

Board Meeting:	Open Session		
Venue:	GoToMeeting		
Date:	26 th March 2020		
Time:	10am		
Attendees:	Apologies:	Date of Next Meeting:	
<p>Steve Hawkins – (SH) <i>Chairman</i> Mary Ryan (MR) - <i>CEO</i> Jay Carr (JC) – <i>Director of Service Delivery</i> Heledd Cooper (HC) - <i>Director of Finance</i> Paul Cummins (PC) - <i>NED</i> Kathryn Foreman (KF) - <i>NED</i> Paula Grey (PG) - <i>NED</i> Paul Kavanagh-Fields (PKF) – <i>Director of Nursing</i> Sandra Oelbaum (SO) –<i>Medical Director</i></p> <p>In attendance: Margaret Swinson (MS) – <i>Company Secretary</i> Susan Westbury (SW) – <i>Associate Director of HR</i></p>	Tracey Harrington (TH) <i>Deputy Company Secretary</i>	28 th May 2020	

Item		Action
1.	<p>Chair’s Welcome, apologies for absence and opening comments</p> <p>The Chairman welcomed members to the meeting. Apologies were received from Tracey Harrington.</p>	
2.	<p>New declarations of interest</p> <p>There were no new Declarations of Interest to note.</p>	
3.	<p>Minutes of the meetings held on 29th January 2020</p> <p>The minutes of the Board meeting held on 29th January were approved as a true and accurate record of the meeting.</p>	
4.	<p>Matters arising, action list progress and Corporate Risk Register</p> <p>Matters arising:</p> <p>There were no matters arising not on the agenda.</p> <p>Corporate Risk Register:</p> <p>The Covid pandemic had overtaken the review of the risk registers and a separate deluge of risks had appeared which were being mitigated on a daily basis.</p> <p>Board Assurance Framework:</p> <p>The previous Board, agreement had been given to implement a new Board Assurance Framework, however, in light of the current pandemic, PKF sought agreement for this to be delayed by 12 weeks.</p> <p>Action List:</p>	

	<p>Action 1. Sustainability Baseline assessment: On hold due to Trafford bid and Covid-19 pressures</p> <p>Action 2. Reserves Policy: On hold due to Trafford bid and Covid-19 pressures</p>	
5.	<p>5.1 Chairman and Non-Executives' Report</p> <p>SH expressed his thanks for the agility and commitment shown by all during lockdown. He particularly commended the briefings, daily notes and CEO introductions and thanked all concerned.</p> <p>The Board:</p> <ul style="list-style-type: none"> Noted the Chairman's comments. 	
6.	<p>Chief Executive's Report</p> <p>The CEO gave a verbal report highlighting the following:</p> <ul style="list-style-type: none"> PKF had been appointed as Senior Responsible Officer (SRO) for Covid. He represented PC24 on the daily system wide call and reported the updates to the daily Covid Task and Finish Group which he chaired; The outcome of the IUC tender process would be delayed by 1 week but this could be longer. <p>The Board:</p> <ul style="list-style-type: none"> Noted the verbal update and thanked the CEO. 	
7.	<p>Performance</p> <p>7.1 Integrated Performance Report</p> <p>SH asked that the report, as usual, be taken by exception.</p> <p>JC explained that during January / February performance had been steady with no specific areas of concern.</p> <p>Board members raised the following questions relating to the IPR:</p> <ul style="list-style-type: none"> IR35 deferral had been reported. Was this good or bad news. HC explained that it was good as the deferral gave more time to work through any necessary with Clinicians and embed new processes. Redeployment and flexibility: The variation in fill rates on Sefton was queried. SO explained that some workforce distribution issues had been identified following the centralising of the rotas. Work to ensure more even distribution of clinical workforce was ongoing but progress had been made. <p>The Chairman noted that the activity in the Asylum service had changed little but that he had read of an increase in refugees coming to the UK.</p> <p>The Board:</p> <ul style="list-style-type: none"> Noted performance for January and February 2020; Was assured that action was being taken where required. <p>7.2 Budget Setting</p> <p>HC advised a brief paper had been presented at the recent meeting of F&P setting out a light touch budget setting process. Several uncertainties including the impact of Covid-1 and the outcome of the Out of Hours tender meant that the majority of services budgets would be rolled over using 6 months of the current Out of Hours budget.</p> <p>PC24 had been notified that Extended Access services were now being commissioned to 31 March 2021 and therefore a full year of funding would be included in the budget.</p>	

