
Quarter 4 Board Meeting Minutes (May 2017)

Tilton House, Firle
Tuesday 2nd May 2017
09:30pm – 15:30

Present

Zoe Nicholson – CHAIR (ZN)-Chief Executive
Peter Devlin (PD) –Clinical Director
Jonathan Serjeant (JS) – Director of Creative Partnerships
Matthew Riley (MR), - Non-Executive Director
Craig Milne (CM), - Non –Executive Director
Jan Austeria (JA) – Non Executive Director

In Attendance

Jon Ota (JO)-Director of Sussex MSK Partnership Central
Helen Curr (HC)-Director of Clinical Services
Mark Cannon (MC)-Director of Primary Care Collaboration
Sarah Bartholomew (SB) – Director of Primary Care Development
Gillian Howson (GH)-Executive Assistant
Zoe Schaedel (ZS) – Director of Clinical Services
Michelle Eades (ME) – Director of Business Development

1.0 Apologies

Lindsay Coleman (LC), Non-Executive Director
Natalie Blunt (NB) – Deputy MD Sussex MSK Partnership
Sam Horwill – Director of Yma

All reports were circulated to the Board prior to the meeting.

2.0 Declaration of Interests

No new interests were declared.

3.0 Minutes of the last meeting

The formal minutes of the previous meeting of 31st January 2017 (quarter 3) were approved using the online decision making tool (Loomio) prior to the meeting.

4.0 Governance

The following papers were approved prior to the meeting. (Via online decision making tool)

- Quality Action Plan – with changes to frequency of quality review summits from bi annual to quarterly (ACTION JO/SB)
- Anti- discrimination & equal opportunities policy - with amendments as recorded on decision making tool (ACTION GH)
- Flexible working and special leave policy with amendment as recorded on decision making tool (ACTION JO)
- Parent and child policy with amendment as recorded on decision making tool (ACTION JO)
- IG Annual Report
- Quarter 4 Finance Report
- Annual Counter Fraud review
- Project update report

Specific items from Board papers are addressed in the minutes below.

5.0 Bi- monthly cross organisational incidents report

This was reviewed electronically using the online decision making tool and noted by the Board, the key questions posed by this report were delegated for further and more detailed discussion at the next QUASAR. **Action Pete Strong**

6.0 Project Update Report (Circus support request)

The item on support for Circus did not get full discussion and it was agreed for discussion to be held at the next QUASAR in June (**Action UN**)

7.0 Integrated Service Delivery Report

7.1 MSK

The Board had a full and lengthy discussion about the current risks in the MSK Contract – Central. Jon Ota set out the current position on the financial risks facing the whole programme which includes both the risks to Here as a partner in Sussex MSK Partnership Central and the risks to wider health economy. This is set out as follows:

- That the activity data by which the programme budget (and thus contract value) was set is highly likely to have been inaccurate and/ or incomplete. This is supported by the scale of growth experienced during the first 2 years of the contract, being over and above what could have been reasonably expected by either commissioner or provider.
- It would be unreasonable for any provider to meet the cost of growth resulting from an inaccurate baseline. Despite this SMSKP savings made have been contributed to reduce the financial gap.
- The contract is clear that the annual contract for years 2-5 is subject to agreeing a methodology following reconciliation of year 1 activity and therefore provides both parties the opportunity to agree a more accurate programme budget within the terms of the contract.
- Notwithstanding the imprecise wording in the contract regarding the application of the 95%/ 5% arrangement, the documents relied upon within the contract are clear about its intention as a risk sharing arrangement, acknowledging the role of CCGs to reduce referrals outside of service and that it would be unreasonable to expect the provider to be responsible for referral made outside of the service.

The Board agreed the following principles:

- The potential to realise the vision of putting patients in control of their healthcare journey's still needed to be realized.
- The relationship and good standing of the service with commissioners needs to be built upon and the significant risks of dispute and contract breach need to be mitigated urgently.
- Acting in the best interests of the whole system (commissioners, citizens, providers) needs to be balanced with preserving the interests of the wider organisation and citizens.

The Board agreed that Jonathan Serjeant would work with Zoe Nicholson and Jon Ota to work collaboratively with partners and the CCG and would provide an update to the Board on a regular basis. **Action JS and JO**

7.2 Wellbeing

The Board was briefed on the following issues:

- Financial and KPI impact of patients with PHQ9 of over 19 being within the scope of the service was under discussion with the CCG, who had agreed in principle that this cohort of citizens require a different model of care.
- Need to increase demand for care from people whose needs are less severe
- NHS England review that increasing demand when waiting lists were long was difficult
- Remedial action plan for access not been met due to recruitment and assumptions in demand

The Board agreed that progressing signing of this contract notwithstanding the issues above was a key priority in the timescales set out by the CCG, assuming all documentation and risks could be mitigated. **Action ZS**

8.0 Primary Care Collaboration Report

The Board noted the report and the issues relating to the Proactive care service, both the lack of clarity on the next steps, timetable and transitioning patients to a new model.

The Board noted the risks on Extended Hours Service and ZN agreed to offer specific HR support on this issue. **ACTION ZN/SB**

9.0 Workflow Optimisation Discussion

Measures of success on workflow were postponed to a QUASAR discussion.
Action SB

10. Membership and Federating Proposal

These papers were not available on time and were not discussed.

The next meeting will take place:

Date: Tuesday August 1st 2017

Time: 12:00 am – 18:00