

Minutes of Board Meeting

PHIN 1915 Board Meeting held on 6th June 2019

Board Attendees*

Andrew Vallance-Owen [AVO] (Chair)
Professor Sir Cyril Chantler [CC]
David Hare [DH]
Michael Hutchings (MH)
Matt James (CEO) [MJ]
Gerard Panting [GP]
Jayne Scott [JS]
Professor Sir Norman Williams [NW]

Apologies

Don Grocott [DG]
Natalie-Jane Macdonald [NJM]

Other Attendees

Jonathan Finney, Member Services Director [JF]
Jon Fistein, Chief Medical Officer [JLF]
David Minton, Chief Technology Officer [DMI]
Mona Shah, Director of People & Process (Company Secretary) [MS]
Nicola Slade, Executive Assistant, (Minutes) [NS]

**Note, for the purpose of these minutes, Board members will be referred to as Attendees.*

AVO welcomed Attendees to the meeting.

Apologies were received from NJM and DG.

1. Review and consideration of the Directors' Register of Interests

Attendees noted that all declarations of conflicts as recorded to date in the register still applied. No additional declarations of conflicts had been reported since the previous Board meeting.

2. Approval of Minutes

- a. **Minutes of the Board Meeting held on 4th April (PB1909) were approved.**

Actions listed were completed, or on the agenda for today's meeting

3. Reports of sub-committee

- a. **Audit & Risk Committee (ARC) 25th April 2019 (ARC1911) were approved.**

Attendees noted that the Risk Policy, Risk Register and Budget were included on the agenda for today's meeting.

4. Matters Arising

a. Board Governance Review Summary (Doc PD1911)

The summary was taken as read and AVO advised that the process for recruitment of a NED with a consumer/patient focus had started.

b. The King's Fund office space – verbal update

MS advised that additional office space had become available within the King's Fund building. It was proposed to approach other second floor tenants to see if an agreement could be reached for relocating their offices to the third floor, to enable PHIN to expand on the second floor. Pursuing this option would also future proof the business with banked space within the office in the King's Fund, plus the Board and Committee meetings would be able to be held on site again. This opportunity was not likely to recur for another three years due to the length of assigned leases. Once costs were known, they would be included in the 2019/20 draft budget.

Attendees **agreed** it would make sense to pursue this option and asked MS to go ahead.

ACTION: MS to explore options available with the King's Fund for additional second floor office space.

c. Board Strategy Away Day (9th/10th September) – verbal update

MS informed Attendees that venue options for the away day were being explored, including Goodenough College. The Attendees had requested ideas for a speaker, either at the dinner on 9th September or in a session during the day on 10th September. Recommendations put forward include:

- Secretary of State for Health: Matt Hancock
- Chief Executive of NHSX: Matthew Gould
- Secretary of State's Special Advisor: Hadley Beeman
- Sir Bruce Keogh
- The Paterson Inquiry would be publishing its results towards the end of the year, could there be a general discussion session around the report and its implications for PHIN

The above recommendations would be discussed and taken forward.

ACTION: AVO/MJ/MS to discuss and approach people listed as possible speakers and also the subject matter they could inform the Board about.

5. PHIN Executive Report (PB1910)

The report was taken as read and MJ raised key points from the report.

Summary of key points discussed:

