

## Shropshire Community Health NHS Trust

### PAS Replacement Project Board

Minutes of a meeting on Wednesday 23<sup>rd</sup> January 2013

At 11.30 am – 1.00 pm

In the Executive Meeting Room, William Farr House

**Present:**

Ted Wilson – Director of Operations (TW)  
 Andrew Crookes – Head of Informatics (AC)  
 Andy I'Anson – IT Programme Manager (AIA)  
 Alison Parkinson – Children's Therapy, and Medical Services Lead (AP)  
 Dr Alastair Neale – Medical Director (AN)  
 Louisa Statham – Business Administration Manager (LS)

Chair

Minutes

**Apologies:**

Martine Tune, Deputy Director of Nursing & Quality (MT)  
 Lynn Jeffs, Team Leader - South West IDT (LJ)  
 Owen White – Interim Director of Finance, Contracting & Performance (OW)

**Copy for Information:**

Lisa Mansell, Jan Cox, Jane Owen

| Item No. | Topic  | Action |
|----------|--|--------|
| 1        | Apologies <ul style="list-style-type: none"> <li>As recorded above.</li> <li>TW reported that the Interim Operations Director should hopefully be in place by the next meeting.</li> </ul>   |        |
| 2        | Minutes of the previous meeting – 05-11-12 <ul style="list-style-type: none"> <li>The Group agreed the minutes.</li> </ul>   |        |
| 3        | Matters Arising (not on the agenda)  |        |
| 3.1      | Update Summary for attendees of the PAS Workshop <ul style="list-style-type: none"> <li>An email update has been circulated to the attendees of the Workshop.</li> </ul>   |        |
| 4        | Feedback from the meetings with CSC on 18-12-12 and 16-01-13 <ul style="list-style-type: none"> <li>Al'A explained that the Trust is currently going through the qualification process i.e. does the Trust want to deploy Lorenzo and are CSC willing to let us have it.</li> <li>Other than Walsall, we are the only Community Trust looking at Lorenzo as a system.</li> <li>The Trust has passed through Stage 1 and Stage 2 of the process and is now moving into the 'Strategic Alignment Discovery' and 'LRC Programme Presentations' element of the qualification process.</li> <li>This involves looking at the system at a very high level which then feeds into the Lorenzo Investment Case.</li> <li>During this process any gaps will be identified and then a potential supplier who is able to fill the gaps must be identified in order for the Trust to get an estimate of the costs involved.</li> <li>The alignment might show that LRC2 is not applicable to the Trust in which case the decision could be made to look at TPP and/or the tendering process.</li> <li>If the Trust does not deploy LRC2, the potential £3.1 million implementation support funding that is available will not be available to the Trust.</li> <li>Due to the organisational change taking place within OD and Workforce, the Trust will only have limited training resources available. This means that the Trust would have to find the £700k needed to provide the training plus the money for the additional training requirements i.e. additional trainers.</li> <li>There are also a number of stages that the request has to go through that don't involve CSC and the Trust.</li> <li>The LRC Programme Presentations – One of these has to take place with the SHA to show that the Trust is serious about deploying LRC2 and the second one is with the CFH/CSC Team. This is a substantial senior level meeting which usually takes a couple of hours and involves the Trust demonstrating their commitment to the project.</li> <li>The Board agreed that this would need to be a special meeting</li> </ul> |        |

