

Board Meeting:	Open Session		
Venue:	GoToMeeting		
Date:	28 th May 2020		
Time:	10am		
Attendees:	Apologies:	Date of Next Meeting:	
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> In attendance: Margaret Swinson (MS) – <i>Company Secretary</i> Tracey Harrington (TH) <i>Deputy Company Secretary</i> Susan Westbury (SW) – <i>Associate Director of HR</i>	None	30 th July 2020	

Item		Action
1.	Chair’s Welcome, apologies for absence and opening comments The Chairman welcomed members to the meeting. There were no apologies.	
2.	New declarations of interest There were no new Declarations of Interest to record.	
3.	Minutes of the meetings held on 26th March 2020 The minutes of the Board meeting held on 26 th March were agreed subject to the following amendments: <ul style="list-style-type: none"> Paragraph 8.1 – Asylum Service - finishes mid-sentence. The final words should be “... to provide an assessment service”. Paragraph 7.2 – The end date for Extended Access services should be 2021 and not 2020. 	
4.	Matters arising, action list progress and Corporate Risk Register Action List: Action 1. Sustainability baseline assessment: Postponed due to Covid-19 preventing the necessary physical assessments. Action 2. Reserves Policy: Formal policy to be prepared for September. Matters arising: Board Assurance Framework implementation: In light of the current pandemic, the Board agreed to PKF’s request that the implementation of the BAF be delayed by 12 weeks.	

5.	<p>5.1 Chairman and Non-Executives' Report</p> <p>The Chairman reported that the Nomination and Remuneration Committee meeting had taken place before the Board meeting.</p> <p>SH went on to thank the teams at PC24 for their work, especially the regular briefings and messages from the CEO.</p> <p>MR explained that a daily Executive Team presence had been maintained in the office using a rota system, but the team was generally working from home.</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 CEOs report had been circulated in advance. Comments and questions were invited by exception. MR clarified that reference in 2.8 to SD should have been SS (Stacey Shields).</p> <p>The Board:</p> <ul style="list-style-type: none"> Noted the 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 March / April performance had been steady with no specific areas of concern. He noted:</p> <ul style="list-style-type: none"> The OOH continued but the Extended Access Services had been suspended and the resource consolidated into OOH; Most cases were being resolved through telephone consultation. In April 89% of cases were closed over the telephone compared to the pre Covid figure of 40%. As a result number of face to face consultations and home visits had significantly reduced; Sefton Primary Care Services had been consolidated onto 4 sites. This change had been welcomed by the teams and provided a more appropriate way of delivering the service. <p>Board members raised the following comments and questions relating to the IPR:</p> <ul style="list-style-type: none"> KF had attended the Liverpool Integrated Care Partnership Group meeting and reported one of the key messages from all parties involved had been the identification of changes which should be retained after Covid. Primary Care Clinical Pharmacist Consultations: The Board noted that these were not making the hoped for financial savings because they had not resulted in a reduction in GP sessions. However they were clinically better for patients. It would be important to capture patient experience feedback on this provision. Remote patient consultations: The use of video and e-consultations had gathered pace alongside the increased use of telephone consultations. This work had been well supported by the IM&T team. Remote Multi Disciplinary Team working had also gathered momentum. Alongside other changes, the 'bare below elbow' policy which is the norm for Infection Prevention and Control in Out of Hours, had been introduced into Primary Care. PKF reported that the number of incidents and complaints had greatly reduced which may in part be attributed to the pandemic; <p>The Board:</p> <ul style="list-style-type: none"> Noted performance for March and April 2020; 	

- Was assured that action was being taken where required.

7.2 Month 12 Outturn

HC presented a paper setting out the unaudited year end position which showed a surplus of £421k. In reviewing the individual services HC drew attention to:

- The deficit generated by Knowsley services which needed to be addressed should services be commissioned to continue beyond the end of the current financial year
- The agreement, for the benefit of Commissioners and PC24, to defer some income from Extended Access services, for which the appropriate justification was in place
- The ongoing financial position of the Sefton services
- The agreement, in Month 6, not to focus on the savings plan due to the need for significant redesign to meet the requirements of the new OoH contract which would render much of this work redundant
- The healthy financial position

HC invited the Board to specifically discuss the proposal for a donation of £250k to the Charity being set up by PC24. This would protect funds for wider use and would maintain a surplus in line with the agreed reserves policy. This position had been agreed in principle with the Auditors in advance of the Board discussion.

