

Shropshire Community Health NHS Trust

PAS Replacement Project Board

Minutes of a meeting on Wednesday 13th March 2013

At 9.00 am – 10.00 am

In the Executive Meeting Room, William Farr House

Present:

Nette Carder – Interim Director of Operations (NC)
 Dr Alastair Neale – Medical Director (AN)
 Andrew Crookes – Head of Informatics (AC)
 Andy l'Anson – IT Programme Manager (AIA)
 Lynn Jeffs, Team Leader - South West IDT (LJ)
 Owen White – Interim Director of Finance, Contracting & Performance (OW)
 Louisa Statham – Business Administration Manager (LS)

Chair

Minutes

Apologies:

Alison Parkinson – Children's Therapy, and Medical Services Lead (AP)
 Martine Tune, Deputy Director of Nursing & Quality (MT)

Copy for Information:

Lisa Mansell, Jan Cox, Jane Owen

Item No.	Topic	Action
1	Apologies <ul style="list-style-type: none"> As recorded above. 	
2	Introductions <ul style="list-style-type: none"> Nette Carder, Interim Director of Operations introduced herself to the Board. 	
3	Minutes of the previous meeting – 13-03-13 <ul style="list-style-type: none"> The Group agreed the minutes. 	
4	Matters Arising (not on the agenda)	
4.1	<ul style="list-style-type: none"> There were no other issues. 	
5	Current Status	
5.1	Update paper for the Resource and Performance Committee <ul style="list-style-type: none"> Al'A presented the paper that went to the Resource and Performance Committee to update them on the progress of the project. CSC would like to attend an Executive Team meeting in order to be assured as to the commitment of the Trust to the process. The Trust and CSC are currently working on the 'Strategic Alignment Report' which looks at mapping the functionality of Lorenzo Regional Care to the Trust's overall strategies. A number of 'gaps' in functionality needed by the Trust have been identified including mobile disconnected working, TeleHealth/TeleCare, Patient Portal, Child Health and Theatres. CSC will be marketing their disconnected working component shortly and they have stated that the initial costs will be £1k per user per year. Child Health – The future of HSW Child Health is under discussion between CSC and Connecting for Health. HSW are about to release a new version of their software called 'Cyprus' but this will not be available under the National Programme and is not known what upgrades or support will be available to the current version of HSW up until June 2016. The aim of the project is to try and get as many services using the same PAS system as possible. There will be some services i.e. Wheelchairs which are so specialised that we would have to run a separate system for them. The Board agreed that the Trust needs to test the market and that Lorenzo Regional Care is an option that will be considered as part of this process. The Project Team will need to engage and work with Procurement. They have the knowledge regarding the tendering process and the Project Team has the knowledge regarding the specification. The specification will be complex, although the Trust has a copy of the Kent specification and some work has already taken place to 	

	<p>assess its content. This work needs to be progressed rapidly.</p> <p>Actions: <i>OW and NC agreed to contact James Bunt regarding starting the market testing process.</i> <i>AC and AI'A agreed to discuss what work needs to take place and investigate the legal process.</i></p>	<p>N. Carder/ O. White A. Crookes / A l'Anson</p>
6	Change Management Process – update	
6.1	<ul style="list-style-type: none"> The IT Change Management process has been completed. 	
7	Finance	
	<ul style="list-style-type: none"> The Board considered that if the Trust goes through a full market testing and tendering process has it got the finances available to implement a product. A new PAS has to be deployed by June 2016 as the current system will become de-supported at this point. A new system will take approximately 18 months to implement. The Child Health system will need to be replaced within the same timeframe. 	
8	Project Team Update	
8.1	<p>Consideration of Commissioning Requirements</p> <ul style="list-style-type: none"> The Commissioners are recipients of the service. The Trust needs to ensure that whatever system is implemented it allows us to have interoperability and to message between different systems. 	
9	Risks and Issues	
	<ul style="list-style-type: none"> The Risks and Issues Log is fairly static at the moment. Points to note are: <ul style="list-style-type: none"> ➤ The IT Training Team has been reduced and therefore the Trust has lost some 'system experts'. ➤ The Clinical Facilitator role (a clinician with an IT focus) disappeared under the change management process. ➤ Uncertainty regarding the Child Health System. ➤ TPP was a potential funded option however; this is now not available under contract negotiations. 	
10	Any Other Business	
	<ul style="list-style-type: none"> There were no other issues. 	
11	Date of the next meeting	
	<p><i>Thursday 4th April 2013, 9.30 am in Room A, William Farr House</i> <i>Meeting to be cancelled.</i></p>	<p>L. Statham</p>

PAS Replacement Project Board Action Log

Agenda Item	Description	Lead	Date Discussed	Progress	Completion
5.1	OW and NC agreed to contact James Bunt regarding starting the market testing process.	Nette Carder / Owen White	13-03-13		
5.1	AC and AI'A agreed to discuss what work needs to take place and investigate the legal process.	Andrew Crookes / Andy I'Anson	13-03-13		
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 I'Anson/ Alison Parkinson	06-08-12	On-going AC and AI'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 I'Anson	12-12-12	AI'A to produce an update paper for the meeting in March.	Closed
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	AC has raised this issue with Owen White who has referred it to Mike Sommers, Chair of the Committee. This item has been superseded. A slot at the Executive Team meeting on the 8 th April has been suggested. AI'A to contact CSC to confirm their availability.	Closed
4	The PAS Project Team to consider Commissioning requirements.	Alison Parkinson	23-01-13	Issue to be discussed at the PAS Project Team meeting in February. Item discussed.	Closed
5	AI'A agreed to contact CSC to discuss the outcome of the Strategic Alignment Discovery	Andy I'Anson	07-02-13	Completed.	Closed

	phase and inform them that the meeting between CSC and the Resource and Performance Committee will be delayed until March allowing time for an update paper for the Committee to be produced.				
5	AI'A agreed to produce an update paper for the Resource and Performance which will include approximate costings, some assessment of the strategic/clinical value of the areas that are missing. The paper will be sponsored by Owen White and Nette Carder.	Andy I'Anson	07-02-13	Completed.	Closed.
9	AI'A agreed to update the log to reflect the latest discussions with CSC.	Andy I'Anson	07-02-13	Completed.	Closed