ELR GP Federation Ltd

Minutes of the meeting of The Board of Directors

Thursday 10th January 2019 – 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. **ELR Urgent Care Centres mobilisation**

Simon Harris, Stephen Bateman, Peter Quinn from DHU (SH) joined to discuss the successful tender and the next steps. Key points;

* Weekly mobilisation meetings have been set up. JW will attend.
* There will be fortnightly commissioner mobilisation meetings; JW / SH will attend.
* Agreed that the JV Board needs to be set up with **3 representatives** from the Federation and the same number from DHU.
* Peter Quinn will forward the draft JV legal documents to JW for the Federation to review. ***Action PQ / JW***
* An independent non-voting chair will be appointed. DHU currently work with Steve Atkinson (SA) (ex CEO for Hinckley & Bosworth District Council) in other LLR contracts (eg, West Leics UCC). It was agreed that we should approach SA for the ELR UCC contract. DHU to forward SA’s CV to JW. ***Action DHU***
* We agreed to use the name ‘DHU East Leicestershire & Rutland’ as the name for the JV CIC. This would enable flexibility for the JV to take on non-Urgent Care projects as opportunities arise.
* HP advised that the Federation will have to register for VAT. Peter Quinn agreed to advise further on this. ***Action PQ***
* Peter Quinn confirmed that all staff working for the JV will be covered by DHU’s indemnity scheme.
* The TUPE consultation process has started with the existing Vocare employees.
* The key focus is on recruiting ANPs and GPs.
* A key challenge will be to re-focus the service on providing the majority of appointments as booked appointments, rather than walk-in.
* 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.
* O&W Locality, LHMP and MHMP have expressed an interest in contributing to the service delivery.
1. **Minutes of the meeting held on 22nd November 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 LLR Federations meeting was held on 20th December 2018.
* The Board agreed that it is sensible to maintain active dialogue with the other LLR Federations.
* The next joint meeting is scheduled for 22nd March 2019. ***Action JW / RB***
1. **Business plan for FY19/20**
* JW/HP tabled an income and expenditure update for FY18/19 (appendix 1) and a forecast for FY19/20 (appendix 2).
* HP advised the Board that the Federation will need to register for VAT. HP will determine the timescale for this. ***Action HP***
* The Board reviewed these schedules and noted that the draft budget for FY19/20 still shows a deficit.
* JW updated the Board that he had met with Tim Sacks (TS) to discuss the Federation’s Business Planning assumptions for FY19/20.
* TS had indicated that the CCG would seek the Federation’s support on key projects in return for payment @ approx 25p per patient (£82K). This would help the Federation to remain sustainable into FY19/20.
* Options for CCG work include demand management and diagnostic services support however, this requires further work. JW / RB to follow up with TS. ***Action RB / JW***
* Louise Ryan (LR) advised the Board on the work that a paediatric registrar is doing at Central Surgery in Oadby to improve the management of asthma in children. LR will introduce the registrar to JW / RB. ***Action LR***
* The Board discussed that Locality based diagnostic hubs could make a lot of sense. JW to pursue. ***Action JW.***
1. **Localities & transformation fund update**
* JW update the Board regarding the ongoing support that the Federation is providing to the Localities in implementing their transformation fund projects.
* The Federation is now holding the following contracts on behalf of practices.

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| --- | --- | --- | --- |
| **Locality** | **Contractor** | **Project**  | **Duration** |
| Harborough | Jamie Bell Physiotherapy Ltd | First Contact Physio | 6 months |
| O&W | Jamie Bell Physiotherapy Ltd | First Contact Physio | 6 months |
| SLAM | DHU | ECP | 6 months |
| All | Clarity Informatics | GPTeamNet | 12 months |
|  |  |  |  |

