ELR GP Federation Ltd

Minutes of the meeting of The Board of Directors

Thursday 5th July 2018 – Syston Medical Centre

**Present**: Dr R Bietzk (Chair); Dr L Ryan, J Watkins; Dr G Chidlow; Dr N Chotai

1. **Apologies** - H Patel, K Whawell, J McCrea
2. **Minutes of the meeting held on 24th May 2018.**

The minutes were confirmed as an accurate record.

1. **Matters arising**
* Email Catmose Head ***Action GC***
* GC/JW to follow-up with Tim Jones regarding the Osteoporosis project opportunity.  ***Action GC / JW***
1. **COO Report**
2. **Strategy and roles and responsibilities**
* CQC registration – JW to progress. ***Action JW***
* JW tabled an updated Pricing Model (attached at appendix 1) which could be used as a basis for charging for work that the Federation undertakes on behalf of Practices and Localities. **The Board approved this model.** JW to use this template as a basis for determining the costs of future work undertaken on behalf of Practices and Localities, as appropriate. ***Action JW***
* Kirsty and James attended a joint Federations session on 14th June 2018 organised by 4 Fed who are keen to discuss options for effective collaboration to provide a strong GP voice.
* JW to develop a business and budget plan for the period beginning April 2019. ***JW to progress***
1. **Localities & transformation fund update**
* All six Localities have now had their plans approved.
* JW has developed a Project Management structure to assist the Locality teams implement their plans. We are supporting the implementation of these plans in most cases. Funding arrangements will be finalised utilising the pricing model approved by the Board.
* JW has worked with the CCG to develop reporting templates which will be used as the basis to update the CCG on progress and release the funds to the Localities.
* There will be quarterly CCG Transformation Fund panels to review progress and decide on the release of funds. JW has been asked to attend these panel meetings to advise on progress and associated expenditure.
1. **Urgent Care / extended primary care**
* The specification is likely to be released by the end of August 2018 for a new contract to start in April 2019.
* GC, RB & JW met with DHU (Simon Harris) to discuss the procurement.
* **The Board approved the draft MoU** which outlines the basis on which the Federation will work with DHU to prepare a bid for this procurement on behalf of its members.
* JW/RB/GC to progress discussions with the DHU team. ***Action JW/RB/GC***
1. **Collaboration with West & City Federations / Community services re-design**
* JW/KW attended a facilitated joint working session with 4-Fed on 14th June and RB attended a workshop on 3rd July 2018.
* JW/GC met with LPT on 5th July 2018; who indicated that they would be keen to engage with the GP Federations to develop effective community / primary care models.
* Rutland will be piloting new approaches to community care delivery.
* Tamsin Hooton is leading the LPT community services re-design project which includes; DNs, Community Nursing, ICS, Community beds, Therapies, Primary Care Coordinators. Procurement options will be outlined in autumn 2018.
* Tamsin encouraged Federations to engage with LPT to consider possible partnership working.
* Initially, there is an opportunity to engage with LPT to support the winter pressures (ICS)
* **The Board agreed that we should progress discussions with 4 Fed to investigate areas of collaboration. *Action JW / RB***
1. **Winter Access scheme**
* HP/JW to distribute the remaining funds. ***Action HP/JW***
1. **NHS England; Clinical pharmacists in general practice Project**
* Prescribing Support Services are ready to go.
* Three Practices have withdrawn from the scheme
* Glenfield have agreed to come into the scheme
* Rosemead are considering joining the team
* With Glenfield and Severn - we achieve the 90,000 patients.
* NHS E have been advised of the change of practices and await a response.
* The plan is for the three lead practices to hold the NHS E contracts.  They will receive the NHS E money, which will be passed to PSS.
* Each practice will have an SLA with PSS based on the attached template; which needs finalising.  Practices will pay their 'matched funding' to PSS.
* Tim Sacks has confirmed that the CCG £2/patient scheme can be used to contribute towards the matched fund element of the scheme.
* JW to progress for a start in October 2018. ***Action JW***
1. **Community Based Services and inter-practice referral process**
* Latham House are being audited.
* HP is contacting our sub-contracting practices to update the schedule of fitters and their evidence to practice and indemnity certificates. ***Action HP***
1. **Correspondence management**
* The practices attended the LLR workshop in April 2018; follow-up session in May 2018
* Project meeting held in June 2018 to support the seven practices in implementing the correspondence management process.
* JW to follow up. ***Action JW***
1. **Demand Management**
* RB/JW met with the CCG on 1st June 2018 to agree the approach for FY18/19.
* Tim Sacks has confirmed that the Federation will be paid for this work @ 10p/patient for FY18/19.
* Further meeting scheduled for 6th July 2018 to finalise the approach for this year. ***Action RB/JW***
* We are assisting with the CCG Referral Management work stream to potentially develop referral hubs; where there is potential overlap.
1. **Diabetes nurse specialists**
* Implementing with Latham House, with support from Diabetes Centre (Laura Willcocks)
* Two DSNs have started work. Further recruitment is needed. ***Action JW***
* Anne Scott (ELR CCG) has agreed to assist with implementing a clinical governance process to assure this scheme.
1. **Rutland Patient App project (VitruCare)**
* JW to develop sub-contract agreements with practices. ***Action JW***
* The project and project management structure is in place and the practices are starting to use the system.
* Key review date in November 2018 to determine whether the project will continue into Year 2.
1. **GP TeamNet -** This is an option has been identified by the Harborough, SLAM and Rutland and O&W Localities to assist with information sharing and joint working between practices. We held a demonstration in June 2018 which was well attended and a lot of enthusiasm expressed to implement the system across ELR. JW to progress. ***Action JW***
2. **Service contracts –**ELR CCG have confirmed that H Pylori, will be procured via the Federation. JW has met with PCL to progress – awaiting final confirmation. Notification has been circulated to all practices advising a start date wef Q2. JW to progress and implement.  ***Action JW***
3. **Primary Care Exchange** – Some Localities plan to develop a staff bank as part of their Transformation Plan. PCE could offer a solution.
4. **Teaching Academy**

Planning is on-going; a meeting was held in June and a follow-up meeting with University will take place in July 2018. It was agreed that a realistic target for the Federation Academy will be to take 5th year students in February 2019.

