ELR GP Federation Ltd

Minutes of the meeting of The Board of Directors

Thursday 4th October 2018 – Syston Medical Centre

**Present**: Dr G Chidlow (chair), K Whawell, J McCrea J Watkins, Dr N Chotai, H Patel

1. **Apologies** – Dr R Bietzk, Dr L Ryan**; the Board was not quorate**
2. **Urgent Care Bid**

Simon Harris (DHU) (SH) joined to discuss the bid. Key points;

* Tenders are due in on 12th October 2018.
* SH has circulated the draft bid.
* The Board commented on aspects of the bid; all comments to be fed back to SH who is coordinating the bid.
* Our Localities have been asked if they would be interested in providing part of the service; O&W and Rutland Localities and LHMP have expressed an interest in contributing to the delivery of the service.
* SH clarified the proposed commercial terms between DHU and the Federation; that would be based on a fixed fee plus profit share. The West Leics fixed fee is @ £60K based on a larger contract. SH will confirm the fixed fee element for the ELR contract asap.
* The Board expressed concern regarding the risk posed by a profit/loss share arrangement, given the tight margins. JW will propose a commercial model whereby the Federation receives a fixed fee plus a profit share above an agreed cap (ie, no exposure in the event of a negative surplus).

***Post meeting note;*** *DHU agreed to the model whereby the Federation is not exposed in the event of a negative surplus. After discussion, DHU have indicated that the fixed fee element will be @£48K.*

1. **Minutes of the meeting held on 30th August 2018.**

The minutes were confirmed as an accurate record.

1. **Matters arising** – covered in the agenda.
2. **COO Report**
3. **Strategy and roles and responsibilities - update**

* CQC registration – JW has spoken with CQC (Olivia Edwards) who have advised that we cannot register unless we are directly carrying out a ‘regulated activity’. As we currently sub-contract services to our member practices; we do not currently require our own registration and would be refused if we did apply.
* Independent Provider status to enable it to employ staff with NHS pensions; will be kept under review but will also be linked to us holding a relevant NHS contract.

1. **Business plan for FY19/20**

* JW tabled an updated income and expenditure forecast (attached at appendix 1) and highlighted the key assumptions included in order to brief the Board on the risks relating to the Federation’s sustainability from April 2019.
* The Board noted the risks which will be kept under close review.
* A key assumption relates to the Urgent Care contract; the outcome will be known in November 2018.

1. **Localities & transformation fund update**

* JW is updating the Locality reports and finance schedules for the Q2 CCG transformation fund panel meeting on 16th October 2018.
* Federation costs will be finalised with the Localities; using the Board approved pricing model as a guide. ***Action JW***
* A contract has been finalised between the Federation, Jamie Bell Physiotherapy Ltd and Market Harborough Medical Practice for a six month First Contact Physiotherapy pilot in the Harborough Locality. LMC Law advised on this contract.
* We are working on a similar arrangements as follows;
  + First Contact Physiotherapy contract for the Oadby and Wigston Locality
  + ECP/Visiting contract with DHU for the SLAM Locality and potentially the Rutland Locality
  + Contract with Clarity Informatics to enable all ELR member practices to have access to the GPTeamNet tool.

**The Board approved that the Federation should proceed with these contract arrangements to support its member practices. (Dr Rysz Bietzk confirmed approval by email)**

1. **Collaboration with West & City Federations / Community services re-design**

* Directors were content that Anu Rao will represent all Federations on the Integrated Community Board. A regular forum will be established to discuss the agenda and agree the Federations’ position, so far as possible. ***Action JW.***
* Rutland are the ELR pilot site as part of the Community services re-design project. RB to update. ***Action RB.***

1. **Winter Access scheme** 
   * Balance of funds to be distributed. ***Action HP/JW***
2. **NHS England; Clinical pharmacists in general practice Project**

* Rosemead have agreed to join the scheme.
* With Glenfield and Rosemead - we achieve the 90,000 patients.
* Due to the passage of time; practices have been asked to confirm that they wish to proceed.
* LMC law will then be asked to review the PSS contracts; costs to be shared.
* The Croft have indicated that they will require some consideration to act as a lead practice.
* Start date to be asap after contracts have been agreed. ***Action JW***

1. **Community Based Services and inter-practice referral process**

* HP is contacting our sub-contracting practices to update the schedule of fitters and their evidence to practice and indemnity certificates. ***Action HP***
* We have received a contract variation; a key element of which is to mandate the use of Quest. We have issued this to our sub-contracting practices and asked them to sign a confirmation that they have received and accepted this contract variation.

1. **Correspondence management**

* A project review has been completed for the STP outlining the progress of the project.
* JW will continue to work with the practices to implement the correspondence management tool. ***Action JW***

1. **Demand Management / Referral Hubs**

* RB/JW have finalized the quarterly report which has been sent to all six Localities with guidance on the top 4 specialties to focus on and the actions required.
* Practices have been asked to provide referral information for the month of October 2018 for the specialties identified; which will be discussed at the November Locality meetings. ***Action RB/JW***
* We were asked to assist with the CCG Referral Management work stream to potentially develop referral hubs. This needs to be followed up. This could also provide a business opportunity for the Federation. ***Action JW***
* Helen Mather will be invited to attend the next Board meeting to outline the Referral Support Service plans. ***Action JW***

1. **Diabetes nurse specialists**

* Implementing with Latham House, with support from Diabetes Centre (Laura Willcocks)
* Three DSNs have now been recruited.
* We held a review meeting with NHS England in September 2018 who were pleased with the progress that has been made.
* Anne Scott (ELR CCG) has agreed to assist with implementing a clinical governance process to assure this scheme. GC/JW to follow up. ***Action JW/GC***

1. **Rutland Patient App project (VitruCare)**

* Sub-contract agreements have not been developed with the Practices. However, there is good engagement with the practices.
* An open day for patients was held in September 2018.
* Two care homes and >40 patients have signed up to use the product
* We are now in the process of emailing invitations to our the Diabetic and hypertension cohort.
* Key review date in November 2018 to determine whether the project will continue into Year 2.

