

Minutes of Board Meeting

PHIN PB1925 Board Meeting held on 26th September 2019

Board Attendees*

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

Apologies

Jonathan Finney, Member Services Director [JF]
Jack Griffin, Finance and Commercial Director [JG]

Other Attendees

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.

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

Attendees noted that all declarations of interests as recorded to date in the register, still applied.

NW declared that he had taken up the position of Chair of the Independent Reconfiguration Panel (IRP) from 1st September 2019 and will last until 30th September 2023. Board did not consider that there was a conflict at this point in time and were happy to accept this declaration of interest.

2. Approval of Minutes and Actions

- a. **Minutes of the Board Meeting held on 18th July (PB1921) were approved**, with minor corrections.
- b. Actions listed were complete or on the agenda for today's meeting.

3. **Notes from the Strategy Away Day held on 10th September 2019 (PB1922)** were noted with some minor corrections. The document captured wide-ranging discussions that took place during the day, although it was not a formal record of the meeting.

4. Reports of sub-committee

- a. **Minutes of Remuneration Committee (RC1903)** had been circulated in confidence and would be discussed in the separate NED session at the end of the Board meeting.
- b. **Minutes of the Audit and Risk Committee held on 17th July 2019 (ARC1914)** were noted. The Board **agreed** and **approved** the Risk Management Policy.

5. Matters Arising

- a. **Board Strategy Away Day 9th and 10th September 2019 (PB1923)**
The slides had been circulated as an aide-memoire.
- b. **Health and Safety and Sickness Policy**
The Board noted that the above policies were being reviewed to see if an over-arching Wellbeing, Sickness and Health & Safety Policy could be published to cover the three topics. Once completed, this would be submitted to the Board for review. MH offered to send information on exceptional incidents (i.e. terrorist attack), to ensure that they are covered in the revised policy.

ACTION: MH to send MS information on exceptional incidents for the revised policy.

6. PHIN Executive Report (PB1924)

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

Summary of key points discussed:

Strategy Away Day:

- MJ had summarised the main points, in his report, that had arisen during the Away Day and advised that he had fed back to the wider PHIN team, which had been appreciated.
- A key point from the day was to continue to focus on the CMA mandate for the next three years, although not to give up on PHINs wider ambitions. In addition, ensuring financial stability would be a priority during the remainder of 2019.

Patient and GP Engagement:

- Attendees were keen for PHIN to become a more patient focussed organisation and one of the ways of moving this forward was to make the website accessible for patients, focussing more on guidance rather than procedure driven. PHIN could draw from existing consumer groups and engage with GPs to raise awareness of PHIN.
- Attendees expressed concern over how to provide a higher patient focus through the website, and discussed whether another avenue could be to engage with the Patient's Association. Board also considered talking to 'Which'.
- To inform the process, 'real' patients who have used the website could be approached and their journey followed.

- The Chair, however, argued, with support from some members, that more needed to be done to inform and engage private sector patients to encourage advocacy for early publication of a comprehensive dataset.
- Attendees **agreed** that the process was very complex and would like a special item at the next Board meeting to discuss in more detail. In the meantime, a Working Group, made up of JF, MH, GP, JS and DG would be set up, to contribute to the process. DG would circulate his Patient paper for discussion at the meeting. The Working Group's remit would go beyond website consultation and also consider the possibility of engaging with patients using the private sector to encourage some sort of patient advocacy for the work of PHIN, not least to encourage providers better to fulfil the mandate.

Insurers Funding:

- Insurers had previously expressed interest in being included in the provision of revenue to enable PHIN to publish data by hospitals, but at the time the option had not progressed due to objections from Providers and Consultant organisations. There was now an opportunity for PHIN to reopen dialogue with the Insurers to see if the interest to support funding was current. Separately, there was the possibility of providing the Insurers with intelligent data and save them from having to engage with many different routes to collect the data they need.
- NJM and MJ had already met with Insurers and would continue to work together on taking this forward. Board fully supported that the discussion should re-open with insurers.

