

Minutes Directors Meeting Amber Valley Health 11/2/19: 7:00-9:15pm (2hrs 15mins)

Attendees: Marion, Cheryl, Anne, Justine, Kaysia, Nic

Apologies: Jane

1. Action Points from last Meeting:

- a. **Clinicians Handbook:** Not updated yet, will do by end of March so 6m review. **NH to complete**
- b. **Resilience Money:** Further email sent, no reply, will leave as standing item until received. **NH**
- c. **Patient Survey:** Running for 2m so still collecting data at the moment. **Review next meeting.**
- d. **Website:** documents uploaded, seem easy to access and password protected access.
- e. **Whatsapp:** seems to have been helpful especially in speed of communication.
- f. **CQC:** The CQC have issued statement that they are looking at this and will give further information to public/organisations when complete. AT has meeting in Feb where will discuss with Chesterfield group.
- g. **Audits:** Planned dates to run in Feb. **Feedback next meeting.**

2. Meeting with Clive (CA/ML):

- a. Positive meeting, discussed feedback loop from CCG to AVH and lack thereof. Discussed CCG not understanding how we are working and who we should be liaising with.
- b. Agree to share financial advice from lawyers with CCG/wider groups. **ML to circulate.**
- c. Follow up conference call booked. **Feedback from this at next meeting.**

3. Bank Holidays/Easter(CA):

- a. Agree Friday, Sunday and Monday are all bank holidays. Discussed oddity of this but agree similar to if xmas at weekend. Enhanced rates as previously on these dates and 2hr shifts. **CA to action on rota.**

4. New Contract/PCNs (all):

- a. Discussion around the new GP contract and development of PCNs. Agree as partners/member practices that we would imagine this to be same size group as AVH.

Discussion as directors/company that we are not the nominated representatives of PCN currently. Agree we have footprint of 2x PCN size so to keep this in mind with any discussions that are had in terms of resources.

- b. Discussed co-funded roles and how this could be enabled by AVH, no clear plan from CCG to how this would be put in place.
- c. Discussed 111 booking requirements as per new contract, still to be approved/clarified.
- d. Conference: Agree PMs would be attending in role for AVH.

5. Transformation money (NH):

- a. Discussion around allocation of money to AVH and what to do with this. Agree email back to CCG due to current set up and request money sent instead to member practice. AT volunteered TPS for this. **Agree and ML to action.**
- b. Discussion around who is accountable/responsible for transformation money and plan. Agree money should be going to practice level, but applied for plan together so need to demonstrate High Impact Actions etc as a group. **NH to email and discuss at OG meeting.**

6. Update from Lawyers

- a. Agree to share with Clive/CCG.
- b. Agree to share with PMs. **ML to action.**

7. Finances (ML):

- a. Reviewed 6m financial position. Will discuss at OG meeting also.
- b. Agree set up costs of company to be allocated to ext access finances.

8. AOB:

- a. **Discussed what to do in hub if open/close not arrived. Agree staff text/call CA.**
- b. **Clinical boxes:** Cheryl has plan and writing up stock lists. To add to reception job-list for ?weekend. **CA to action.**
- c. **Discussed shares/share certificates. NH will check against companies house and update latter prior to issuing.**

- d. **Discussed additional services** e.g. Nurses/HCAs could perform at hub. Agree swabs, will look at asthma reviews, spirometry again. CA to ask nursing staff to check who is able to perform.
- e. **DNA audit.** Agree stop phone call follow up to DNA as not needing data.
- f. JW has been updated on bank system. Need to remember to remove Marion once retired. Marion will be supporting for initial period of change over.
- g. **SLA:** 6m into contract, will offer review meeting to see if anything needs discussing. **CA to email.**

Action Points following meeting:

Who	What	When
Nic	Update clinician handbook	Jan 2019
Nic	Keep chasing resilience money	Update at next meeting
Cheryl/Marion	Collate patient survey	Update next meeting
Anne	Feedback to group following meeting in Feb	Update at next meeting
Anne	Clinician audits 2nd cycle	Feb 2019
Marion	Circulate advice from Lawyers to CCG/wider group	End of Feb
Cheryl/Marion	Update following CCG conference call	Update next meeting
Cheryl	Update rota for Easter	Prior to sending rota
Nic	Email around transformation money plan	Before OG meeting
Cheryl	Add Transformation Money to OG agenda	To be discussed OG meeting
Marion	Prepare finances to update group	OG meeting
Cheryl	Update staff re: open/close; update on DNA auditing	Update via monthly email
Marion	Email CCG about Transformation Money going to TPS.	Update next meeting
Nic	Check and issue share certificates	At OG meeting
Cheryl	Check with nurses as stated.	Update next meeting

Cheryl	Arrange SLA review if needed	Update next meeting
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Next meeting 11th March 7pm