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|     | <p>following the Resource and Performance Committee and members will need to demonstrate the commitment of the Trust to the project. . The next meeting is on 24<sup>th</sup> February 2013. The Board also agreed that the meeting would need to involve members of the IM&amp;T Steering Group.</p> <ul style="list-style-type: none"> <li>• AP expressed concern that the clinical input into this process is going to be limited over a short period of time.</li> <li>• AI'A explained that after the LRC2 presentations, the high level demonstrations will take place followed by a trip to Morecombe Bay.</li> <li>• As Morecombe Bay are working in partnership with CSC, a number of clinicians will be invited to come on the visit and their counterpart from Morecombe Bay will be available. It was noted that this will be a clinician from the acute sector.</li> <li>• The Board discussed the need to keep other partner organisations in the loop such as GPs, Commissioners and the acute sector.</li> <li>• The Commissioning Board has responsibility for IM&amp;T resources which they have delegated to the CCGs for operational purposes.</li> </ul> <p><b>Action:</b><br/><i>AC agreed to discuss the possibility of a special meeting following the R&amp;P Committee in order for them to meet with CFH/CSC.<br/>The PAS Project Team to consider Commissioning requirements.</i></p> | <p>A.Crookes<br/><br/>A.Parkinson/<br/>L. Statham</p> |
| 4.1 | <p>Identification of another Community Trust using LRC2</p> <ul style="list-style-type: none"> <li>• Walsall are in process of completing their PiD.</li> </ul>   |   |
| 5   | Feedback from the Oasis system demonstration  |   |
| 5.1 | <ul style="list-style-type: none"> <li>• The system was very acute focussed however, they are working on future releases and made lots of promises as to what they are able to deliver for the community.</li> <li>• As a company they were very accommodating, however, it is not suitable for the Trust to purchase in its current state.</li> <li>• The company are working with Worcester and it has great potential. .</li> </ul>  |   |
| 6   | Change Management Process   |   |
| 6.1 | <p>Clinical Facilitator Update</p> <ul style="list-style-type: none"> <li>• This post has been removed due to the re-structuring within the Informatics Department,</li> <li>• There is a new post in the new Organisational Development structure.</li> </ul>  |   |
| 6.2 | <p>Re-organisation of OD and Workforce</p> <ul style="list-style-type: none"> <li>• During the re-organisation, two training posts are being removed leaving 2.6 posts.</li> <li>• This has huge implications for this project as potentially we would be utilising the entire team for this project which is not sustainable.</li> <li>• If the Trust decides to deploy LRC2 then it may have access to the £3.1 million implementation support funding and would be able to purchase additional resources. If the Trust decides against LRC2 then there will be significant costs to the Trust.</li> </ul>  |   |
| 7   | Management of the PAS Replacement Project   |   |
| 7.1 | <p>Adult Services Representation</p> <ul style="list-style-type: none"> <li>• The interim Director of Operations should be in place by February and they will take over as Chair of this meeting.</li> <li>• The interim Director of Finance will take on the role of Vice Chair.</li> <li>• Lynn Jeffs, Team Leader, South West Interdisciplinary Team has also joined the Board as the adult services representative.</li> </ul>  |   |
| 8   | Finance   |   |
|     | <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>  |   |
| 9   | Project Team Update from 07-01-13   |   |
|     | <ul style="list-style-type: none"> <li>• Within the next couple of months there will be some re-engagement with the clinicians who were involved in the PAS Workshop.</li> </ul>  |   |

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| 10 | Risks and Issues   |  |
|    | <ul style="list-style-type: none"><li>• Risk RL014 – This is a new risk relating to organisational change within the OD and Learning Team. At the moment we cannot include any mitigation as we don't now what system the Trust will be implementing</li></ul> |  |
| 11 | Any Other Business   |  |
|    | <ul style="list-style-type: none"><li>• There were no other issues.</li></ul>  |  |
| 12 | Date of the next meeting   |  |
|    | <i>Thursday 7<sup>th</sup> February 2013, 9.30 am – 11.00 am in Room A, WFH</i>  |  |

## PAS Replacement Project Board Action Log

| Agenda Item | Description  | Lead                              | Date Discussed | Progress   | Completion |
|-------------|--|-----------------------------------|----------------|--|------------|
| 4.          | Clinical contacts/networks in other Community Trusts to be contacted in order to identify what systems they are using and to discuss the benefits of them in delivering clinical services. | Andy l'Anson/<br>Alison Parkinson | 06-08-12       | On-going<br>AC and Al'A are meeting with CSC on 18/12/12. Will look to go to Morecombe Bay after the demonstration sessions. | On-going   |
| 4.3         | The Board agreed that a quarterly update needs to be produced for the Resource and Committee. The next one will be due in March.   | Andy l'Anson                      | 12-12-12       | Discussed requirement for a paper to be produced for the March meeting   | On-going   |
| 4           | AC agreed to discuss the possibility of a special meeting following the R&P Committee in order for them to meet with CFH/CSC.  | Andrew Crookes                    | 23-01-13       |  |            |
| 4           | The PAS Project Team to consider Commissioning requirements.   | Alison Parkinson                  | 23-01-13       |  |            |
| 4.1         | A demonstration of the Oasis product to provide a benchmark for a 'real' Community PAS system to be arranged.  | Andy l'Anson                      | 26-09-12       | Meeting to be arranged.<br>A demonstration has been arranged for 11 <sup>th</sup> January 2013.                              | Closed     |
| 4.3         | An update summary to be issued to all attendees of the PAS Workshop.   | Andy l'Anson                      | 12-12-12       | Update issued.   | Closed     |
| 4.3         | CSC to be contacted to identify another Community Trust who is using Lorenzo Regional Care.  | Andy l'Anson                      | 12-12-12       | CSC have been contacted and Walsall are deploying LRC2.  | Closed     |
| 8           | The Risks and Issue log to be updated to reflect the issues discussed and the score and RAG ratings to be checked.   | Andy l'Anson                      | 12-12-12       | The log has been updated.  | Closed     |

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| <b>8</b> | <b>Discussion to take place as to how the project will be managed from this point forward to ensure some continuity.</b> | <b>Ted Wilson</b> | <b>12-12-12</b> | <b>The interim Director of Operations should be in place by February and they will take over as Chair of this meeting.</b><br><b>The interim Director of Finance will take on the role of Vice Chair.</b><br><b>Lynn Jeffs, Team Leader, SW IDT has also joined the Board as the adult services representative.</b> | <b>Closed</b> |
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