
Quarter 1 Board Meeting Minutes (August 2017)

Tilton House, Firle
Tuesday 1st August 2017
12:00 hrs – 18:00

Present

Zoe Nicholson – (ZN)-Chief Executive
Peter Devlin (PD) –Clinical Director
Matthew Riley (MR), - Non-Executive Director
Craig Milne (CM), - Non –Executive Director
Jan Austeria (JA) – Non Executive Director

In Attendance

Helen Curr (HC)-Director of Clinical Services
Mark Cannon (MC)-Director of Primary Care Collaboration
Gillian Howson (GH)-Executive Assistant
Natalie Blunt (NB) – Deputy MD Sussex MSK Partnership
Sam Horwill – Director of Yma (Here in Wales)

1.0 Apologies

Lindsay Coleman (LC), Non-Executive Director
Jon Ota (JO)-Director of Sussex MSK Partnership Central
Sarah Bartholomew (SB) – Director of Primary Care Development
Zoe Schaedel (ZS) – Director of Clinical Services
Michelle Eades (ME) – Director of Business Development

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 2nd May 2017 (quarter 4) 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)

- Annual Safeguarding Report
- Combined Primary Care Collaboration Report
- Finance Report
- Infection, Prevention and Control Report
- Integrated Services Report
- Quality Action Plan
- SIRI Report
- Workflow Optimisation Report

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

- Here Business Continuity Plan
- BVHH Business Continuity Plan
- Project Update Report

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

5.0 Workflow Optimisation

The Board agreed that the Workflow Optimisation team had three complex strands of work:

- 1) Being in start-up phase of development of both product and organisation
- 2) Testing , developing and marketing products
- 3) Maximising opportunity in a specific window of time.

The Board understands that there is now greater clarity on individual accountabilities and this is being further developed. The recruitment of the Finance Director will aid the transformation of how the commercial aspect of the work is focused.

The data extraction potential and the information that can be provided to Practices on the impact of their learning was discussed. It was agreed that discussion with NHS England on the impact of financial delays on Practices would be held.

Action : SH to brief PD on the Docman conversation.

Action: ZN, JS & PD to spend time with WFO as a team over the coming 12 months to build their capability to maximize the potential of what WO offers our communities nationally and locally

6.0 Finance Report and Cashflow forecast

The Board was advised that a new process for forecasting was in place and being shared with budget holders weekly. ZN advised that the changing nature of our business means that we need to increase our control total from £900k to £1.2m in the interim period, whilst we assess our cash needs on an ongoing basis.

Action: Share cash flow mechanism with CM for trial at Preston Park Surgery.

7.0 Integrated Service Delivery Report

7.1 MSK

The Board discussed the current interim financial arrangements for SMSKP and the aim to enact a contract variation in October 2017 and the challenges associated with that.

The SMSK leadership team are further assessing the risks, the Board required assurance that these risks and mitigation action plan were in place and requested that these were reviewed in some detail by QUASAR before contract signature.

Further meetings with the CCG are scheduled to look at alternatives and the potential impact on patients.

7.2 Wellbeing

The Board was briefed on the following issues:

- Operational challenges and the need to deliver on the promise to the CCG in relation to the waiting list between assessment and treatment in IAPT
- The status of the legal case.

Action: PD to speak with PL to identify how the Board might support the leadership.

Action: PD to speak with SPFT in relation to the legal case.

8.0 Primary Care Collaboration Report

8.1 Proactive Care

The Board discussed how the organization might assess what the right conditions would be in order to take on involvement in a similar project in the future.

9.0 Addressing the need to organize primary care at scale

The Board discussed the need for continuing dialogue with the FWG, and agreed to enact the changes in shareholding in Here to support the FWG in their development of a federating body that could use the infrastructure of Here to it's benefit.

10.0 9. Safeguarding Children Policy

This policy is to be updated in the light of comments on the loomio discussion platform. **ACTION JO to discuss with PL**

The next meeting will take place:

Date: Tuesday October 31st 2017

Time: 9:30 am – 15:30