

Minutes Directors Meeting Amber Valley Health 16/7/18

Attendees: Justine, Kaysia, Anne, Nic

1. Conflicts of interest:
 - a. Anne informed group of previous partnership at Ivy Grove Surgery.
2. Update on progress:
 - a. Discussed September Rota, only Nic has viewed the working document, all directors were happy to fill rota gaps as able but had not submitted rota to Cheryl and this has left 40 unfilled slots. **All will therefore complete September rota with availability and review if there are still unfilled shifts.**
 - b. Discussed role of decision making as a director group, agree that the purpose of electing directors was to allow us to make decisions that we are then able to inform the organisational group of, rather than waiting for the organisational group to finalise the decision. **Nic will check original company paperwork to check this is right**
3. Insurance:
 - a. All agree this is a necessity, actually need to have in place for CCG according to their most recent FAQs. Towergate not able to provide quote. Move forward with MPRS quote. **Kaysia to inform Marion and start process**
4. Director Roles:
 - a. Not entirely sure which roles need a nominated lead, but agree to the following:
 - i. Justine – HR/staffing/complaints
 - ii. Kaysia – Safeguarding/CQC
 - iii. Anne – Prescribing/“audit”
 - iv. Nic – Finance/IT
 - v. All directors to be jointly responsible as clinical lead
5. Remuneration Rate:
 - a. Discussed current hourly rate and that as not acting as clinicians this should be reflected in the rate. CCG precedent of £80/hr agreed. **To discuss at AVH meeting 19th July, Justine to inform Cheryl to add to agenda**
 - b. Discussed nominal amount for the responsibility and accountability related to directorship. Kaysia shared information of similar scenario of a “zero-hours” director to give guidance on pay for this. Agreed £450/month starting from 1st August and to continue to claim hourly rate for work done, but to accept that this payment

includes money for basic email time. **To discuss at AVH meeting 19th July, Justine to inform Cheryl to add to agenda**

6. Processing pathology requests:

- a. Item raised as A practice not currently able to supply a pathology code for requests that will be made by service. Not entirely clear discussions their end which we need to clarify. Discussed potential solutions of: reduced time for patients and AVH reviewing results; payment to practice to review results; use of a different pathology code e.g. nurse to allow allocation of results differently. Agree need to clarify the issue and take forward from there. **Nic to email lead GP/PM**

7. Nurse appointments and work spec:

- a. Discussed difficulty in getting agreement between practices about what should/shouldn't be available from service in nurse/HCA time. Agree between group that this decision should fall to working group and not necessarily need discussion from operations group. Would then need to be open to feedback and alteration in service as needed. Scope for clinics covering ECG/Spiro/Dressings/Phlebotomy/Chronic disease.
- b. Initial focus will be on dressing clinic as this works for pilot place. Logically, having appointments available to the practice nursing teams would mean could be HCA run and appropriate dressing supplies could be given to patients when appointment booked. **Justine to liaise with Cheryl about dressing clinic spec and proposed start date**

8. AOB:

- a. Marion: Kaysia raised planned retirement in March 2019, can/should she be working for AVH following this. All in agreement that this is not only allowed but would be seen as a positive from our perspective. Currently pay is via Somercotes Medical Centre, so not sure what would happen with this. **Kaysia to discuss with SMC partners about ongoing "zero hours" employment for payrole**
- b. Practice Managers:
 - i. Discussed current managers meetings which are focussed on AVH work/business prior to operations group, need to think how this will be altered in the future as now seems not all need to be involved in the same way as the company structures etc. are now in place.
 - ii. Discussed some friction between managers as altered roles compared to previous, especially in trying to organise the SLA for the hub. Need to work as directors to support Cheryl/Marion wherever possible as appreciate that service relies on their hard work/desire to get it running. **Kaysia to speak to Marion, Nic to Cheryl**

- iii. Discussed “on call” manager in September. Agree £10/hr on call rate would be sensible and then normal hourly rate upon arrival at hub, to be reviewed on monthly basis depending on what is involved. **Nic has spoken to Cheryl and actually for September there will be a manager on site on a daily basis (financially this is allocated from 30p additional funding)**
- iv. Discussed whether Cheryl/Marion should be at these meetings – agree would make sense as they have a lot of knowledge we might need to make a decision. Agreed invite to next meeting

Proposed date for next meeting: Monday prior to next operations group meeting. Ideally Monday 20th August and OGM 23rd, but to discuss this in OGM on 19th.

Actions:

Who	What	When
All	Complete and send Sept rota with availability	Before 8am 20 th July (Cheryl needs before this)
Nic	Review company paperwork for director role/scope information	Prior to next Director’s meeting
Kaysia	Email Marion about insurance	Before 20 th July
Justine	Email Cheryl to add “Directors Roles/Renumeration” to AVH meeting agenda	Before 18 th July
Nic	Email re: pathology	Send initial email before 21 st July, set deadline for completion 10th August
Justine	Working group with Cheryl to create dressing clinic	To have initial spec/plan for review 3 days prior to next Director’s meeting
Kaysia	Discuss Marion with SMC partners	When possible, prior to March
Kaysia/Nic	Speak to Marion/Cheryl – check if support needed and if so,	By 21 st July

	what?	
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