ELR GP Federation Ltd

Minutes of the meeting of The Board of Directors

Thursday 26th April 2018 – Syston Medical Centre

**Present**: Dr R Bietzk; J Watkins; J McCrea; Dr S Vincent; Dr G Chidlow; K Whawell, H Patel, Dr N Chotai, Dr L Ryan

**In the Chair:** Dr R Bietzk

1. **Apologies** - none
2. **Minutes of the meeting held on 22nd February 2018.**

The minutes were confirmed as an accurate record.

1. **Matters arising**
* RB has contacted Vocare. Jim Heptinstall now has a national role.
* Further consideration needs to be given to how we engage others in the work of the Federation. ***Action all.***
* Consider offering Catmose College, Oakham a service in respect of flu jabs. **Action GC/JW**
1. **COO Report**
2. **Strategy and roles and responsibilities**

CQC registration – JW to investigate. ***Action JW***

Initial discussion with NHS Pensions has indicated that in order to achieve Independent provider status to enable the Federation to employ staff with NHS pensions, it needs to hold an NHS contract. Where practices wish to share staff; we can facilitate a model whereby one practice is the employer and contracts / indemnity arrangements are put in place with the partner practices. ***JW to pursue.***

The Federation will work with the Localities to identify where it can support the implementation of the Transformation and/or Acute Access plans including;

* Developing an option for practice Data Protection Officers to assist with GDPR
* Project management support to Rutland, O&W, S Blaby, SLAM
* Facilitating joint working in Harborough
* Development of the Locality plans / community integration

JW to develop an outline model for charging practices / Localities for project support. ***Action JW.***

4 Fed have indicated that they would like to discuss how the GP Federations across LLR could collaborate more effectively to represent the interests of primary care in providing a strong GP voice, especially as the CCGs start to work more closely. The Board agreed that we should pursue this joint working possibility. ***Action JW / RB***

We will develop a business and budget plan for the period beginning April 2019 which will include three potential income streams (service contracts, fees for service, practice contribution). This will enable early discussion and consultation with the CCG and practices ahead of next financial year. ***JW to progress in Q1.***

1. **Localities and transformation fund update**

JW has been working with the six Localities to develop their transformation applications. An overview of the areas that the Localities are planning to develop is included in the COO report.

The Board confirmed that the Federation should continue to work with the Localities to support the implementation of the transformation plans and acute access plans, assuming that it was recompensed appropriately. This support could include;

* Administrating the Locality transformation funds
* Project management support

The Harborough Locality have experienced some difficulty in getting the four practices to engage with and agree the Transformation Fund application. RB to follow up with Market Harborough to see what further support that the Federation could provide. ***Action RB***

1. **Extended primary care / urgent care**
* The timetable for the procurement process will result in a new contract to start in April 2019.
* JW had spoken with Kate Hunter (City Fed) who had indicated that they were working well with DHU in the City and that DHU were demonstrating positive commitment to the joint venture with the Federation.
* The Board agreed that the Federation should follow up its contact with DHU to indicate that it remains interested in partnering with them in this procurement. GC to follow-up with DHU. **Action GC.**
* The Board will consider the next steps at its next meeting in May 2018
1. **Winter Access Scheme**
* Practices have engaged well with the Federation scheme to provide an additional 5,000 urgent, bookable appointments over an 8 week period. An update was provided in the COO report. Final returns and invoicing to be completed. ***Action HP / JW***
1. **NHS England; Clinical pharmacists in general practice**
* An update / action plan was provided in the COO report.
* Prescribing Support Services (PSS), who are an accredited ELR CCG supplier, have confirmed that they will ‘step in’ to support this scheme.
* NHS England have been advised of this change in plan.
* JW will circulate the action plan to practices and seek confirmation that they wish to participate in the scheme and put arrangements in place to implement the scheme and clarify the cash flow process. ***Action JW***
1. **Community Based Services and inter-practice referral process**
* Latham House are being audited.
* Next performance review meeting will be held on 27th April 2018.
* HP is updating schedule of fitters and their evidence to practice and indemnity certificates. ***Action HP***
* Bushloe / Wigston are starting inter-practice referral for IUD/IUS/SDI services
1. **Correspondence management**
* Workshops completed with the admin staff and GPs during March 2018
* The practices attended the LLR workshop in April 2018.
* Contract finalized.
* Project plan in place to ensure that the seven practices are implementing correspondence management process. ***Action JW***
1. **Demand management**
* Consideration needs to be given to Board members assisting with future facilitation. The Federation facilitated the peer review sessions at the Locality meetings in January and April 2018.
* Report is being drafted. ***Action RB***
* Review meeting with CCG has been postponed until May 2018. ***Action JW/ RB***
* Awaiting confirmation of funding @ 10p/patient for FY18/19.
1. **Diabetes nurse specialists**
* Scheme to provide DSN support to 49 LLR practices identified with needing assistance with diabetes management. Budget @ approx. £80K for FY18/19.
* Implementing with Latham House, with support from Diabetes Centre (Laura Willcocks)
* Three DSNs have been appointed. Finalising the employment checks with Latham House and plan to start in May 2018.
* Anne Scott (ELR CCG) has agreed to assist with implementing a clinical governance process to assure this scheme. **JW/GC to action.**
1. **Rutland Patient App project (VitruCare)**
* Workshop held on 20th February – all practices confirmed their commitment to the project.
* Contract agreed with Dynamic Health Systems Services
* Grant agreement with RCC has been signed.
* Develop sub-contract agreements with practices. ***Action JW***
* All practices confirmed their commitment to the project and project management structure is in place.
1. **Buildings management offer**
* Estates Strategy Group have developed an offer for buildings management which was discussed with Latham House in the first instance.
* This was considered as part of the SLAM transformation fund application but not progressed.
1. **Primary Care Exchange** – JW to follow-up. **Action JW**
2. **GP TeamNet** – A number of Localities have included the development of this intranet within their transformation fund applications to assist with the sharing of information / policies between practices. JW to progress. **Action JW**
3. **Service contracts** – GC reported that ELR CCG have confirmed that H Pylori, will be procured via the Federation and that the Federation will charge an administration fee. Arrangements to be put in place for a June 2018 start. ***Action JW/ GC***
4. **Teaching academy –** we have been asked to consider re-submitting our Teaching academy application. A number of practices have expressed an interest and we have indicated to the university that we are interested. Also, considering how we could collaborate with one of the other established academies.

