

ELR GP Federation Ltd  
Minutes of the meeting of The Board of Directors  
Wednesday 24<sup>th</sup> August 2016 – The Glenfield Surgery

Present: Dr G Chidlow (GC); Dr N Chotai (NC); Dr S Vincent (SV)

In attendance: H Patel (HP - notes/minutes); J McCrea (JM); J Watkins (JW); J Barrett (JB – ELR CCG) ; P Vaughan (PV - ELR CCG)

In the Chair: Dr N Chotai

**1. Apologies**

Dr R Bietzk, Dr S Makda and Dr A Chahal all sent apologies.

**2. Introductions**

Introductions were made by JW, the new COO of ELR GP Fed Ltd, JB and PV both from ELR CCG. PV was representing Tim Sacks who, unfortunately, could not attend the meeting.

**3. CCG discussion**

- JB reported on the Q1 update of the ELR GP Federation that was presented to the ELR CCG PCCC.
- JB pointed out that as there was an under spend in the 1<sup>st</sup> quarter this will need to be reviewed with the CCG – as the SLA allows for any underspend to be returned to the CCG. JB also noted the CCG's current challenging financial position. The Board pointed out that this was mainly due to the delay in getting the COO in position (3 months notice period) and that there had been minimal clinical time incurred in 1<sup>st</sup> quarter. Furthermore, expenditure will not necessarily fall in equal quarters and would inevitably increase as Q2/3/4 progressed.
- JB to meet with JW, once in position, to go through Reporting/Governance, review of financial plan for the rest of the year and development of reporting schedule to be used on a quarterly basis.
- JB confirmed his role in the ELR CCG was to do with primary care contracts, commissioning, investments, community based services, GP SIPP etc.
- PV explained she was new in position and that her role focused on issues other than primary care, eg OOH & emergency care, LPT, etc although not yet pharmacies. PV is currently working on Urgent Care, with Integrated Care.

A discussion took place on an advert placed regarding the procurement of integrated primary and community urgent care services in Leicester, Leicestershire & Rutland (LLR). There would be 4 lots of services up for tender. The market engagement event for this is on Monday 19<sup>th</sup> September and the Board asked HP to book JW and JM onto the event to represent the ELR GP Federation.

JB and PV then left the meeting.

**4. To confirm the minutes of the meeting held on 7<sup>th</sup> July 2016.**

The Board confirmed the minutes to be an accurate representation and were approved.

## **5. Matters arising**

- Contact had been made with Dr Chahal although he could not attend this meeting and had sent apologies.
- Communications strategy – Joe's SLA was signed off and 1<sup>st</sup> quarterly invoice settled.
- HP presented the 3 quotes received from payroll providers and the Board agreed to go with Ballards who are also engaged for accountancy services. HP to arrange.
- HP confirmed Directors & Officers Liability insurance was in place. Employers and Office liability to be arranged for when JW starts.
- The Directors agreed to review The Articles of Association once the COO in position.
- HP presented the Directors Agreement but the Board asked that JW look through all the policies first prior to final approval.

## **6. Conflicts of Interest Register**

Received details from GC and SV – yet to receive from rest of Board Members.

## **7. Feedback from Federation Representation**

RB to present on the outcome his meetings etc next time.

## **8. New Business**

GC went through the latest update on the tracker. We need to look at GPSi and what other CCGs are doing. There was discussion regarding competitors and potential partners in future bids – Northern Doctors; VirginCare; Lakeside; DHU; UHL/LPT. The imminent opportunity will be the LLR urgent care tender.

## **9. Budget & Financial matters**

All expenses presented were approved and cheques signed. The bank balance is healthy at the moment however spending costs will increase with activity once JW starts. HP to submit 2<sup>nd</sup> quarterly invoice to ELR CCG.

## **10. AOB**

- JM updated the Board on the position to date regarding the Board profile and blog on the website and what was still outstanding/required from the members.
- JM suggested working with JW to utilize a wealth of information he has regarding SLAs/KPIs/trackers etc
- JM to work to make best use of electronic media to engage with all members of the Federation. Imminent initiatives include;
  - Online listening form
  - Shining stars
  - Challenge champions

NC asked that the Board review/discuss his position as Co-Chair at the next meeting. He felt the Federation needs clear leadership and that it would be appropriate that RB should take on the full role of Chair given his more active involvement and engagement.

SV mentioned Ear Syringing and the effects of this no longer being funded.

## **11. Date & venue of next meeting**

6.30pm Thursday 22<sup>nd</sup> September 2016 at Syston Medical Centre.

The meeting closed at 8.45 pm