ELR GP Federation Ltd

Minutes of the meeting of The Board of Directors

Thursday 22nd November 2018 – Syston Medical Centre

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

1. **Apologies** - none
2. **Urgent Care Bid**

Simon Harris (DHU) (SH) joined to discuss the successful tender and the next steps. Key points;

* We have been advised that our partnership bid has been successful
* We are currently in the standstill period; with the intention that the contract is finalised on 28th November 2018.
* JV Board needs to be set up with 2 or 3 reps from the Federation and the same number from DHU. An independent chair will be appointed.
* Mobilisation meetings will be set up. ***Post meeting note; first meeting scheduled for 8th January 2019, and weekly thereafter until mid-April 2019.***
* The TUPE consultation process will be started with the existing Vocare employees.
* Initial focus is on recruiting ANPs and GPs.
* The North Blaby site is still to be finalized but is likely to be Enderby Leisure Centre.
* JW will follow-up with the six Localities to establish the level of interest in providing part of the service. (O&W, and Rutland Localities; LHMP and MHMP have expressed an interest in contributing to the delivery of the service). ***Action JW***
* DHU have advised that the Federation’s fixed fee will be @ £48K and that there will be a profit share above a capped level; so that the Federation is not exposed to the risk of sharing a negative surplus. Details to be finalized. ***Action JW***
1. **Minutes of the meeting held on 4th October 2018.**

The minutes were confirmed as an accurate record.

1. **Matters arising** – covered in the agenda.
2. **COO Report**
3. **LLR Federations joint working**
* A positive joint Coolaborative LLR Federations meeting was held on 16th November 2018;
	+ Topics of discussion included Community Based Services, Diagnostic Hubs, RSS, Alliance Opportunities and GPFV implementation
	+ It was agreed to work together on projects, as appropriate
	+ Integrated Community Board papers were shared
	+ Next meeting to be held on 20th December 2019
1. **Business plan for FY19/20**
* An updated income and expenditure forecast for FY18/19 and draft budget for FY19/20 were reviewed. Key points;
	+ - A healthy surplus @ c.£40K will be generated in FY18/19 due to the support that the Federation is providing for the implementation of the Transformation Projects. This is important, as the income streams for FY19/20 are not as secure at the moment.
		- The draft budget for FY19/20 is currently showing a deficit. Key income streams in FY19/20 include;
			* Demand management @ c£25K (TBC)
			* Urgent Care (DHU) @ c£41K (net of VAT)
			* Locality Support (£ TBD)
			* RSS / FLS (£ TBD)
			* H Pylori, CBS, GDPR (£10-15K)
			* Other CCG projects (£ TBD)
* After discussion, the Board decided not to ask Practices to support the Federation with a proportion of their LMC rebate.
* The Federation will register for VAT during 18/19 which will have an impact on future income streams
* JW to meet with CCG (Tim Sacks) to update on the Federation’s position and ascertain options for projects and funding in FY19/20. ***Action JW.***
1. **Localities & transformation fund update**
* The Federation is providing support to Localities in implementing their transformation fund projects.
* Funding arrangements for the Federation’s work are being finalised with the Localities; using the Board approved pricing model as a guide. ***Action JW.***
* The contract with Jamie Bell Physiotherapy Ltd and Market Harborough Medical Practice for a six month First Contact Physiotherapy pilot in the Harborough Locality is progressing well. Early indications are that GP time is being saved.
* Similar arrangements are being established as follows;
	+ 6 month First Contact Physiotherapy contract for the Oadby and Wigston Locality with Jamie Bell Physiotherapy Ltd; starting in December 2018.
	+ 6 month ECP/Visiting contract for three SLAM Locality practices with DHU; starting in December 2018.
	+ 3 month ECP visiting contract for Rutland practices with DHU; starting in January 2019.
* 12 month contract with Clarity Informatics to enable all ELR member practices to have access to the GPTeamNet tool starting in November 2018.
1. **Community services re-design**
* Rutland are the ELR pilot site.
1. **Winter Access scheme**
	* Balance of funds to be distributed. ***Action HP***
2. **NHS England; Clinical pharmacists in general practice Project**
* Rosemead have agreed to join the scheme.
* Enderby have withdrawn.
* Due to the passage of time; practices have been asked to confirm that they wish to proceed.
* NHS E have confirmed that we can proceed with two pharmacists in the first instance.
* LMC Law will then be asked to review the PSS contracts; costs to be shared.
* Start date to be asap after contracts have been agreed. ***Action JW***
1. **Community Based Services**
* HP has contacted our sub-contracting practices to update the schedule of fitters and their evidence to practice and indemnity certificates. ***Action HP***
* It is important that practices use Quest going forward; which will be the basis for future payments.
1. **Correspondence management**
* A positive review took place at the LLR workshop on 24th October 2018.
* Our contract provides a further 15 months of support from Practice Unbound. We will arrange quarterly support / review sessions with our participating practices. ***Action JW.***
1. **Demand Management**
* RB/JW have circulated the report to all six Localities with guidance on the top 4 specialties to focus on and the actions required.
* Practices have returned referral information for the month of October 2018 for the specialties identified; which will be discussed at the November Locality meetings. ***Action RB / JW.***
1. **Referral Support Service (RSS)**
* Helen Mather, Sue Sutton and Simon Carr joined the Board to update on the RSS.
* ELR and City CCGs have agreed to work with the Alliance to develop a model (see diagramme below) to shift more activity into the community in the following specialties;
* ENT
* Dermatology
* General Surgery
* Orthopaedics
* Rheumatology
* A commissioner service specification was issued in November 2018.
* An Alliance implementation group has been meeting which includes patient representation, primary and secondary care clinical representation as well as finance, operational and contracting teams.
* The group has been working through the processes, financial model, contracting requirements and capacity and demand implications associated with providing triage and treatment services.