Publication Data:

- Attendees noted that the initial publication schedule was progressing in relation to Infection Rates and PROMs data.
- Attendees had a short discussion regarding the definition and make up of Adverse Events which currently include Infection Rates, Serious Incidents, Readmissions and Deaths (presumably unexpected) and **agreed** it should be on the agenda for future discussion in due course.
- AVO and MJ agreed to seek a meeting with Aidan Fowler, National Director of Patient Safety, to discuss overall reporting.

IHPN:

- Attendees noted that constructive discussions were ongoing relating to the IHPN tender and would be brought back to the November Board meeting.

ADAPT:

- The DHSC had yet to approve the launch of the public consultation. Attendees suggested that contact with Hadley Beeman could be useful in moving this forward. MJ agreed to consider the best approach for Hadley Beeman.

FIPO:

- A reply had been sent to FIPO and a positive meeting had taken place on 29 September.

Clinical Engagement:

- A paper on Clinical Engagement would be submitted to the November Board meeting.

GIRFT:

- The Board agreed that it would be beneficial if DH met with the GIRFT working group to see if there was any way to align the work being done by both parties.

NHS Digital:

- The Board **approved** for MJ to be available to assist with framing conversations on acute data strategy.

CQC:

- The Chair thought PHIN should be working more closely with the CQC; while JF has a good relationship and meets with the CQC re data, Board agreed that it would be appropriate for AVO/MJ to engage at a more strategic level.

KPIs:

- Attendees **agreed** to give some thought to PHIN KPIs prior to the next Board meeting.

Information Security Incident:

- MJ advised that the security incident that took place in early August, had been reported to the ICO, but immediately dismissed by them. Attendees thanked the team for dealing with the incident promptly.

CEO Report:

- Attendees asked for the blue colours in slide six, to be changed to make the diagram easier to read.

ACTION: JF to lead on drafting a paper to be submitted to the next Board meeting on Patient Engagement

ACTION: JF to lead on the Working Group and a meeting to be set up for MH, GP, JS and DG

ACTION: DG to circulate his Patient paper, prior to the Working Group meeting

ACTION: MJ/NJM to work together on approaching the Insurers

ACTION: AVO and MJ agreed to seek a meeting with Aidan Fowler, National Director of Patient Safety, to discuss overall reporting

ACTION: MJ agreed to consider the best approach for Hadley Beeman

ACTION: AVO/MJ to meet with the CQC

ACTION: JF to amend the colours on page six of the CEO report

7. Finance**a. Management Accounts Year End 2018/19 and Finance Report for August 2019**

A review of the current financial situation would be discussed at the Audit and Risk Committee in October. The Board requested that ARC also consider suggestions put forward at the Strategy Away Day.

b. Year End Audit Progress Report

MJ advised that the Audit had taken place during September. MS had led on the process and had done an excellent job; no issues had been raised during the Audit and the report would be submitted to the October Audit and Risk Committee.

8. Governance and Risk**a. Risk Register Update (PB1925)**

MS advised that a full update would be provided to the Audit and Risk Committee in October. There had been no change to the top ten risks over the past three months. Attendees asked for a short narrative to be submitted with the Risk Register, when a change takes place to any risk.

ACTION: MS to provide a short narrative update when changes to Risks occur going forward.

9. AOB**a. PHIN Organisation Chart for information**

Attendees noted and appreciated the organisational chart.

b. Board meeting 5th November

AVO gave his apologies for the meeting on 5th November and advised that JS would chair the next meeting.

10. Dates of next meetings

Board Meetings will commence at 10.30am.

PHIN Board meeting proposed dates for 2019

Tuesday 5th November 2019 – 10.30am-1.00pm

Thursday 12th December 2019: AGM and Lunch 10.30am to 2pm

PHIN Audit & Risk Committee meeting proposed dates for 2019

Wednesday 23rd October: 10.30am to 1pm

PHIN RemCom meeting

Dates for 2020 to be confirmed