ELR GP Federation Ltd

Minutes of the meeting of The Board of Directors

Thursday 30th August 2018 – Syston Medical Centre

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

1. **Apologies** - H Patel, K Whawell, Dr L Ryan**; the Board was not quorate**
2. **Minutes of the meeting held on 5th July 2018.**

The minutes were confirmed as an accurate record.

1. **Matters arising**
* Catmose school flu jabs; GC advised that the school have made arrangements for this year. There may be an opportunity next year.
* 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 - update**
* CQC registration – JW to make contact with the CQC contact advised by Helen Rose.
* Pricing model – draft developed and will be used to inform charging the Localities for project management / support.
* Independent Provider status to enable it to employ staff with NHS pensions; will be kept under review . ***Action JW***
* Business and budget plan from April 2019; Draft to be developed for the next Board meeting. ***Action JW***
* JW will follow up the discussions with 4 Fed; meeting arranged with Helen Rose for 31st August 2018. ***Action JW***
1. **Localities & transformation fund update**
* JW has developed a Project Management structure to assist the Locality teams implement their plans. We are supporting the implementation of these plans. Funding arrangements need to be finalised based on the Board approved pricing model. ***Action JW***
* JW has worked with the CCG to develop reporting templates which will are being used as the basis to update the CCG on progress and release the funds to the Localities. ***Action JW***
* JW attended the first quarterly CCG review panel and presented an overview of the plans to the PCCC in July 2018 and will attend the subsequent panel meetings. ***Action JW***
* The plan is for the Federation to hold the contract for First Contact Physiotherapy pilots in O&W and Harborough Localities. ***Action JW***
1. **Urgent Care / extended primary care**
* The specification is likely to be released in early September 2018 for a new contract to start in April 2019.
* The MoU with DHU has been agreed and RB & JW met with DHU (Simon Harris) to discuss the procurement.
* Simon Harris (DHU) attended the market engagement event – feedback is summarized in the COO report.
* An email has been circulated to our Practices advising that the Federation is working with a Provider to ensure that the interests of both patients and Practices are achieved.
* DHU will lead the bid process; JW to contact Simon Harris to agree how we will work with DHU on the tender. ***Action JW***
* RB/GC/NC will support the tender process. ***Action RB/GC/NC***
1. **Collaboration with West & City Federations / Community services re-design**
* 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.
* Rutland will be one of three LLR pilots. ***Action RB***
1. **Winter Access scheme**
	* Balance of funds to be distributed. ***Action HP/JW***
2. **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 Rosemead - we achieve the 90,000 patients - see updated schedule attached.
* NHS E is we can proceed with 87.000 patients.
* The plan is to start in October 2018.  ***Action JW***
1. **Community Based Services and inter-practice referral process**
* Latham House have been audited.
* HP has contacted our sub-contracting practices to update the schedule of fitters and their evidence to practice and indemnity certificates. HP to follow up and check that the information has been received. ***Action HP***
1. **Correspondence management**
* The project to support the seven practices in implementing the correspondence management process using the HERE tool is progressing.
* Feedback on progress has been requested by WLCCG and there will be a further sharing event in October 2018. ***Action JW.***
1. **Demand Management / Referral Hubs**
* RB is developing a quarterly report for Localities to review their performance data and review the ‘top’ six specialties and agree actions to improve quality. ***Action RB***
* We are assisting with the CCG Referral Management work stream to potentially develop referral hubs; where there is potential overlap. This could also provide a business opportunity for the Federation; to support the delivery of the referral hubs.
1. **Diabetes nurse specialists**
* Implementing with Latham House, with support from Diabetes Centre (Laura Willcocks)
* Two DSNs have started work. A third nurse has been identified who is due to start in September 2018.
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.
* An open day for patients has been planned for September 2018.
* Key review date in November 2018 to determine whether the project will continue into Year 2.
1. **GP TeamNet -** Harborough, SBL and Rutland and O&W Localities have indicated that they will move forward with GPTeamNet. SLAM and North Blaby are likely to follow suite. JW is progressing the implementation with Clarity Informatics. The plan will be for the Federation to hold the contract on behalf of our members. ***Action JW***
2. **H Pylori –** The majority of Practices have decided to provide an H Pylori service as a sub-contractor to the Federation. Empingham and Rosemead have decided not to take part in the scheme.