1. **GP TeamNet -** All six Localities have agreed to join the GPTeamNet project utilizing Transformation Funds. The Federation will hold the contract with Clarity Informatics on behalf of member practices. JW to implement. ***Action JW.***
2. **H Pylori –** The majority of Practices have decided to provide an H Pylori service as a sub-contractor to the Federation. Sub-contracts have been issued for a start date in July 2018.

1. **Primary Care Exchange** – At the annual shareholders meeting it was suggested that a ‘Locum Agency’ solution would be well received by practices and could generate useful revenue for the Federation. Primary Care Exchange could provide a solution. Jubilee have offered to support this initiative and JW will progress this. ***Action JW***
2. **Teaching Academy**

* Following discussion with the Jubilee and South Leics Academies and the University; we have been asked to consider an option of facilitating practices to join existing Academies
* JW will contact the prospective Federation Academy practices to ascertain their preferences and determine the best way forward. ***Action JW***

1. **GDPR – DPO service**
   * The majority of the Practices have now signed up.
   * Practices now need chasing to complete the self-survey.
   * We will hold a joint workshop in October 2018. ***Action JW / JM***
2. **Osteoporosis project**
   * JW / GC have met with Tim Jones and Sat Sanhu
   * The proposal is to trial a locality based ‘fracture liaison service’ to help prevent further fractures in the identified risk group.
   * Tim Jones will draft a business case for us to consider. JW/GC to work with Tim Jones to complete the business case.  ***Action GC / JW.***
3. **Communications update**

The Transformation Fund pilot scheme to develop hub level web portal, integrated with social media and e-marketing approaches with Rutland Healthcare is progressing well. JM is leading this project. ***Action JM***

A positive Annual Shareholders’ meeting was held on 25th September 2018.

1. **Financial update**
   1. **FY17/18 Accounts Financial accounts for the year ending 31st Match 2018**

The financial statements of the company for the year ended 31 March 2018 and the letter of representation to the reporting accountants, circulated with the Board papers, were considered. It was resolved (Dr Rysz Bietz confirmed approval by email):

1. That the financial statements as produced are hereby approved and that they be signed on behalf of the board by Dr R Bietzk
2. That the report of the directors as produced is hereby approved and that it be signed on behalf of the board by Dr R Bietzk

(c) That the letter of representation to the reporting accountants, Ballard Dale Syree Watson LLP, be hereby approved and that it be signed on behalf of the board.

In addition, no dividend would be paid in respect of the year ended 31 March 2018.

HP will arrange with Ballards for the accounts to be filed prior to the deadline.***Action HP.***

* **FY18/19 budget forecast –** the Board reviewed the updated forecast forFY18/19 which indicated a surplus based on the income streams that are known at this point, including a conservative estimate for the 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. A direct approach will be made to practices. ***Action JW***
* HP/JW to arrange for the shareholders who have left (Latham House, Kingsway, S Wigston & Oadby Central) to be removed. ***Action HP/JW***
* HP to check the arrangements for removing Narborough Health Centre. ***Action HP***

1. **Date & venue of next meetings**

Thursday 22nd November 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 | Fracture Liaison Service Biz Case | GC/JW | In hand | G |
| 5 | Winter scheme returns / payments | HP | All practices have now responded. Final payments to be completed. | A |
| 6 | Clarify £2/patient scheme with Tim Sacks | RB/JW | Completed | G |
| 7 | NHSE Pharmacists scheme implementation | JW | Finalising which practices will take part | A |
| 8 | Physio contracts | JW | Harborough complete. O&W in hand | G |
| 9 | Urgent care tender; complete with DHU | JW/GC/RB | In process | G |
| 10 | CBS contract – update accreditation and indemnity details | HP | In process | A |
| 11 | Correspondence management implementation | JW | Review report complete. Quarterly reviews to be implemented. | G |
| 12 | Clinical governance process for DSN project | GC/JW | Meeting held with Anne Scott. To be completed. | A |
| 13 | GPTeamNet | JW | Implement contract | G |
| 14 | H Pylori contract | JW/GC | Implementation of sub-contracts | G |
| 15 | Teaching Academy | JW | Follow up with practices | G |
| 16 | Blaby & Lutterworth Board Director vacancy | JW | No response to the advert | R |
| 17 | DPO; chase practices to complete self-assessment & hold workshop | JM/JW | To be completed | G |
| 18 | Wider involvement of practices | RB | Plan to be developed | A |
| 19 | Complete Board / shareholder removals | HP | In process | A |
| 20 | Policy development | JW | To be developed | A |
| 21 | VAT advice implementation | HP | Complete. | G |
| 22 | Demand management identify Localities’ priority areas and feedback | RB/JW | Complete | G |
| 23 | Referral Support Service – invite H Mather | JW | Complete | G |
| 24 | File 17/18 accounts | HP | In hand | G |
| 25 | Organise share transfers | HP/JW | In hand | G |
| 26 | Determine approach for Narborough shares | HP/JW | TBD | A |

**Appendix 1**

