

Attendance:

(JA) Jan Austera (Chair)

Non-Executive Director

(HC) Helen Curr

Director of Clinical Services

(ME) Michelle Eades

Director of Business Development

(PD) Peter Devlin

Clinical Director

(MR) Matthew Riley

Non-Executive Director

(NB) Natalie Blunt

Deputy Managing Director of Sussex MSK Partnership Central

(CM) Craig Milne

Non-Executive Director

(MC) Mark Cannon

Director of Primary Care Collaboration

(HD) Henry Dearlove

Finance Manager

(IOC) Imogen O'Callaghan

Trainee Project Coordinator

Apologies:

(ZN) Zoe Nicholson

Chief Executive

(LC) Lindsay Coleman

Non-Executive Director

(JS) Jonathan Sergeant

Clinical Director

(JO) Jon Ota

Director of Sussex MSK Partnership Central

(PD) Paul Deffley

Primary Care Collaboration Clinical Lead

(GH) Gill Howson

Executive Assistant

Item	
1.	<p>Declaration of Interest</p> <p>PD advised the Board that he has accepted an invitation to be on the board for PS Health which will occupy two days of work per year.</p>
2.	<p>Project Update</p> <p>ME updated the Board on business opportunities and tenders.</p> <p>Link in Una Nicholson in relation to the self-management tool kit and keeping Quasar/Board updated moving forwards.</p> <p>The diabetes service went live two weeks ago and learning has been shared along the way. It has been agreed that more nurse prescribers need to be available. The team is now working towards self-management.</p>
3.	<p>Governance</p> <p>Training and Professional Development Plan</p> <p>The plan was discussed and approved with no amendments made.</p> <p>Business Continuity Plan</p> <p>Diabetes will be added in for the next review, the plan was approved.</p> <p>Performance Capability Procedure</p> <p>This procedure was approved with no amendments made.</p> <p>Disciplinary Procedure</p> <p>Approved once amendments relating to consistency of the dismissal being made. ACTION JW/CB</p> <p>Safeguarding Children Policy</p> <p>Minor grammatical change was noted. It was agreed that a communication needs to be circulated to the whole office and external relations regarding the change in our safeguarding lead, previously Diana Finney and is now Peter Ley. Approval was granted after the above was noted. ACTION JW/CB</p> <p>Safeguarding Vulnerable Adults Policy</p> <p>There was an in depth discussion surrounding the exact procedure for reporting vulnerable adults and with whom the responsibility lies within organisations. It was agreed that there should be continuity between the flowchart and narrative, MC has agreed to go through these with Peter Ley and Josie Wilson.. An update will be provided virtually internal to the board members. ACTION MC/JW/PL</p> <p>Clarity around the requirements around Deprivation of Liberty was sought from the Quality Coach.</p> <p>Annual Safeguarding Report</p> <p>The Board noted the report details.</p>
4.	<p>Primary Care Pharmacists Collaboration Board</p> <p>Primary Care Pharmacists Collaboration Board Terms of Reference</p> <p>The Board approved the creation of a sub- committee and the Terms of Reference were approved. Here have agreed to provide support, the Primary Care Pharmacists collaboration</p>

	will act as an accountable body.
5.	<p>Performance and Finance</p> <p>ME has signed the contract variation regarding laser eye surgery with the aim to start on the 1st September 2016.</p> <p>There are no concerns with Community Pharmacy Anticoagulation Management; the contract has been extended which will take us into summer 2017.</p> <p>The Cress service was discussed and it was agreed the board needs data to demonstrate the impact the Vedas changes have had on the service. The service would benefit from 1-2 days immersion with a CCG/ GP/Clinical lead, a member of Cress and CSI, and 'Your3things'. ACTION HC</p> <p>HC reported to the Board on MAS. The Board agreed that the MAS figures have significantly improved compared to previous board meetings. PD will meet with the MAS service manager to talk in more detail regarding GP bank and hourly rates, this will be reported back. ACTION PD</p> <p>The financial risks around Sussex MSK Partnership were discussed. It was agreed a course of action must be planned within the next 3-4 weeks and a final decision needs to be agreed with the CCG by the end of September. JO is working closely with the Deputy Financial Director, Ed Rothery to assess the situation and options for the future of SMSKP and keep the Board up to date with agreed next steps. Here will to liaise with SCFT as our main partner regarding the situation. ACTION JO</p> <p>The Wellbeing waiting list for talking time therapy was discussed. HC believes that a redesign of the current triage to assessment model needs to be undertaken to better meet the needs of its user. HC is to look at costing and discuss available funding with the CCG as a first step ACTION HC</p> <p>Integrated Performance and Update Report</p> <p>PCC Highlight Report</p> <p>MC discussed the workflow optimisation and is confident in the progress that has been made so far. For HWLH the year two milestones have yet to be agreed with SCFT; these will be done in the forthcoming weeks. The financial plan is an agreed 5 year plan.</p> <p>EpiC is steady with another months' worth of funding being approved, however the cost of the service needs to be reviewed.</p> <p>Pro-Active Care continues to develop. Funding for Here to manage this programme in the longer term will depend on whether the clusters agree to extend Here's involvement.</p> <p>Report from Budget Holder's Meeting and Quarter 1 Finance Report</p> <p>The current year to date Q1 position shows a lower surplus than anticipated. The reasons and recovery plan were discussed.</p> <p>The Board were advised of the target for 2016/17 to allow for risk management and investment in the primary care transformation project.</p>
6.	<p>Any other business</p> <p>N/A</p>
7.	Next Meeting: November 1st 2016, 09:30-15:50.

Signed **Jan Austera (Chair)**