	<p>HC expected to be able to bring a further paper to the May meeting of the Board but this was dependent on a member of staff who was shielding.</p> <p>HC advised the Board that Covid-19 specific costs would be collated and reclaimed from the CCG.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the report; • Was assured that action was being taken where required. 	
<p>8.</p>	<p>Covid</p> <p>8.1 Service Delivery</p> <p>PKF provided an update to PC24s response to the Covid 19 pandemic:</p> <ul style="list-style-type: none"> • PC24 had a daily Task and Finish (T&F) Group drawn from senior staff in operations and corporate departments with Executive Director attendance as and when required. • PC24 had also joined the system wide daily call and were sharing learning. This included NHS Trusts, Local Authorities and CCGs • A mutual aid scheme was in place to facilitate supplies of PPE • Each service had mapped clinical pathways, some of which were changing to meet demand. • A process had been put in place to manage staff absence whether through sickness, shielding or self-isolation. Daily reports were given to the T&F meeting • A redeployment matrix had been drawn up as part of business continuity. This would provide cover should any particular area be unable to sustain normal operations • IT had mobilised working from home so that the majority of Wavertree based staff were able to work from home at least some of the time. PKF thanked the IT team. • Exec Team members were present in the office on a rota basis and, due to high demand, the on call rota had been revised so that the weekend was shared • PPE was being provided as set out in the guidance. SO had worked hard to ensure that all clinicians understood the position • Jean Annan was keeping up with testing availability for staff and their families and information was regularly circulated through the Comms team. • Sick pay was being paid at occupational rates and any sickness absence due to Covid-19 would not trigger the sickness absence policy. <p>Asylum: PKF explained that due to the physical environment there were significant concerns about the Asylum service. These were being reviewed daily and PC24 was seeking to engage with other interested partners including Serco, to provide an assessment service</p> <p>The Chairman thanked all teams for working together to enable the organisation to swiftly adopt working from home and new reporting mechanisms.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the update; • Agreed to thank Damijan Goljat and the IT team for its swift mobilisation of home working for staff. 	

	<p>8.2 PC24 Staffing Management</p> <p>SW presented a paper on staff management during the Covid pandemic. The report set out the following:</p> <ul style="list-style-type: none"> • New legislation on the streamlining DBS checks for key workers and clinical staff which • Fast track recruitment process • Developing and communicating a taxi process for staff who are unable to get to work using public transport • Hotel accommodation for staff who need to move away from their families was being coordinated nationally • Development of a risk assessment for staff coming into work • PC24 was part of the regional CCG Comms Group which was supporting standardised communications • Jean Annan was leading on a Health & Wellbeing programme for PC24 staff. <p>The Board:</p> <ul style="list-style-type: none"> • Thanked SW for her paper • Was assured appropriate action was being undertaken where appropriate. 	
<p>9.</p>	<p>Governance</p> <p>9.1 Health & Safety Policy</p> <p>MS introduced the policy explaining that KF had send in detailed comments which had been considered and, where necessary, the policy had been amended. The Chairman thanked KF for her input into the policy. PKF thanked MS and Sheila Dineley for their work on the policy.</p> <p>PKF assured the Board the Policy itself was underpinned by a training programme with the H&S Officer.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Thanked PKF for his paper; • Approved the H&S Policy; • Was assured the Quality and Workforce Committee had scrutinised and approved the Policy prior to it being presented to Board. 	
<p>10.</p>	<p>Committee Reports</p> <p>10.1 Quality & Workforce 20 November 2019</p> <p>The report of the meeting had been circulated prior to the meeting and most issues had already been covered.</p> <p>The Board noted that the Netherton CQC inspection had taken place and had gone well. She thanked everybody for their hard work and effort. The report had now been finalised circulated to Jenny Kimm, who had acted as Registered Manager for the inspection. The practice was rated Good in all domains.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Was assured that the Committee was giving due scrutiny to the information presented to it; • Noted the main issues from the meeting; 	

	<ul style="list-style-type: none"> • Thanked the Practice for their hard work and effort and congratulated them on the outcome. <p>10.2 Finance & Performance 20 November 2019</p> <p>The report of the meeting had been circulated in the Board papers and all items had been covered under the agenda.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Took assurance that the Committee was giving due scrutiny to the information presented to it; • Noted the main issues from the meeting. 	
12.	<p>Any Other Business</p> <p>There being no other business, the meeting closed.</p>	

Date of next meeting: 28th May 2020
Time: 10am
Venue: GoToMeeting