**The Board confirmed that it wishes to pursue this opportunity**. JW to follow up. ***Action JW***

1. **Financial update**
* **FY17/18 end of year position –** HP presented the end of year position which the Board reviewed. HP will prepare a draft set of accounts and arrange for them to be reviewed by Ballards. ***Action HP***
* **FY18/19 budget forecast –** the Board reviewed the updated forecast forFY18/19 which indicated a break even position based on the income streams that are known at this point. However, it was noted that the forecast did not include any income associated with supporting the implementation of transformation projects.
* The key challenge remains identifying funding streams from April 2019. JW to prepare a business plan to support this in Q1. ***Action JW.***
1. **Board issues**
* Simon Vincent will be resigning from the Board from May 2018.
* The Board thanked Simon Vincent for his work and support for the Federation as a Director
* An advert will be placed to recruit to the vacancy in the Blaby & Lutterworth Locality. ***Action JM***
* HP to arrange for the shareholders who have left (Latham House and Kingsway) to be removed. ***Action HP***
1. **Communications update**
* We will hold a shareholders update meeting in September 2018. ***Action JW/JM***
* JM has drafted a newsletter.
* JM to follow up with the South Blaby and Lutterworth Partnership Hub following the workshop held to help them consider how to make effective use of digital comms in communicating with their patients. ***Action JM***
* JM to prepare an offer to support practices with the DPO requirements of GDPR. ***Action JM***
1. **Any other business**
* We will keep Board member roles and responsibilities on the agenda for future meetings. **Action JW**
1. **Date & venue of next meetings**

Thursday 24th May 2018 @ 7pm @ Syston Health Centre.

Action Log

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| --- | --- | --- | --- | --- |
| **Id** | **Detail** | **Responsible** | **Update** | **Status** |
| 1 | NHS Pension Independent provider status | JW | NHS contract required | A |
| 2 | CQC registration | JW | Plan to be developed | R |
| 3 | Federation charging model | JW | To be developed | A |
| 4 | 4 Fed meeting | RB/JW | Meeting to be arranged | A |
| 5 | Business Plan for FY19/20 | JW | To be drafted in Q1 | G |
| 6 | Approach Market Harborough | RB |  |  |
| 7 | Follow-up with DHU | GC | GC has made contact | G |
| 8 | Winter scheme returns / payments | HP | In process. One practice left to respond. | A |
| 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 | A |
| 12 | Demand management – re-schedule CCG meeting | JW | Complete; 1st June 2018 | G |
| 13 | Clinical governance process for DSN project | GC/JW | Meeting held with Anne Scott. To be completed. | A |
| 14 | Rutland App – practice sub-contract | JW | To be completed | R |
| 15 | Primary Care Exchange | JW | Option for transformation plan in some Localities | A |
| 16 | GPTeamNet | JW | Option for transformation plan in some Localities | G |
| 17 | H Pylori contract | JW/GC | PCL to confirm. Comms to be circulated to practices. | A |
| 18 | Teaching Academy | JW | Meeting arranged for practices & university | G |
| 19 | Blaby & Lutterworth Board Director vacancy | JM | Advert placed | A |
| 20 | Shareholders meeting  | JM/JW | TBA for Sept 2018 | G |
| 21 | DPO offer for practices | JM/JW | In process | A |
| 22 | Wider involvement of practices | RB | Plan to be developed | A |
| 23 | Catmose College – Flu jabs | JW/GC | To be developed | A |
| 24 | Policy development | JW | To be developed | A |
| 25 | VAT advice | HP | In process | A |
| 26 | Winter access scheme approach for 18/19 | JW | TBD | G |