

**REPORT TO  
BIRMINGHAM EAST AND NORTH PRIMARY CARE TRUST BOARD**

TO BE HELD ON: November 2009

SUBJECT: Update on the activity of Contractor and Financial Services

REPORT BY: Alexis Ellis and Jennie Grant

TO BE PRESENTED BY:

REQUIRED FOR: Information

PURPOSE OF REPORT:  
To inform the board of activities and developments within the Contractor and Financial Services Directorate

RECOMMENDATIONS:

REPORT HAS BEEN DISCUSSED AT: NOT APPLICABLE

NAME OF SUB-GROUP:

CONTRIBUTION TO PCT GOALS (BHAGS):

FINANCIAL IMPLICATIONS:  
Have the finances been approved NO

*COMMENTS:*

WORKFORCE/TRAINING IMPLICATIONS:

EQUALITY AND DIVERSITY IMPLICATIONS:  
[impact assessment guidance form.doc](#)  
Has an initial impact assessment been undertaken? NO

*COMMENTS:*

PATIENT AND PUBLIC INVOLVEMENT:  
Does the report relate directly/indirectly to service provision? NO  
Have patients and/or public been involved in discussion of the proposals?

*COMMENTS:*  
What future plans for discussion have been made?

PARTNER IMPLICATIONS:

IT/INFORMATION IMPLICATIONS:

IMPLICATIONS FOR SUSTAINABILITY:

**OUR MISSION**

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

# BPCSSA Contractor and Financial Services Directorate

*Alexis Ellis and Jennie Grant*

## Status Report November 2009

Projects	Operations
<ul style="list-style-type: none"> <li>• A new system called Duplicate Payment Finder from the supplier Fiscal Technologies has been implemented in Creditor Payments with support from the Financial Systems team. The system allows them to check for potential duplicate payments before they have been made. Previously, a consultant was analysing payments and recovering duplicate over-payments after they had been made. The checks made using the system mean that duplicate payments can now be prevented within, and across, all our client purchase ledgers.</li> <li>• As from 1 October in BEN, HoB and South Bham Commissioner have successfully been raising requisitions using the web eProcurement system. Training has continued throughout October to ensure those who were not able to attend previous sessions have been trained. Floor walking sessions have been arranged where necessary to support end users.</li> <li>• Contractor services have been commissioned by HOBt to provide helpdesk support, appointment administration and data analysis for the HPV vaccination programme HOBt are administering on behalf of NHS BEN and HOBt. The programme is likely to run for 2 years.</li> </ul>	<ul style="list-style-type: none"> <li>• To support the activity based costing exercise that is currently being undertaken the Operational Development Team are working with the Financial Systems Team to develop measures that identify the volume, type and frequency of queries managed by the finance teams.</li> <li>• A tender specification has been developed for the provision of an outsourced mail solution for the management of all outgoing mailing requirements. We anticipate that the process will take place during the end of December early January.</li> <li>• The Screening Team will be one of two national pilot sites for the implementation of the cervical screening 14 day turnaround implementation, in which ladies will receive their result within 14 days from having their smear taken. Close working with the labs has proven very beneficial in reducing processing time.</li> <li>• Work continues with the Screening and Contractor Payments teams to introduce the use of Open Exeter into GP practices. Events are being planned with all PCTs to enlist practices in using the system.</li> </ul>
<p><b>Main Achievements</b></p> <ul style="list-style-type: none"> <li>• The screening team received the award for Sustainability in Healthcare at BENs AGM award ceremony</li> <li>• All teams now have a team plan that links to our overall business plan. These identify improvements that can be made to working practices, the working environment and efficiencies. They also link to individual objectives set with staff during annual appraisal.</li> </ul>	<p><b>Next Period</b></p> <ul style="list-style-type: none"> <li>• South Provider have set a deadline of 31<sup>st</sup> December for all requisitioners to be trained and to discontinue with non-web based requisitions. Training continues to be delivered by the PCT Project Lead and the eProcurement trainer to South Bham PCT users.</li> <li>• The e-series project team are looking to develop sets of budget reports, and other month end reports, using reporting tools that are available on the system. Example reports and reporting tools will be available by end November for discussion with PCTs and to agree a set of reports that are appropriate.</li> </ul>

### OUR MISSION

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

