

MINUTES OF MEETING - 16 August 2018

Present: Julie, Simon, Cheryl, Charmagne, Jane, Sharon, Marion, Yolanda, Suki, Nic, Marcus

Apologies: Kaysia, Anne, Justine, Amanda

1. IT

- Nic/Marion met with Paul, Vaughan and Carol Foster to try and progress IT - seems we have dropped into a black hole. Marion then met with David Hill - suggests that we have a data sharing agreement signed (will be more for when staff have practices added to their own smartcards). Need to have the MIG link on practice websites.
ACTION - Cheryl to circulate on email.
- Process has started to arrange GP hub model for SystmOne for appointment booking. They have a deadline of 21 Aug to have in place. Cheryl will be the administrator. Need a protocol for remote booking of appointments for both SystmOne and EMIS. We need to arrange for the hub to be available at the EMIS practices as a matter of urgency as we can set up a plan B for SystmOne practices to be able to book appointments through Parkside. We also need to get EMIS onto the PC's at Jessop (this has since been done).
ACTION - Cheryl to arrange protocol and chase David Hill.
- Smartcards - these have been arranged as fall-back cards which we can use for now to get set up with the agreement that we will switch to individual cards within 12 months. Cheryl has these and is looking at set up on SystmOne and EMIS and will contact practices as needed.
- Pathology code for Ivy grove - this has been agreed as a dummy code which they are waiting for.
ACTION - Charmagne will let Cheryl have when available.
- Smear appointments - just waiting to set up process for smear forms once appointments booked.
ACTION - Cheryl to liaise with Justine.

2. Finance

- Bank account - has taken some time as needed to make changes at companies house. Directors need to sign terms and conditions and need to issue share certificates before 1 Jan 2019. Will need an MOU between DCHS and AVH as their share of the funding will need to come to AVH. Contract information has arrived from CCG/NHSE as an APMS contract - 250 page document - includes items such as home visiting (??). CCG have suggested meeting each 'hub' to discuss in more detail.

ACTION - Marion to issue share certificates.

ACTION - As the bank account is not likely to be set up before 1st payments due to ask Carol Foster to pay 30ppp into Somercotes account and Sept provision of service monies. Cheryl to do in Marion's absence (will need bank account details from Carol Rice).

ACTION - Nic to speak with Ian Lawrence re MOU.

- Transformation/resilience monies - agreed that we would work as AVH for these funds. CCH need email confirmation of this. Resilience monies are 14ppp - need a meeting to see what we can do (share protocols, active signposting, share significant events).

ACTION - Nic to email Carol Foster to advise that we are working as AVH.

3. Any other business

- First steps letter asking for support re cessation of funding - discussed thoughts that we may get a few of these requests and how do we support them all. Perhaps first step is to ask CCG to clarify funding cuts and how these will affect general practice. ACTION - Cheryl to send a letter on behalf of AVH.
- Wound care Ivy Grove - Request from Steve Lloyd, Clinical director not to stop providing this service and that it is being looked at as a matter of urgency by the CCG, to be sorted by 31 March 2019. Ivy Grove are currently reviewing their decision. Discussed and agreed that we should discuss in practices to see how best we can support Ivy grove. ACTION - to be discussed in all practices.
- Hub event - staff were expecting training and some not happy that they are having to find their own although all directors have offered to train other clinical staff as needed. Other feedback positive that they could see where working and presentation informative.
- Hub boxes - Cheryl is sourcing and will let Julie have the sizes.
- PQS - plans submitted by Andy - doesn't expect any issues- using RADAR information for August as a benchmark (though not yet available). ACTION - Julie will check with Andy that we are using August data as some information will need printing in practices.
- Future meetings - agreed that these will be 3rd Thursday monthly as follows: 20 Sept, 1 October, 15 November (all meetings to start at 1.15pm at Jessop MP, Leabrooks). ACTION - all please note.
- SLA - Rob Hill sent through some comments on the SLA - Julie will check with partners. Marion left Julie with the 2 signed copies so can be signed if everything OK. One copy to be returned to Marion. ACTION - Julie to arrange signing of SLA.
- Website - Michael is currently working on - needs a contact us point. Until we have an AVH email address - all contact to be sent through to Cheryl's email address.

- Signs - discussed signage and agreed - Julie to source. Leaflets to match signage - Charmagne to source. Simon has done the patient screen information which he will match to the leaflets and signs. This is to be added to each practice TV screen.
- Special resolution for articles of association - Nic has suggested a special resolution to amend articles around directors remuneration - please read and email him if you agree.

Next meeting - 20 September - 1.15pm at Jessop MP, Leabrooks
(Apologies - Cheryl and Sharon)