* This is an opportunity for ELR GP Federation to manage the provision of both the triage and treatment elements of the model.
* The Alliance will hold the contract; who could sub-contract to PCL / Federations.
* **Next steps;**
* Engagement with all key stakeholders, in particular GPs, to develop an efficient process.
* Finalise capacity plan for provision of triage and treatment in primary care.
* Implement Standard Operating Procedures and IM&T solutions.
* Finalise the financial model to ensure the service can:
* Adequately remunerate clinicians (GPSIs etc.) for providing triage and treat services.
* Ensure the Alliance is able to cover the overheads for the administration of the service.
* Ensure commissioners pay less than they would have done had patients been treated in secondary care.
* JW/RB to meet with Helen Mather to update on Demand Management work in ELRE and discuss next steps for RSS in ELR. ***Action JW / RB.***
* JW to establish what skills / GPSIs there are in ELR. ***Action JW***
1. **Diabetes nurse specialists**
* The service is being Implemented with Latham House, with support from Diabetes Centre (Laura Willcocks)
* Three DSNs have been recruited; who continue to provide a valuable support to identified LLR practices.
* GC/JW to develop a clinical governance process to assure this scheme. ***Action JW / GC***
1. **Rutland Patient App project (VitruCare)**
* Three care homes and >90 patients have signed up to trial / use the product
* There has been a glitch with the system which has been resolved and will result in an extension to the contract. ***Action JW***
1. **GP TeamNet**
* All six Localities have agreed to join the GPTeamNet project utilizing Transformation Funds.
* The Federation has agreed a contract with Clarity Informatics on behalf of member practices.
* A project implementation team has been put in place which includes a lead from each Locality, JW and Kati Makepeace from Clarity Informatics
* 5 introductory workshops have been organized.
1. **H Pylori**
* The majority of Practices have decided to provide an H Pylori service as a sub-contractor to the Federation.
* 13 practices submitted returns in Q2.

