Ellis and Jennie Grant*

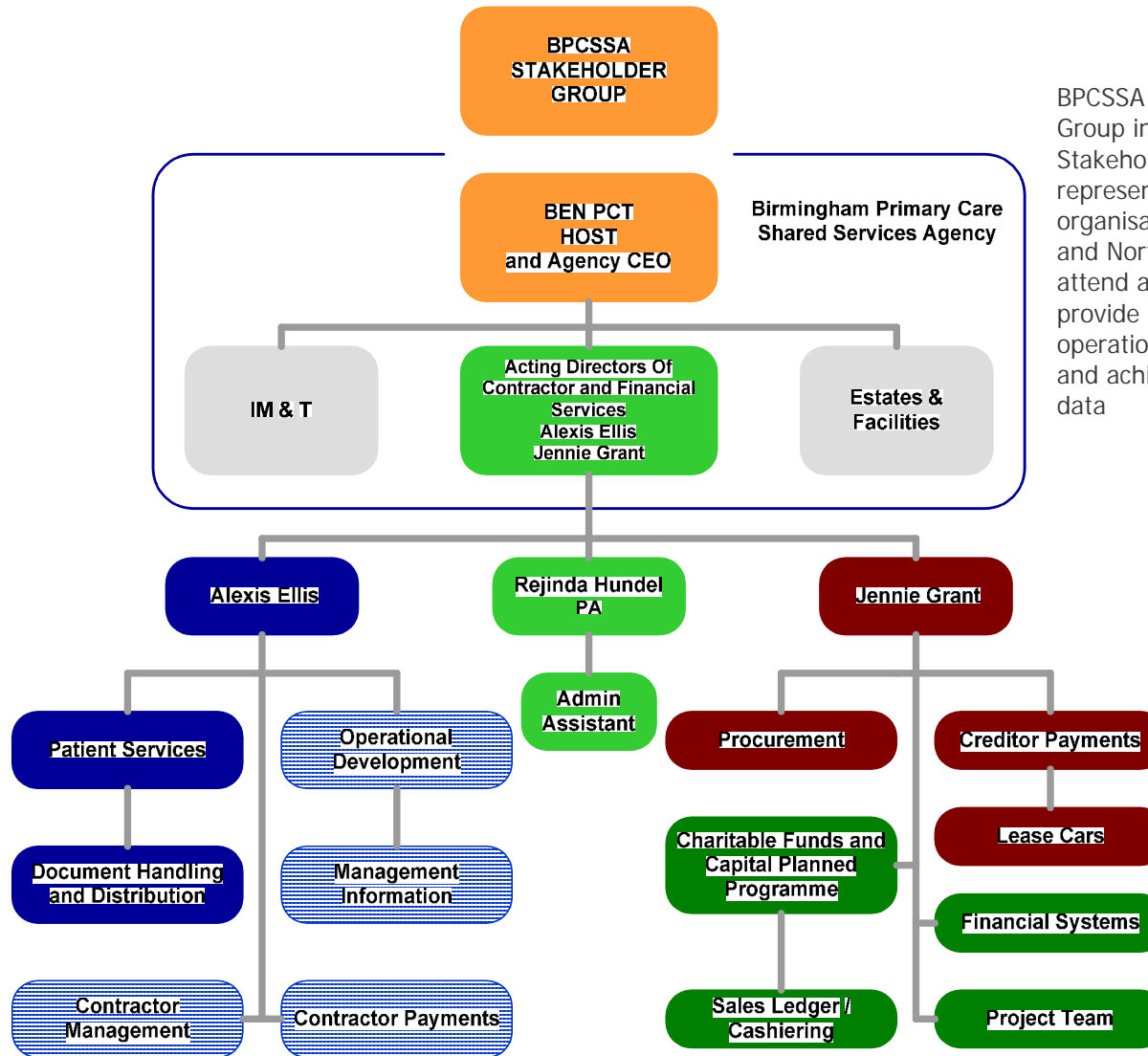
### Status Report July 2009

Projects	Operations
<ul style="list-style-type: none"> <li>Preparation continues for the third phase of the Exeter patient database system migration</li> <li>An organisational access cleanup of Open Exeter has taken place – we've checked levels of access against the required functionality for existing users and are amending as necessary. The next phase in OE rollout to practices takes place in August.</li> <li>Procurement have rolled out of the E-procurement "non-stock" system and has processed the first web requisitions into purchase orders. Procedures have been documented following testing.</li> <li>E-Series pilots have gone live in South Commissioner, BEN and HoB and users are regularly raising requisitions. Go live roll out has now commenced in South Provider lead by their PCT project team. All BEN requisitioners are the first wave of users being trained. Process changes have been agreed in conjunction with the auditors and are being incorporated into training.</li> <li>The Agency website and bulletin reporting is being reviewed with support from NHSBEN's Communications team to ensure reporting meets audience needs and our website reflects activity / volume / measures and successes for our customers.</li> </ul>	<ul style="list-style-type: none"> <li>Our annual business plan was launched to all staff in June. Staff objectives have been redeveloped to clearly show the link between individual and business objectives</li> <li>The Contractor Payments prescription fraud activity has begun in earnest. The first investigation into a potential fraud at a pharmacy has begun.</li> <li>The updating of the Periodic Payments database has been a very worthwhile task especially with the Estates department; the scanning of all PP forms onto the relevant suppliers' accounts now gives better traceability.</li> <li>The scanning of the past two years purchase invoices is continuing.</li> <li>Business Continuity plans are being shared and developed with support from BEN's Keith Hewitt.</li> <li>Following a national audit of ladies who've ceased the cervical screening programme, we've identified a number of ladies for whom the system holds inadequate information regarding the reason. We're investigating this with the GPs concerned to ensure ceasing was appropriate and if so that records are updated with sufficient detail to support this. If any issues arise, the relevant Public Health dept. will be informed.</li> <li>Contractor Services is being restructured to better meet the needs of customers going forwards. A</li> </ul>
<p><b>Main Achievements</b></p> <ul style="list-style-type: none"> <li>Our Charter Mark re-accreditation application has been successful, with positive reports on our commitment to innovation and use of technology. The full report will be shared as soon as it becomes available.</li> <li>The Patient Services Screening Team has been nominated for two awards at the NHSBEN AGM – Best Team and Sustainability in Healthcare.</li> <li>The BPCSSA Directors' Group has been established to enable us to better understand and support each other on a wide range of issues such as budget management / pressures, process measurement and reporting and agency promotion</li> </ul>	<p><b>Next Period</b></p> <ul style="list-style-type: none"> <li>This year's Contractor Payments audit takes place in September.</li> <li>Agreement on development of a procurement strategy is required, to rationalise demands to meet tendering and contracting requirements. A letter requesting this has been sent to DoFs.</li> <li>Reports have been identified in conjunction with PCT Project Leaders that will be built into the Integra Business Intelligence (iBI) reporting module, providing information to requisitioners and managers about eProcurement activity. We will also review the monthly KPI reports we currently produce to incorporate them in the iBI reporting module as well, enabling them to be produced quicker.</li> </ul>

#### OUR MISSION

*We develop and provide administrative, procurement and financial services*





BPCSSA reports to the Stakeholder Group in line with our organisational Stakeholder Agreement. Senior representatives from the Stakeholder organisations (NHS Birmingham East and North, HOBt PCT and NHS South) attend and the BPCSSA Directors provide a detailed report on operations, volumes, risks and issues and achievements, as well as financial data

OUR MISSION

*We develop and provide administrative, procurement and financial services*