* We are working on an ECP contract for Rutland with DHU – although DHU have expressed concern regarding their capacity to deliver this. ***Action JW / RB***
* The First Contact Physio contracts are progressing well; patients are being provided with an improved service and GP time is being saved.
* JW is working with the respective Localities to finalise the Federation fee arrangements. ***Action JW***
1. **Winter Access scheme**
	* Jamie Barrett has advised that NHS England have not made any additional winter funding available this year.
2. **NHS England; Clinical pharmacists in general practice Project**
* NHS E have confirmed that we can proceed with two pharmacists in the first instance.
* Awaiting NHS E confirmation that we can proceed with patient population @ just under 60,000
* LMC Law will then be asked to review the PSS contracts; costs to be shared.
* PSS have been acquired by McKesson UK.
* James Bowman (PSS) has confirmed that the terms of the original ‘deal’ will be honoured.
* JW to progress. ***Action JW***
1. **Community Based Services**
* HP is confirming with our sub-contracting practices their schedule of fitters and their evidence to practice and indemnity certificates. ***Action HP***
1. **Correspondence management**
* Our contract provides a further 15 months of support from Practice Unbound.
* A quarterly support / review session with our participating practices was held on 9th January 2019.
* We will arrange for an update workshop to be held after Easter 2019. ***Action JW***
1. **Demand Management**
* RB has completed reports for each Locality – identifying key trends and areas for further investigation / training / service development.
* We have presented these reports to the Localities to facilitate discussion and debate between Practices on areas for further work and investigation. There has been very positive feedback from the Localities and some tangible examples of where Practices have made changes to reduce the number of referrals made into secondary care.
* There has been an observable reduction in overall referrals across ELR.
* We need to secure CCG funding to continue the Demand Management project into FY19/20. ***Action JW / RB***
1. **Referral support service (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
* 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.
* The Alliance will hold the contract; who could sub-contract to PCL / Federations.
* This is an opportunity for ELR GP Federation to manage the provision of both the triage and treatment elements of the model.
* JW has asked practices to identify skills / GPSIs in ELR. The responses so far are shown in the table below.

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| **Specialty** | **Name** | **Practice** |
| ENT | Dr Gareth ChidlowDr Fahreen DhanjiDr Liz Loughridge | CountyLHMPLHMP |
| Rheumatology | Dr Hugh Delargy | MHMP |
| Dermatology | Dr Sach Hirani Dr Tom BlakeDr Nigel Stollery Dr Juliet Dover | LHMPMHMPKibworthSevern |
| Opthamology | Dr Geetisha Hirani Dr Mark Yates | LHMPMHMP |
| MSK | Dr Paul Atkinson  | LHMP |
| Gastro / Surgery | Dr Bash Miri | LHMP |

* **Next steps;**
* Alliance / CCGs to finalise the capacity plan for provision of triage and treatment in primary care.
* Alliance / CCGs to finalise the financial model to ensure that there are sufficient resources to fund the triage and treatment package offer
* Ensure commissioners pay less than they would have done had patients been treated in secondary care.
* EOI to be sought to provide the triage and treatment services
* Orthopaedic specs likely to be released in Jan/Feb; and will be followed by dermatology
* Federation to prepare to respond to the specs
1. **Diabetes nurse specialists**
* Three DSNs continue to provide a valuable support to identified LLR practices.
* West Leicestershire CCG , who commission the service on behalf of NHS E, are pleased with the progress that has been made.
* GC/JW have met to develop a clinical governance process to assure this scheme. JW now needs to write up the approach for Board consideration. ***Action JW***
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 will result in an extension to the contract. JW to follow up. ***Action JW***
1. **GP TeamNet**
* All six Localities have signed up to the GPTeamNet project utilizing Transformation Funds.
* The Federation has finalised a contract with Clarity Informatics.
* 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 held.
* The Locality leads will meet with Clarity Informatics on 17th January 2019 to determine how to use the tool to facilitate Locality and ELR wide working. ***Action JW***
* A number of Localities plan to utilisie the Transformation Fund to extend the contract for a second year. ***Action JW***
1. **H Pylori**
* The majority of Practices have decided to provide an H Pylori service as a sub-contractor to the Federation.
* Q3 returns have been collated and the returns will be submitted to PCL. ***Action HP***

