

Board Meeting:	Open Session		
Venue:	GoToMeeting		
Date:	25 th March 2021		
Time:	Following the Annual Members' Meeting		
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> Sandra Oelbaum (SO) –<i>Medical Director</i> Susan Westbury (SW) – <i>Director of People</i></p> <p>In attendance: Margaret Swinson (MS) – <i>Company Secretary</i> Tracey Harrington (TH) - <i>Deputy Company Secretary</i> Carol Rogers (CR) – <i>Deputy Director of Nursing</i></p>	<p>Paul Kavanagh-Fields (PKF) – <i>Director of Nursing</i></p>	<p>27th May 2021</p>	

Item		Action
1.	<p>Chair's Welcome, apologies for absence and opening comments</p> <p>SH welcomed all to the meeting. Apologies were received from Paul Kavanagh-Fields. Carol Rogers attended on behalf of PKF.</p>	
2.	<p>New declarations of interest</p> <p>There were no new Declarations of Interest to record.</p>	
3.	<p>Minutes of the previous meetings</p> <p>Board 28 January 2021 The minutes were agreed subject to rewording of a comment made by KF under Communications Strategy to provide additional clarity by merging the first two bullet points after 'in the discussion which followed' to read 'practitioner in that while the strategy was primarily digital' etc</p> <p>Electronic decisions 26 February 2021. The record of the electronic decisions was approved for the record.</p>	
4.	<p>Matters arising, action list progress and Corporate Risk Register</p> <p>Matters arising:</p> <p>Charity Registration: HC updated the Board. The Charity Commission had not received documentation which had been sent by the solicitors, who had confirmed it had been sent. The Charity Commission now had the information and a response was awaited.</p> <p>NED recruitment: Further to the electronic decisions made, the two NED vacancy advertisements were on NHS Jobs in the HSJ. HSJ candidates were being encouraged</p>	

	to apply through NHS jobs. The Company Secretary and the Chairman had been available to have conversations with interested applicants.	
5.	<p>5.1 Chairman and Non-Executives' Report</p> <p>SH highlighted the approval for the Cheshire and Merseyside Partnership to become an ICS from April 2022 and intended to write a letter of congratulation to the Chair. He emphasised how interdependent organisations and individuals were on one another and how a sense of sense of community spirit had developed during the pandemic.</p> <p>The Board:</p> <ul style="list-style-type: none"> Noted the Chair's report. 	
6.	<p>6.1 Chief Executive's Report</p> <p>MR's invited comments and questions on her written report. She drew attention to:</p> <ul style="list-style-type: none"> The abatement of the pandemic and continued good performance across all services, noting that secondary care was beginning to return to normal patterns of service. The Covid-19 vaccination programme which continued to be rolled out. PC24 staff had been particularly involved in delivery in the Seaforth & Litherland PCN area. Mobilisation of the new OOH contract which was due to GoLive on 1 April 2021. The process had been challenging, especially in relation to TUPE, but the IT issues had been resolved and it was hoped the GoLive would be smooth. Attendance at Sefton Health & Wellbeing Board had been postponed until June 2021. The presentation would include highlighting progress in the practices since PC24 took the contract on in 2017. The North Mersey A&E Delivery Board meeting in March, which had restarted after suspension earlier in the pandemic. PC24 was continuing to be present at meetings where urgent care was discussed. Liverpool & Sefton Provider Alliance meetings were scheduled to restart. Attendance at the Cheshire & Mersey VCFSE Health & Care Leader's Group which was a useful venue for reinforcing connections within the sector. The plan for the Executive Team to meet and develop the Team's objectives for 2021 which would be shared with the Board. <p>The Board:</p> <ul style="list-style-type: none"> Noted the CEO's report. 	
7.	<p>Performance</p> <p>7.1 Integrated Performance Report</p> <p>SH asked for the report to be taken by exception.</p> <p>Performance</p> <p>JC highlighted the good operational performance across services and invited questions.</p> <p>Finance</p> <p>HC presented the Financial position reporting a £2m surplus for the year to date and explained budget setting would be covered in a separate paper. No questions were raised.</p> <p>Workforce</p> <p>SW noted that sickness levels remained higher than was desirable but this was being managed.</p>	

