
Quarter 2 Board Meeting Minutes

Tilton House, Firle
Tuesday 31st October 2017
09:30 hrs – 15:30

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
Lindsay Coleman (LC), Non-Executive Director

In Attendance

Sarah Bartholomew (SB) – Director of Primary Care Development
Natalie Blunt (NB) – Deputy MD Sussex MSK Partnership
Mark Cannon (MC)-Director of Primary Care Collaboration
Paul Deffley(PDe) – Primary Care Collaboration – Clinical Director
Carla Gilfoyle (CG)- Member of Inspiring Spaces
Jon Ota (JO)-Director of Sussex MSK Partnership Central
Sam Horwill (SH)– Director of Yma (Here in Wales)
Gillian Howson (GH)-Executive Assistant
Zoe Schaedel (ZS) – Director of Clinical Services
Chris Sutton (CS) – Director of Finance

Apologies

Helen Curr (HC)-Director of Clinical Services
Jonathan Serjeant (JS)– Director of Creative Partnerships
Michelle Eades (ME) – Director of Business Development

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

1.0 Declaration of Interests

CS declared that his wife works for the 'Do Something Different' organisation
No further new interests were declared.

2.0 Minutes of the last meeting

The formal minutes of the previous meeting of 1st August 2017 (quarter 1) were approved and it was agreed that all actions had been completed.

3.0 Governance

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

- Infection, Prevention & Control Policy
- Combined Primary Care Collaboration Report
- Finance Report
- Fraud, Bribery & Corruption Policy--? Check with JO
- Integrated Services Report
- Sickness Absence Policy- ? check with JO
- Safeguarding Children Policy
- Workflow Optimisation Report—await approval on loomio
- Quality Action Plan

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

- Sustainability Strategy
- New Articles for Here and Issue of GP Shares Papers
- Project Update Report
- GDPR Update
- Circus Report

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

4.0 Finance

CS outlined the current financial position to the Board and advised that the difference between the forecast and current financial situation relating mainly to the timescale & level of income generated by WFO. The Board understands that considerable savings have been found and that further work is being carried out by the Budget Holder Group. In addition the WF team is focusing heavily on increasing sales.

Cash flow is being managed on a day to day basis and the position has improved. SMSKP cash flow remains volatile.

Action : Additional Budget Holders meetings to be arranged (CS)

5.0 Sustainability Strategy

The Board was joined by Carla Gilfoyle (CG) via Zoom for this item. CG outlined the story of how the strategy work came about, the work with SCFT and the fit with the Here Purpose. The work that has been done was highly commended by the Board and discussions were held about ensuring that the strategy is embedded within the organisation's day to day activity.

Action: Build sustainability into the Quality Action Plan (CG to work with JO & Quality Team)

Action: CG to become the sustainability strategy steward utilising expertise, support and interest from Board members.

6.0 Workflow Optimisation Report

Paul Deffley, Sarah Bartholomew and Sam Horwill joined the board meeting via zoom for this item. The Workflow team was able to provide the Board with very positive detail on sales and invoiced figures for October along with further estimates (conservative) in November which should deliver agreed revenue of £2.6m. The Board was also advised that the debtor's position was much improved and included mainly new debtors.

The Board discussed the option of providing and developing the 'light' e learning product targeting practices via Docman.

Action : Work up data on return on investment for the different products (Workflow Team)

Action: Calculate the proportion of the market that Here has covered. (Workflow Team)

Action : Consider heavily publicising impact data (Workflow Team)

Action : Consider upselling and building longevity into the light product (Workflow Team)

7.0 MSK

JO advised that the decision relating to the contract variation will need to be made in around 4 weeks' time. The Board heard that good progress on understanding key aspects of the contract variation including the developing of a workable risk/benefit share arrangement and preparing a financial guarantee that does not sit with a limited company. The work now includes plans for a contract extension of 2 years with an agreed long stop date by which a further 4 years could be agreed.

The Board applauded the success regarding the clearance of the letters backlog and all letters now going out within 7 days.

The possibility of fines due to the KPI of seeing patients within 8 weeks was discussed.

Action : Set up an Extraordinary Board Meeting to agree Contract Variation (GH/JO)

Action : Commend the letters team from the Board (NB)

8.0 CPAMS

The Board agreed that further detail on the plans relating to Boots and the Federating Working Group were required.

Action : Further support to be offered to Paul Deffley (MC/PD)

9.0 CES

Work is being undertaken to move the service over to Warmdene in its entirety.

Action: Ensure that the member of staff is transferred under TUPE (ZS)

10.0 EHS

MC advised the Board that good progress is being made and the FWG are becoming more involved so will be taking over the service in April 2018.

Conversations with IC24 and 111 are to progress in relation to urgent care provision on Sundays and learning is being taken from practices.

11.0 Albion Street

This is progressing. The year-end accounts are still pending.

Action : Look at impact on the Here finance team if another practice is taken on.(CS)

The next meeting will be **February 6th 2018**

Time: 12:00 hrs – 18:00