

ELR GP Federation Ltd

Minutes of the meeting of The Board of Directors

Tuesday 6th July 2017 – Syston Medical Centre

Present: Dr R Bietzk (RB); Dr L Ryan; Dr S Vincent; Dr G Chidlow (GC); Dr N Chotai (NC); Dr A Chahal (AC); J Watkins (JW); H Patel (HP), J McCrea (JM)

In the Chair: Dr R Bietzk

1. **Apologies -** none
2. **To confirm the minutes of the meeting held on 13th June 2017.**

The minutes were confirmed as an accurate record.

1. **Matters arising**
* JW to review the Articles of Association & policies for approval. **Action, JW**
* Demand Management proposal – C Sharman / T Sacks have indicated that the Federation will be asked to assist with peer review. **Action, JW.**
* LPT – JW to follow up with LPT regarding a Board to Board event. **Action JW.**
* JW to review the SLA reporting and liaise with CCG regarding the next Board to Board session. **Action JW.**
1. **Feedback from PLT / CCG feedback**
* The Board discussed the feedback received from Tim Sacks regarding his concerns regarding Federation progress and its funding from April 2018.
* It was noted that we had a positive PLT event which had provided an opportunity to present what the Federation has been doing.
* RB noted that the MRH Locality meetings will be adjusted to allow discussion on federated / joint working between practices. **Action RB.**
* JW/LR will arrange to go and meet with the O&W Locality chair (Vivec). **Action LR/JW.**
* Discussion regarding developing a significant project for the Federation and its practices to manage – potentially an 8-8 scheme using a hub structure. RB noted that the best way to progress this idea would be for the Federation to develop this in conjunction with another contractor (DHU / Vocare). This is also likely to form part of the forthcoming procurement for extended primary care access.
* JW tabled an draft forecast of income for FY17/18 which included a contribution from practices, which would need careful consideration. This needs further work. **Action JW.**
* We have agreed that;
	+ Board members need to be clear and confident in their role as Locality leads
	+ Recalibrate the way that we work with Localities
	+ Agree a common narrative with the CCG to use in our communications and engagement with the Localities and wider healthcare economy
* JW to meet with Tim Sacks to discuss these issues further.
1. **COO Report**
	1. **Pharmacy project –** The Federation continues to provide a service to two Oadby practices - via Prescribing Support Services - which is going well.
	2. **NHS England; Clinical pharmacists in general practice** – JW to progress, in conjunction with John Nicholls, with interested practices targeting the September 2017 cohort. ***Action, JW.***

* 1. **Purchase Direct scheme** – 16 practices signed up. Over £100K of savings identified.
	2. **Community Based Services procurement** –

The contract document with LCC has now been signed. Sub-contracting agreements have now been issued to our 13 sub-contracting practices.

We will also now work to put in place a process to facilitate inter-practice referrals for IUD/IUS/SDI services. **Action JW.**

* 1. **GP SIP –** awaiting feedback from the CCG regarding how this peer review opportunity will be progressed.
	2. **Locality updates**

**Oadby & Wigston**; JW / LR to arrange a meeting with Vivec. **Action LR/JW.**

JW has been working with two practices in O&W to facilitate joint working between the practices as they consider forming a new partnership. **Action JW.**

**Blaby & Lutterworth**; The group is working on a number of initiatives, including;

* MDT teleconferencing / Skype
* MDT care homes / ward round
* UTI project with UHL Geriatrician
* Blaby DC disease prevention project
* Active Blaby

**Melton, Syston and Rutland;** Initiatives include;

* Rutland experience / wellbeing workers / primary care home
* Melton DC workers embedded in the practice

**Harborough**; Anuj is helping to set up a Leadership Team and we are working with the CCG accordingly. **Action AC / JW.**

* 1. **STP GP Five Year Forward View -** ELR GP Federation is a key partner in the delivery of the vision and plan to support practices coming together to meet patients’ needs at scale which is the main focus of the LLR Blueprint for general practice.

JW is working with Julia Cory, new Head of Primary Care for Leicester City CCG, to produce a guidance / tool kit document to assist practices who wish to work at scale. **Action JW**

**PLT (20th June 2017) -** focused on the GP Five Year Forward View agenda to support a sustainable future for general practice.

The session included presentations from Rutland PCH, Federation and Oadby Central / South Wigston partnership. There was an opportunity to provide input to the GP out of hours / sustainable core hours future models. Tim Sacks also outlined the opportunity for funding through the Transformation Funding that is available for two years @ £400K pa.

* 1. **Kingsway ‘clinical top up service’** –

The Federation has continued to support the Kingsway surgery team to provide GP and ANP support in line with our four months clinical top-up service SLA.

* 1. **Buildings management offer -** We have developed a buildings management offer with the Estates Strategy Group. We have now met with Latham House who will be pursuing this. **Action JW.**
	2. **Primary Care Exchange -** Social Enterprise who provide the Locum exchange service that Anuj used whilst in Bristol. A presentation took place on 6th July 2017. JW to progress. **Action JW.**
	3. **Insurance -** Working with Locktons on an insurance offer. No further update. **Action JW.**
	4. **LLR PCL**

**H Pylori –** all practices have been advised that the Federation has been offered a contract with LLR PCL to provide H Pylori breath tests in ELR based on a 5% administration fee. Approximately half have now indicated that they wish to sub-contract to the Federation. The most recent information indicates that this will not start until September 2017.

**Diagnostic Hubs and Spokes –** The Federation working with the Alliance to work with its members to develop a proposal for diagnostic spokes in ELR. The Board agreed for the questionnaire to be circulated. **Action JW.**

1. **Urgent Care Procurement**
* The procurement process is likely to be delayed to allow for public consultation on the proposed specification and consequently the start date could be October 2018.
* RB & JW to follow up with Vocare to explore areas for joint working ahead of the procurement process on the basis that Vocare are the incumbent provider and we could pilot new ways of working. Vocare are also keen to partner with the Federation on the forthcoming bid. **Action RB / JW.**
* Gareth and James to follow up with DHUwho are keen to partner with the Federation on a similar basis to that employed in the West Leics urgent care centres. ***Action JW/GC.***
* The Board decided to suspend a decision regarding the possibility of selecting one partner to work with on an exclusive basis.
1. **Financial update**
	1. **Annual accounts -** Ballards have reviewed the accounts and discussed the detail with Hina / James. The final accounts will be prepared for approval at the next Board meeting so that they can be filed prior to the deadline of 23rd September 2017.
	2. **FY17/18 update –** the Board reviewed the financial update for the year to date.
2. **Communications update**
* **Annual report** – see below.
* Complete an interim update. **Action JM/JW.**
* JM has configured Campaign Monitor to communicate with patient group – including the PPG Chairs. Liaise with Healthwatch. **Action, JM.**
* JM to update the GP lists. ***Action JM.***
* JM to advise on process in relation to circulating future comms with GPs. ***Action JM.***
* The Conflicts of Interest register has been added to the website.
1. **Annual report and AGM**

JW to re-circulate the draft annual report for board members to review and feedback any comments to JW/JM **Action, All.**

Shareholders meeting to be scheduled for 28th September 2017. The focus of the event will be on updating on progress and engaging on the future plans. ***Action JW.***

1. **Conflicts of interest register**

The register has been updated and added to the website.

1. **Directors costs –** The directors have now been added to the payroll so that they can be paid through for their Board duties.  Directors indicated that some work claimed could potentially be billed by the Board member's Practice. **Post meeting note; JW has sought further clarification and will advise further.**
2. **Date & venue of next meetings**

Thursday 17th August 2017 @ 7pm – Board meeting at Syston Health Centre.