The Board:

- Noted the report;
- Agreed to invest £250k into the charity for the positive benefit of society
- Was assured that action was being taken where required.

7.3 Budget Setting Update

HC presented a brief overview of the budget position which had already been discussed by the Finance & Performance Committee. Due to the detailed work undertaken in 2019/20 and the uncertainties surrounding the 2020/21 year, the budget setting exercise had been based on the 2019/20 position with non-recurring spend removed and part year spend grossed up for the full year. The budget indicated that there was £1.3m available for reinvestment before any additional funds generated by efficiency savings. The majority of this surplus was generated by the Extended Access contracts which ends on 31 March 2021.

Investment was required in the following areas:

- OOH Contract Mobilisation
- Previously committed expenditure on the Terms & Conditions review, Datix, e-Financials
- Sefton Transformation.

The Board:

- Noted the report and the principles underlying the 2020/21 budget.

7.4 Halton Asylum Service

JC reported that PC24 had been approached by Halton CCG to provide initial assessments for Asylum Seekers resident in their area and had agreed to deliver this service on a 6 month contract.

MR explained that PC24 had also been concerned about the provision of assessments and services to the Asylum community in Liverpool. As a result, and after a number of meetings, a letter had been sent to some local MPs and councillors. A meeting was being arranged with those who had responded positively in order to brief them and discuss the situation further.

	<p>The Board:</p> <ul style="list-style-type: none"> Noted the agreement in relation to Halton and the plans for a meeting. 	
<p>8.</p>	<p>Covid</p> <p>8.1 PC24 governance and recovery structures</p> <p>The Executive Team updated the Board on PC24s response to the Covid pandemic. PKF had been the SRO and had attended the System-ide Group of Health and Social Care Providers and Local Authorities for Liverpool and Sefton. The internal Task & Finish Group had continued to meet following the same pattern as the System-wide Group. The next stage was the identification of lessons learned from the changes in practice and service delivery.</p> <p>8.2 Recovery Update</p> <p>PKF presented the Terms of Reference for the Recovery Task and Finish Group. This group would take forward the identification of positive new ways of working, business continuity and responsiveness and the incorporation of these improvements into business as usual. This would link with the wider system work in this area identified at the LICPG and reported to the Board by KF.</p> <p>Commissioners were beginning to approach PC24 for the re-commencement of suspended services over the coming weeks.</p> <p>PC thanked people for stepping up to the mark and was pleased with the ongoing work stating it was very much appreciated. He noted that the pandemic had fostered better working relationships between Health and Social Care.</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>MR explained that the emphasis would be on home working until there was a vaccine available and there is proven immunity to Covid 19, which was unlikely to be this calendar year.</p> <p>The Board:</p> <ul style="list-style-type: none"> Noted the update; Took assurance that members of the Covid Task and Finish Group would be developing the appropriate recovery plans. 	
<p>9.</p>	<p>Governance</p> <p>9.1 No items to discuss</p>	
<p>10.</p>	<p>Committee Reports</p> <p>10.1 Quality & Workforce 19 May 2020</p> <p>The report of the meeting had been circulated prior to the meeting and most issues had already been covered.</p> <p>PG highlighted that the Committee was pleased the payroll contract had been awarded to MHA and the package included HR workforce management.</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; <p>10.2 Finance & Performance 19 May 2020</p>	

	<p>The report of the meeting had been circulated in the Board papers and all items had been covered under the agenda. PC noted how quickly people had adapted to new ways of working and the healthy financial position of the organisation.</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 • Formally recorded thanks to the IM&T team under the leadership of Damijan Goljat for their work over recent months. 	
12.	<p>Any Other Business</p> <p>There being no other business, the meeting closed.</p>	

Date of next meeting: 30th July 2020

Time: 10am

Venue: GoToMeeting