1. **Locum service**

Options include; Primary Care Exchange and GPTeamNet. ***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 need to determine the best approach for our practices for FY19/20. ***Action JW / JM***
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.
	* The Board agreed not to propose a risk share model and that the Federation’s costs should come from the admin charge element.
	* The business case will be completed and submitted for the CCG to consider. ***Action JW / GC***
	* Consideration to be given to the DHU JV employing the nurses. ***Action 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 - the new Rutland hub has now been launched.
1. **INR STAR**
* The CCG will cease funding INR STAR wef April 2019.
* The Federation will identify the best provider and negotiate the best deal on behalf of practices. Two providers are being considered; LuminarDX and DAWN. ***Action KW / JW***
1. **Second blood collection**
* 19 practices have indicated that they wish to procure a second blood collection
* JW / Tracey Knight have met with UHL
* UHL advised that there is compelling evidence that the lack of a second collection is resulting in many unnecessary referrals to ED etc
* Therefore, before negotiating for a discrete service, UHL will clarify whether the CCGs will pay for a second collection.
1. **Board issues**
* Oadby & Wigston vacancy; we have received one application from Robert Whitehead, Practice Business Manager at Bushloe Surgery.
* JW to write to the O&W Practices to give opportunity for any objections to be raised. Assuming that there are none, Robert will be appointed to the Board. ***Action JW***
* No applications have been received for the vacancy in the Blaby & Lutterworth Locality. The Board will consider co-opting someone onto the Board.
* The shareholders who have left (Latham House, Kingsway, S Wigston & Oadby Central) have been removed and their replacements added.
* HP to check the arrangements for removing Narborough Health Centre. ***Action HP***
* Nainesh Chotai and Gareth Chidlow gave notice of their intention not to stand for re-election at the end of their terms.
1. **Date & venue of next meetings**

Thursday 22nd February 2019 @ 7pm @ Syston Health Centre.

**Action Log**

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| **Id** | **Detail** | **Who** | **Update** | **Status** |
| 1 | CQC registration | JW | JW spoken to CQC. We need a contract to trigger an application. | G |
| 2 | Business Plan for FY19/20 | JW | To be drafted in Q4 | A |
| 3 | Follow-up meeting with Tim Sacks re projects / funding options | JW / RB | Complete | G |
| 4 | Fracture Liaison Service Biz Case | GC/JW | 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 |
| 9 | Finalise Federation TF fee arrangements | JW | Complete | G |
| 10 | Urgent Care; * Follow up Localities / Practices
* Finalise JV legals
 | JWJW | In handIn hand | G |
| 11 | CBS contract – update accreditation and indemnity details | HP | In process | A |
| 12 | Correspondence management workshop | JW | In hand. | G |
| 13 | Clinical governance process for DSN project | GC/JW | Gareth advised on the approach. To be completed. | A |
| 14 | GPTeamNet – Y2 quote / implementation | JW | Contract signed. Quote obtained for Y2. | 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 | Robert Whitehead appointed. | G |
| 19 | Establish skills / GPSIs in LLR for RSS | JW | In hand | G |
| 20 | DPO; chase practices and determine the approach for FY19/20 | 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 registration | HP | In hand. | G |
| 25 | Demand management identify next steps and funding for FY19/20 | RB/JW | In hand | G |
| 26 | File 17/18 accounts  | HP | Complete. | G |
| 27 | Locum service next steps | JW | TBC | A |
| 28 | Diagnostic hubs proposal | JW | TBC | G |
| 29 | Determine approach for Narborough shares | HP/JW | TBD | A |
| 30 | Rutland ECP pilot | RB / JW | Not progressed due to DHU lack of capacity | A |
| 31 | RSS - preparations | JW |  | A |
| 32 | INR – obtain quotes & implement | JW / KW |  | G |

**Appendix 1 – Budget update – FY18/19**



**Appendix 2 – Budget forecast for FY19/20**