JW is implementing the sub-contracts with Practices wef 1st July 2018. ***Action JW***

1. **Primary Care Exchange** – Some Localities plan to develop a staff bank as part of their Transformation Plan. PCE could offer a solution.
2. **Teaching Academy –**

We met with the University 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 application is being updated with the eight participating Practices.

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

JW met with Sam Adcock from the South Leics Academy who are willing to work with the Federation.

JW has also met with Dave Steadman from the Jubilee Academy – see note from Dave to the University below;

*‘I had the chance to meet up with James Watkins today regarding the Federation Academy.  We had a productive chat about how there may be a positive way forward for our academy’s to work together. There are different forms this could take and we would of course want to include Sam Adcock at South Leicester Academy. In the first instance though, I wondered if you would have time to speak briefly on the phone in order for me to tell you more and get your initial thoughts?’*

JW to follow this up. ***Action JW***

1. **GDPR – DPO service**
	* The majority of the Practices have now signed up.
	* Practices now need chasing to complete the self-survey. ***Action JW / JM***
	* The plan is to hold a joint workshop with members in the autumn. ***Action JW / JM***
	* We will not be employing an additional staff member to support this scheme. As such, we will cap the fee charged to the practices and will not charge any further fees.
2. **Communications update**

The Transformation Fund pilot scheme to develop hub level web portal, integrated with social media and e-marketing approaches has been started with Rutland Healthcare. An update is included in the COO report.

The draft annual report is attached in the Board pack. Comments to be sent to Joe within a week or so. ***Action all***

1. **East Midlands GP Federation Networking Forum –**

**The Board agreed that we should continue membership of this Forum for a further year at a cost of £1,000.**

1. **Financial update**
* **FY17/18 end of year position –** the Draft accounts have been prepared. These will be available for shareholders at their meeting and submitted for approval at the next Board meeting. ***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.
1. **Board issues**
* No applications have been received for the vacancy in the Blaby & Lutterworth Locality. JW has circulated a further invitation for applications. We await a response. ***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 at College Court. JW to pursue sponsorship options. ***Action JW/JM***
1. **Date & venue of next meetings**

Thursday 4th October 2018 @ 7pm @ Syston Health Centre.

**Action Log**

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| --- | --- | --- | --- | --- |
| **Id** | **Detail** | **Responsible** | **Update** | **Status** |
| 1 | CQC registration | JW | JW spoken to CQC. We need a contract to trigger an application. | A |
| 2 | 4 Fed meeting follow up | RB/JW | Complete | G |
| 3 | Business Plan for FY19/20 | JW | To be drafted in Q3 | A |
| 4 | Follow-up with DHU | GC | RB/JW met Simon Harris | G |
| 5 | Follow-up with Tim Jones | GC | Completed | G |
| 6 | Winter scheme returns / payments | HP | All practices have now responded. Final payments to be completed. | A |
| 7 | Clarify £2/patient scheme with Tim Sacks | RB/JW | Completed | G |
| 8 | NHSE Pharmacists scheme implementation | JW | Finalising which practices will take part | A |
| 9 | Physio contracts  | JW | Harborough complete. O&W in hand | G |
| 10 | Urgent care tender; liaise with DHU | JW/GC/RB | In process | A |
| 11 | CBS contract – update accreditation and indemnity details | HP | In process | A |
| 12 | Correspondence management implementation | JW | Review report complete | 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. Good practice engagement. | A |
| 15 | GPTeamNet | JW | Option for transformation plan in some Localities | G |
| 16 | H Pylori contract | JW/GC | Implementation of sub-contracts | G |
| 17 | Teaching Academy | JW | Follow up with university | G |
| 18 | Blaby & Lutterworth Board Director vacancy | JW | No response to the advert | R |
| 19 | DPO; chase practices to complete self-assessment | JM/JW | To be completed | A |
| 20 | Wider involvement of practices | RB | Plan to be developed | A |
| 21 | Complete Board / shareholder removals | HP | In process | A |
| 22 | Policy development | JW | To be developed | A |
| 23 | VAT advice implementation | HP | Complete. | G |
| 24 | DSN recruitment | JW | Complete. | G |
| 25 | Demand management implementation | RB | Complete  | G |