

## Minutes Directors Meeting Amber Valley Health 14/1/19:

### 1. Action Points from last Meeting:

- a. **DNA audit:** to be circulated to practice managers and discussed organisational group meeting. Feel we need to address at practice level.
- b. Room cost: To leave for now as no winter pressures money.
- c. PPG event: planned for May with Place Alliance Group (PAG). To include the Belper practices.
- d. Clinician Handbook: JR to forward EMIS info to NH and NH to collate/update for circulation.
- e. Monthly email: This worked well for update in Jan. Agree aim to send with rota as one email if possible next month. CA to send.
- f. Resilience Money: Still chasing. NH will email Rob Hill again.
- g. RAIDR: has been organised for Feb OG meeting.
- h. NHS Pensions: No fixed time on how long this takes, HMRC about 6weeks. Will discuss in OG meeting
- i. Patient Survey: has been started, hopefully discuss results next time.
- j. Website: Anne has info, waiting to upload.

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### 2. Significant events:

- a. IGS letter reviewed, AVH outcome that need to email to ensure clinical staff do not have other commitments while on shift. **CA to email.**
- b. 3 identifiers - done and email sent round with last monthly update.

### 3. Hub Issues (CA):

- a. Feb - No HCAs offering to do shifts at the moment.
- b. Flu jab at hub. All agree need to remind clinical staff of limitations of hub work and use of Jessops stock. **CA to update with monthly email.**

- c. USS requests. Will update clinical staff with monthly email. NH will ensure clear in Clinicians Handbook when updated. CA to email to staff.

**4. NHS Pension update (ML):**

- a. Need to consider becoming Pensions Authority. Will discuss at OG meeting.

**5. Communications:**

- a. Whatsapp group not talking. Perhaps because not needed currently. Directors will see if prompting for use after shifts/with queries helps.
- b. Monthly email seems a positive step to aid communications. Will continue.

**6. Transformation money (NH):**

- a. Money has been received. Into AVH account. Need to discuss at OG meeting about what to do with the money as only a rough plan exists. Already on the agenda to be discussed.

**7. Education events: (NH):**

- a. Would like to trial funded educational meetings, separate from QUEST, at place level. e.g. the funded DM meetings. All agree this seems a good idea, as long as not seen as replacement for QUEST by CCG. ?Transformation money could be used for this. Will discuss OG meeting.

**8. DPO:**

- a. This is Paul, the same person most practices are using. Form signed for CA to return.

**9. PM:**

- a. Now no PM on call, would like to show appreciation for this support over the 1st three months. JR will email PMs.

**10. "overtime" rules:**

- a. See email from HR. Additional payment is not necessary for AVH staff. But DCHS have internal rules. **NH will email Sharon to update and liaise with DCHS.**

**11. AOB:**

- a. Boxes in hub: are becoming a bit messy. CA will add tidying/refilling to the reception rota. Also need tape measure - CA will order.
- b. Meeting with CCG (clive) has been rescheduled.
- c. Discussed Marion's upcoming retirement. Discussed capacity in the operations managers. Would require Jane to commit further hours. Will check ok and then Marion arrange meeting to transfer financial work.
- d. Forum meeting discussed. Will email directors to see if any can attend. CA will be going to represent.
- e. F&F: Good feedback again. Will discuss at OG meeting.
- f. Info about appointment data discussed. Will see whether any practices have info they would like. CA reminded that all PMs can access/view the Hub appointment data if they like.
- g. CQC: Discussed whether we need to start working up the information they will need. Mixed views as unclear when we will need to register. AT is meeting with Chesterfield group and will get further info. CA will look at outline "KLOEs" etc to see what boxes would need ticking.
- h. Quarterly audits: Discussed clinician audits. AT will run again soon. Double checked insurance requirements - say same, initially quarterly and then as required/annual. AT to run 2nd audit of appointments in Feb.

**Action points following meeting:**

<b>Who</b>	<b>What</b>	<b>When</b>
Cheryl	Circulate DNA/ F&F audits to all practices	Before Jan OG meeting
Justine	To forward EMIS guide to NH	End of Jan
Nic	Update clinician handbook	Jan 2019
Cheryl	Send monthly email with rota if possible	With monthly email
Nic	Keep chasing resilience money	Update at next meeting
Cheryl	Add transformation money to OG meeting	In Jan OG meeting

Cheryl/Marion	Collate patient survey	Update next meeting
Anne	Upload documents to the website	Update at next meeting
Cheryl	SEA outcome - email to clinical staff to remind/ensure no other commitments while on shift.	Send with monthly email/rota
Cheryl	Remind clinical staff about use of Jessops stock	Update with monthly email.
Cheryl	Remind clinical staff USS need ordering by task	Update with monthly email.
Directors	Trial discussion of any issues in WhatsApp group when arise	Discuss next meeting
Justine	Email to PMs to thank for support	Before next meeting
Nic	Email Sharon to update position on overtime.	End of Jan
Cheryl	Add tidying boxed to reception rota	Update with monthly email
Anne	Discuss additional work with Jane	Update via email
Cheryl/Kaysia	Look at CQC requirements	Update next meeting
Anne	Discussed CQC registration with other organisations	Update next meeting
Anne	Clinician audits 2nd cycle	Feb 2019

Next meeting 11th Feb 7pm