- Consultant fees were published in April and feedback received has been positive;
 - Media interest was limited, although WHICH will feature the results in its June publication. This may assist with visibility of PHINs existence for consumers/patients, although PHIN had a long way to go until it became the go-to information site for consumer/patient research, as the data sought by them was not readily available at present;
 - Providers had been asked to submit hospital package prices, as currently only MYA were doing this and some small providers had shown interest. The Attendees suggested investigating this further, perhaps with the assistance of the Independent Healthcare Provider Network (IHPN), to explore the best way to proceed.
- Data Maturity Report was published in May, with a quiet launch, but with enough hospitals with good adverse events data to show progress;
 - There was significant goodwill from the hospitals involved in the report. Attendees discussed whether it would be possible to engage the hospitals further to promote the statistics, using the small percentage of adverse outcomes as a positive message?
- FIPO Relationship: MJ updated the meeting on the process of the potential legal challenge by FIPO regarding PHIN's approach and the lawful basis of PHIN's data processing. Attendees were keen to maintain a good relationship with FIPO and would like to see a constructive response with a legal GDPR solution to move the situation forward towards a positive outcome;
- NCIP Pilot: The pilot in five trusts had gone well, the main driver had been that the data was not for publication, but for quality improvement. The depth of the data mining was extraordinary, the quality angle being key for this pilot to progress. Further discussion on how PHIN could engage consultants more effectively would be raised in the strategy session;
- Attendees noted the Sarah Wilkinson letter;
- Attendees found the overview of the development, production and publication of (Article 21) measures, as presented in the executive pack very helpful but requested additional commentary and would like it included in the Executive report regularly

ACTION: MJ to contact IHPN to discuss how to better engage providers to submit hospital pack pricing

ACTION: JLF/MJ to engage with hospitals to promote the positive outcomes to inform the Data Maturity Reporting

ACTION: MJ to respond the FIPO challenge and maintain positive relations

ACTION: JLF to include an overview of the development, production and publication of (Article 21) measures in the executive pack on a regular basis, with additional commentary.

6. Finance

a. Management Accounts YTD April 2019 (PB 1912)

There was nothing unusual to report on the monthly management accounts for the year to date. MJ reminded Attendees that the new Financial and Commercial Director, Jack Griffin, was due to start 1st July and would take over this process.

b. 2019-2020 Draft Budget (PB1912)

MJ introduced the draft budget explaining that there were no proposed fee increases for the next financial year. Once the new Financial Director was in place, a review of the outpatient/inpatient recording would be undertaken to consider the options available to PHIN; for example, could outpatient/inpatient volumes be charged at different fee rates, or could chemotherapy fees be better managed. Attendees asked why an inflation rate was not being considered for the next financial year and stated that PHIN would need to communicate clearly to Members the value of money and benefits for them at the July Members 'meeting, if a fee increase was planned. MJ explained that the final draft of the budget would be submitted to the July Board meeting, once he had reviewed the final number with Jack Griffin.

Attendees noted that, although the budget showed an overall salary increase of 5%, this was an average following specific structured increases for targeted staff, as result of promotion into new posts, and to assist with recruitment and retention. PHIN had developed and maintained a state of competence over the past year, striving for excellence over the next five years and would be required to be resourced at the right levels to achieve its aim.

ACTION: Draft 2019-20 Budget to be updated and presented at the July Board meeting.

7. Governance and Risk

a. Governance, Information Governance & Risk Report (Doc PB1914)

The Attendees noted the above report.

b. Risk Management Policy-Draft V4 (Doc PB1915)

MS introduced the revised policy following the conversations at the Board meeting on 4th April and the ARC on 25th April. The Attendees noted the changes highlighted since the policy was last reviewed. Further discussion on Risk and Risk Appetite would take place in the session following the Board meeting.

8. Dates of next meetings

Board Meetings will commence at 10.30am.

PHIN Board meeting proposed dates for 2019

Monday 9 September 2019: Board dinner, details to be confirmed
Tuesday 10 September 2019: Board Away Day, details to be confirmed
Thursday 26 September 2019: 10.30am to 1pm
Thursday 5 November 2019 – 10.30am-1.00pm
Thursday 12 December 2019: AGM and Lunch 10.30am to 2pm

PHIN Audit & Risk Committee meeting proposed dates for 2019

Wednesday 17 July 2019: 2pm to 4pm
Wednesday 23 October: 10.30am to 1pm

PHIN RemCom meeting proposed dates for 2019

Dates for 2020 to be confirmed