



Minutes of Board Meeting

Board Meeting held on 25th June 2015

For Publication

Board Attendees

Andrew Vallance-Owen (Chair) [AVO]

Fiona Booth [FB]

Sir Cyril Chantler [CC]

Don Grocott [DG]

Michael Hutchings (MH)

Gerard Panting [GP]

Matt James (CEO) [MJ]

Apologies

Nancy Devlin [ND]

Jayne Scott (JS)

Sir Norman Williams [NW]

Other attendees

John Rudkin, Finance Director & Company Secretary [JR]

Dr VJ Joshi, Clinical Informatics Director [VJ]

1. Declaration of Conflicts

AVO asked if there were any potential conflicts of interest. There were no declared conflicts of interest.

2. Minutes from previous board meeting

Minutes of the previous meeting were approved.

3. Matters Arising

AVO welcomed MH to his first PHIN Board Meeting.

In relation to the Insurer nomination to the Board, the Chairman had received a communication from a representative of the Insurers. The Chairman agreed to arrange a meeting to discuss a way forward.

ACTION: AVO to follow up with Insurers

4. CEO update

MJ presented the CEO report.

MJ reported that MH and JS had attended an induction session.

The members Implementation Forum had been held. MJ reported that it had been a very good meeting. The CQC will become standing attendees. CC asked if PHIN had any contact with the National Independent Patient Safety Investigation body? MJ replied that PHIN had not had contact to date.

ACTION: PHIN to approach Mike Durkin

MJ reported that work was underway on the Adverse Events reporting and also the Readiness Reporting framework. GP noted that in the private sector adverse events were most likely to be never events and felt that SIRI's could be much more revealing.

New Subscriber Engagement

MJ outlined what had been achieved to date. MJ noted that a letter from the CMA may be the next requirement. AVO noted that apathy could be an issue and that PPU Managers may not have direct reporting lines to Trust Chief Executives.

HES Data Application

MJ reported that the application had been submitted.

Data Processing and Analysis

MJ reported that PHIN was waiting for the installation of our own secure internet connection. MJ reported that it was felt that the proposed portal solution would not be suitable. It was felt that the most likely solution would be a Sharepoint based solution, either developed in conjunction with a third party or by hiring resource internally.

Website redevelopment

FB noted that the redevelopment should be more prominent on the existing site.

5. Finance Update

JR introduced the Finance Update. It was noted that all subscriptions had now been received. Expenditure continues to be in line with expectations, subject to the delayed infrastructure project.

JR advised that the date of fees becoming due was agreed as April 2015 for those organisations with prior engagement with PHIN and 1st November 2015 for those new organisations.

Joining fees

It was noted that PHIN had been asked to consider the introduction of joining fees for new members at the AIHO Board meeting. The purpose of these would be to allow founder members to offset some of their payments to date.

The Board considered this proposal and felt that it would be difficult to justify. Prior to April 2015, membership of PHIN had been voluntary whereas since that date it was mandatory. Joining fees would have to be levied against all new members and this could be seen as being particularly unfair to the PPU's with the potential political and reputational risk that this could cause. It was pointed out that any imposition of joining fees would not alter the overall level of PHIN's budgeted total income but would reduce the overall cost per case, ensuring that some of the benefit would accrue to new members anyway. It would not be acceptable to the Board to have a differential cost per case pricing for existing and new members and could lead to challenges under competition law.

The Board felt that joining fees could reduce the collaborative aspect of 'all in this together and needing things (and PHIN) to work well' that was being aimed for.

The Board also felt that the founding members had the benefit of incumbency and felt that it was important to recognise this. The Board also felt that the founding members had achieved a level of value from PHIN's involvement in shaping the CMA agenda.

The Board concluded that PHIN should not introduce joining fees.

MJ reported that we were considering removing the 50p per case charge for processing NHS activity as part of the budget planning process. This should reduce the fees to many of the Founder Members and may help to offset the joining fee argument. MJ reported that there was no mechanism within the Order to charge for these cases as it refers to private cases. The Board noted that it would be difficult to re-introduce such charges in the future.

Banking

MJ reported that we would investigate moving banks.

6. Governance

Subscription Payment Policy

MJ outlined that we had received clarification on the process for taking enforcement action from the CMA.

It was noted that the CMA had clarified that PHIN would need to commence the enforcement action rather than the CMA.

It was agreed to amend the wording in the Subscription Payment Policy to ‘and enforcement action may be taken.’

Risk Register

The Board noted the Risk Register. FB raised a concern that the Risk Rating for an Information Breach was rated as Medium. MJ reported that it was felt that this rating was appropriate as there is always a risk of human error, even with strong controls in place.

7. AOB

There were no other items.

8. Dates for Future Meetings

1st October

29th October

26th November

Proposed AGM Date: 29th October (1pm)