
Quarter 2 Board Meeting Minutes

Tilton House, Firle
Tuesday 6th February
12:00 hrs – 18:00 hrs

Present

Peter Devlin (PD)- CHAIR –Chief Executive and Clinical Director
Zoe Nicholson – (ZN)- Director and Founder
Matthew Riley (MR), - Non-Executive Director
Craig Milne (CM), - Non –Executive Director
Jan Austera (JA) – 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
Carla Gilfoyle (CG)- Member of Inspiring Spaces
Jon Ota (JO)- Managing Director Sussex MSK Partnership (Central)
Sam Horwill (SH)– Director of Yma (Here in Wales)
Gillian Howson (GH)-Executive Assistant
Chris Sutton (CS) – Director of Finance
Helen Curr (Helen Curr (HC)-Director of Clinical Services
Jonathan Serjeant (JS)– Director of Creative Partnerships
Michelle Eades (ME) – Director of Business Development

Apologies

Paul Deffley (PDe) – Primary Care Collaboration – Clinical Director
Lindsay Coleman (LC), Non-Executive Director

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

1.0 Declaration of Interests

No further new interests were declared.

2.0 Minutes of the last meeting

The formal minutes of the previous meeting of October 31st 2017 (quarter 2) had been approved using the Loomio platform. The action log was posted on Loomio. One action to include the sustainability strategy in the quality plan is still outstanding with plans to implement shortly.

3.0 Governance

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

- Combined Primary Care Collaboration Report
- Finance Report
- Integrated Services Report
- Safeguarding Children Policy
- Practice Unbound Report
- SIRI Report
- Health and Safety Policy
- Appendix 18 – Cyber Security Strategy

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

- Project Update Report
- Circus Report
- Quality Action Plan

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

4.0 Finance

CS advised the Board that the Here finances were on course to a satisfactory year end position and that the cash flow situation, although challenging was improving with particularly good news from Workflow invoicing.

The Board discussed the financial risk relating to DCFY and an error in invoicing post Year 1.

Action : NB & CS to discuss DCFY finance further with the Head of contracts SCFT and speak to the Deputy Director of Finance SCFT.

CS outlined plans for an upgrade to the accounting system scheduled for the next financial year. This would reduce some risks and create a smoother running process.

The Board discussed the financial contribution made by services, and whilst there were risks it is felt that Here is in a good place financially for the medium term. The Board agreed that remaining open to opportunity, close to purpose, understanding our risks and continuing to take stock of the position are the key to longer term financial viability and sourcing different income streams.

The Board was advised that the Budget Holders group were responsible for the decision on staff bonuses.

Action: CM to become closer to understanding the finances at Here by having meetings(s) with CS and through attendance at Assistant Director meetings.

5.0 Wellbeing

HC advised the team that the main risk for Wellbeing sits with finance relating to performance within the PCMHP and CYP service. There has been a backlog in the Practitioner service which should be reducing.

Action: Further discussion to be held relating to risks and performance at ET meetings

Action: Wellbeing team – to review model further

6.0 MAS & CES

These services were not discussed at the Board meeting

Action: Individual and ET discussions to follow as appropriate.

7.0 MSK Central

The board understood that the deadline for challenge to the procurement notice is Friday February 9th.

JO described the issues that are still to be resolved in the procurement notice process and the financial aspects and expectations for the new contract.

8.0 MSK East

ME will be attending an IPSLA meeting this week to reconfirm agreed contractual income.

9.0 Practice Unbound

This first Practice Unbound Report which brings in other products alongside Workflow was received by the Board. The Report outlines ambitions priorities & how Here will measure them for the next 12 months.

SB was pleased to outline the Workflow financials for the financial year and advise that impact data is building with 84 practices now providing data.

The Board discussed potential additional opportunities for Practice Unbound

SH made the Board aware of changes due in primary care IT systems in Wales.

10.0 Subbing Back

MC indicated that the organisation is learning from operating Benfield. The Board discussed the purpose of subbing back for Here.

11.0 EHS

MC described contract negotiations with the CCG. The discussions with the CCG center on financials and the move to 100% city coverage.

12.0 Federating

The Board discussed a communications strategy for shareholders in relation to federating.

MC advised that our legal advisers have reviewed draft documents and that incorporation using our Arts & Memos would be agreed during the w/c 19th Feb. The Federating Working Group has gone through process of communication and recommendation at cluster level.

Action: MC to write a document outlining the changes, background, impact and purpose.

The next meeting will be **May 8th 2018**

Time: 9:30 am hrs – 15:30 pm