	<p>KF commended the organisation for maintaining good business as usual performance alongside mobilisation of the biggest contract in the organisation’s history and a pandemic.</p> <p>The Board</p> <ul style="list-style-type: none"> • Noted performance for January and February 2021 • Was assured that action was being taken where required • Agreed the budget setting paper in private session after a substantial discussion. <p>7.2 Equality, Diversity & Inclusion Statement and Objectives</p> <p>SW presented EDI statement and objectives. These had been developed as part of the major piece of compliance work being undertaken for PC24 by an external expert contractor. The objectives were aligned to the PC24 strategic objectives and the EDS2 goals. A wide consultation process including staff, patients and the local community was set out in the paper. The documents had been discussed at the Quality & Workforce Committee meeting and were commended to the Board.</p> <p>The discussion that followed included the following comments or questions:</p> <ul style="list-style-type: none"> • The paper was welcomed but the question of how this related to health inequalities was raised. The PC24 strategic objectives committed the organisation to collaborative working to address health inequalities. • SO explained that the PC24 practices were playing a full part in work to address the vaccine hesitancy associated with inequality in Sefton. This work should be documented as evidence of good practice for both Commissioners and Regulators. PC noted that the local Councillors were willing to support vaccine hesitancy work and SO offered to discuss this with PC outside the meeting. PC24 had received a number of positive mentions at the Sefton Council for Voluntary Services Board, specifically in respect of the organisation’s contribution to the vaccination programme. • A previous Statement had been approved by the Board. • SH enquired what was being done in the system to address the issue of obesity which had increased in importance due to the increase in risk it posed for those with Covid. • The new Datix complaints module would include a questionnaire regarding the protected characteristics. This would facilitate deeper understanding of who is making complaints. <p>The Chairman expressed an interest in being involved in taking this work forward in the organisation and noted that inclusion was one way to improve people’s lives. This was supported by KF who was also willing to be involved and had recently been interviewed locally on the subject.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Thanked SW and Steph Donnelley for the progress made on the ED&I agenda • Approved the Equality, Diversity and Inclusion Statement • Commended the objectives for paper for consultation. 	
<p>8.</p>	<p>Strategy</p> <p>8.1 Future Reporting</p> <p>MS introduced a brief discussion on future reporting. Reporting would take a risk-based approach and would aim to reduce duplication. As part of this change, the process for maintaining and reviewing Risk Registers would be updated to reflect the development of BAF risks alongside more general Corporate Risks. The revision of the reporting</p>	

	<p>package would provide an opportunity to take an integrated approach. The principles of Purpose, Performance and Propriety, would govern reporting.</p> <p>The Committees would continue to receive more detailed information and to discuss matters in greater depth.</p> <p>It was hoped that reporting would be refreshed for the new contract but this would depend on clarity in relation to the new service and its KPIs.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted that work on reporting was ongoing and would be discussed further by the Board in due course. 	
<p>9.</p>	<p>Governance</p> <p>9.1 Policy for Policy Management</p> <p>The Policy for Policy Management had been revised to take account of amendments in the policy approval process and internal changes in responsibility for policy management. The policy had been commended by the Quality & Workforce Committee.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the Policy for Policy Management. <p>9.2 Working Time Directive Policy</p> <p>The Policy had been updated to ensure compliance with legislation and was commended by the Quality & Workforce Committee.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the Working Time Directive Policy. <p>9.3 Recovery of Overpayments Policy</p> <p>The Policy had received its annual review and had been subject to minor amendments. It was commended by the Quality & Workforce Committee</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the Recovery of Overpayments Policy. <p>9.4 Business Continuity Policy</p> <p>The Business Continuity Policy had been presented to the Finance & Performance Committee and was subject to some minor amendments. The Policy would be subject to a review as part of the Audit Plan for 2021/22.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the Business Continuity Policy subject to the minor amendments. 	
<p>10.</p>	<p>Committee Reports</p> <p>10.1 Quality & Workforce</p> <p>PG noted that the items highlighted in the report to the Board had been covered by the agenda. The changes in reporting would also be reflected in the reports to Committees in due course.</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</p> <p>SH had attended the meeting. PC reiterated his appreciation for the strong financial performance and drew attention to the helpful paper on Project Management highlighting the variety of ongoing projects.</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. <p>SH thanked all involved in the work of the Committees.</p>	
11.	<p>Any Other Business</p> <p>There being no other business, the meeting moved to the confidential section.</p>	

Date of next meeting: 27th May 2021
Time: 10am
Venue: GoToMeeting