1. **Locum service**

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. Options include; Primary Care Exchange and GPTeamNet - JW will progress this. ***Action JW***

1. **Teaching Academy**
* Oakham, MOSS, Uppingham and Billesdon practices have decided not to proceed at this time
* The Federation is supporting the remaining practices to liaise with the Jubilee and South Leics Academies
* We will maintain contact with the Jubilee and South Leics Academy Leads to explore options for joint working. ***Action JW***
1. **GDPR – DPO service**
	* Some practices now need chasing to complete the self-survey. ***Action JW / JM***
	* We held a workshop for all members in October 2018.
2. **Fracture Liaison Service (FLS) project**
	* The proposal is to trial a locality based ‘fracture liaison service’ to help prevent further fractures in the identified risk group.
	* A draft business case was attached in the Board papers.
	* The Board confirmed that the business case should be submitted to the CCG for its consideration. ***Action GC / JW.***

1. **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.

1. **Financial update**
* **FY18/19 budget forecast & draft budget for FY19/20–** the Board reviewed the updated schedules – see Business Plan section of COO report above.
1. **Board issues**
* Louise Ryan will be standing down from the Board but has agreed to serve a notice period to allow a replacement to be appointed.
* JM to publish an advert for Louise’s replacement. ***Action JM***
* No applications have been received for the vacancy in the Blaby & Lutterworth Locality. A direct approach will be made to practices. If unsuccessful, the Board will consider co-opting someone onto the Board. ***Action JW / all.***
* HP/JW are arranging 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 10th January 2018 @ 7pm @ Syston Health Centre.

**Action Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Detail** | **Who** | **Update** | **Status** |
| 1 | CQC registration | JW | JW spoken to CQC. We need a contract to trigger an application. | A |
| 2 | Business Plan for FY19/20 | JW | To be drafted in Q4 | A |
| 3 | Meet with Tim Sacks re projects / funding options | JW | Complete | G |
| 4 | Fracture Liaison Service Biz Case | GC/JW | In hand | G |
| 5 | Winter scheme returns / payments | HP | Completed | G |
| 6 | Clarify £2/patient scheme with Tim Sacks | RB/JW | Completed | G |
| 7 | NHSE Pharmacists scheme implementation | JW | Finalised the practices will take part. Portal updated, subject to PSS confirmation. Emailed NHS E to confirm next steps.  | A |
| 8 | Physio contracts  | JW | Harborough and O&W complete.  | G |
|  | Finalise Federation TF fee arrangements | JW | Complete | G |
| 9 | Urgent care tender; complete with DHU | JW/GC/RB | Contract awarded. Implementation phase. | G |
| 10 | Urgent Care; * Follow up Localities / Practices
* Finalise sub-contract
 | JWJW | In handIn hand | G |
| 11 | CBS contract – update accreditation and indemnity details | HP | In process | A |
| 12 | Correspondence management implementation | JW | Review report complete. Next quarterly reviews scheduled. | G |
| 13 | Clinical governance process for DSN project | GC/JW | Meeting held with Anne Scott. To be completed. | A |
| 14 | GPTeamNet | JW | Contract signed. | G |
| 15 | H Pylori contract | JW/GC | Implementation of sub-contracts | G |
| 16 | Blaby & Lutterworth Board Director vacancy | JW | No response to the advert | R |
| 17 | O&W Director recruitment | JW/JM | Advert placed. Two EOI. | G |
| 18 | Meet with Helen Mather re RSS next steps | JW / RB | Complete | G |
| 19 | Establish skills / GPSIs in LLR for RSS | JW | In hand | G |
| 20 | DPO; chase practices to complete self-assessment & hold workshop | JM/JW | To be completed | A |
| 21 | Wider involvement of practices | RB | Plan to be developed | A |
| 22 | Complete Board / shareholder removals | HP | Complete | G |
| 23 | Policy development | JW | To be developed | A |
| 24 | VAT advice implementation | HP | Complete. | G |
| 25 | Demand management identify Localities’ priority areas and feedback | RB/JW | Complete  | G |
| 26 | File 17/18 accounts  | HP | In hand | G |
| 27 | Locum service next steps | JW | TBC | A |
| 28 | Complete FLS Business Case | JW / GC | In hand | G |
| 29 | Determine approach for Narborough shares | HP/JW | TBD | A |