The administrator of the South Leicestershire Academy (Julie Bentley) has agreed to work for the Federation Academy. JW to progress. ***Action JW***

1. **GDPR – DPO service**
	* We have developed a Federation approach to providing a DPO service for practices.
	* Over 25 practices have now signed up to the scheme.
	* LMC Law are checking the contract.
	* Practices have been charged 50% of the proposed fee. The balance will only be charged if we need to recruit additional staff.
	* JW will keep the resources required to deliver the service under review. ***Action JW***
2. **Communications update**

We are working with Rutland Healthcare and the South Blaby / Lutterworth Hub on their Transformation Fund pilot schemes to develop hub level web portal, integrated with social media and e-marketing approaches. The aim of the pilots is to;

* Build and operate two ‘proof of concept’ web portals, able to interact with individual member practice websites to lessen the burden and reduce the duplication for individual practices in providing core medical advice and ‘active signposting’ advice to patients
* Enable the individual practices to supply practice-specific information and advice into the hub level portal
* Provide live, automated 2-way content sharing between the practice websites and the web portal
* Integrate the portals with social media and e-marketing, to maximise channels of communication and engagement with as wide a range as possible of local patients and stakeholders
* Harness specialist social media and web tools to build audiences and engaging content and, thereby, to maximise the impact and usage of the portal, social media and e-marketing solutions

Joe has talked with GPTeamNet about the possibility of collaborating to provide a complete end-to-end solution for practices; where GPTeamNet supports core practice level business operations / information sharing and the Hub based pilot integrating the external facing digital media, including social media and e-newsletters to interact effectively with patients.

1. **East Midlands GP Federation Networking Forum -** We have been a member of this Forum for one year and now need to decide whether to continue membership for a further year at a cost of £1,000. It is proposed that we renew the membership.
2. **Financial update**
* **FY17/18 end of year position –** HP is working with Ballards to finalise the accounts. ***Action HP***
* **FY18/19 budget forecast –** the Board reviewed the updated forecast forFY18/19 which indicated a small surplus based on the income streams that are known at this point, and before accounting for any income associated with supporting the implementation of transformation projects.
* Ballards have provided advice on the VAT implications of future work. ***Action HP / JW***
* The key challenge remains identifying funding streams from April 2019. ***Action JW.***
1. **Board issues**
* No applications have been received for the vacancy in the Blaby & Lutterworth Locality. JW to follow up. ***Action JW***
* HP to arrange for the shareholders who have left (Latham House and Kingsway) to be removed. ***Action HP***
* HP to check the arrangements for removing Narborough Health Centre. ***Action HP***
1. **Annual shareholders meeting**
* We will hold a shareholders update meeting on 25th September 2018. ***Action JW/JM***
1. **Date & venue of next meetings**

Thursday 30th August 2018 @ 7pm @ Syston Health Centre.

**Action Log**

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| **Id** | **Detail** | **Responsible** | **Update** | **Status** |
| 1 | CQC registration | JW | Plan to be developed | R |
| 2 | Federation charging model | JW | Draft in development | G |
| 3 | 4 Fed meeting | RB/JW | Meeting attended | G |
| 4 | Business Plan for FY19/20 | JW | To be drafted in Q2 | A |
| 5 | Follow-up with DHU | GC | RB/JW met Simon Harrist | G |
| 6 | Follow-up with Tim Jones | GC | Completed | G |
| 7 | Winter scheme returns / payments | HP | All practices have now responded. Final payments to be completed. | G |
| 8 | Clarify £2/patient scheme with Tim Sacks | RB/JW | Completed | G |
| 9 | NHSE Pharmacists scheme implementation | JW | Finalising which practices will take part | A |
| 10 | CBS contract – update accreditation and indemnity details | HP | In process | A |
| 11 | Correspondence management implementation | JW | In process | G |
| 12 | Clinical governance process for DSN project | GC/JW | Meeting held with Anne Scott. To be completed. | A |
| 13 | Rutland App – practice sub-contract | JW | To be completed | R |
| 14 | GPTeamNet | JW | Option for transformation plan in some Localities | G |
| 15 | H Pylori contract | JW/GC | Implementation of sub-contracts | G |
| 16 | Teaching Academy | JW | Meeting arranged for practices & university | G |
| 17 | Blaby & Lutterworth Board Director vacancy | JW | No response to the advert | R |
| 18 | Shareholders meeting  | JM/JW | TBA for Sept 2018 | G |
| 19 | DPO offer for practices | JM/JW | In place. Review resource requirements. | G |
| 20 | Wider involvement of practices | RB | Plan to be developed | A |
| 21 | Complete Board / shareholder removals | HP | In process | A |
| 21 | Catmose College – Flu jabs | JW/GC | To be developed | A |
| 22 | Policy development | JW | To be developed | A |
| 23 | VAT advice implementation | HP | In process | G |
| 24 | Winter access scheme approach for 18/19 | JW | TBD | G |
| 25 | DSN recruitment | JW | In hand | G |
| 26 | Demand management implementation | RB | Analysis and report templates in hand  | G |

**Appendix 1**

**ELR GP Federation Indicative Pricing Model**

