

# Minutes of the Board Meeting

Location: Online meeting via Microsoft Teams

Chair: [Andrew Vallance-Owen](#)

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## PHIN PB2135 Board Meeting held on 13 October 2021

### Board Directors\*

Andrew Vallance-Owen (Chair) [AVO]

Jayne Scott (Deputy Chair) [JS]

Professor Sir Cyril Chantler [CC]

Don Grocott [DG]

Michael Hutchings [MH]

Matt James [MJ]

Nigel Mercer [NM]

Professor Sir Norman Williams [NW]

### Other Attendees

Jonathan Finney, Member Services Director [JF]

Jack Griffin, Finance and Commercial Director [JG]

Jessica Harcourt, Virtual Assistant (Minutes) [JH]

Mona Shah, Director of People & Process (Company Secretary) [MS]

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

### Welcome and introductions (Chair)

The Chair welcomed all attendees to the virtual meeting.

### 1. Governance

#### a. Insurer nomination update

The Chair advised that the insurers had provided a nomination for the PHIN Board. An interview process would be conducted and the Chair would bring the nomination to the Board for approval at the November meeting.

#### b. Confirmation of Interim ARC Chair

Following receipt of emails confirming that the Board **agreed** to confirm JS as the Interim ARC Chair, the decision was ratified at this meeting

### 2. Approval of Minutes and Actions

#### a. Board meeting held on 22 September 2021

The minutes of the Board Meeting held on 22 September 2021 were approved, subject to minor typographical amendments.

### 3. PHIN Strategic Plan

#### a. Strategic Plan Approval Update

The Chair updated the Directors that a series of 5 meetings were underway with the main providers in order to hear their individual views on PHIN's Strategic Plan. The attendees from PHIN were AVO, JS, JF and JG.

An internal meeting would be set up to review all feedback and agree next steps once all the meetings had been concluded.

It was agreed that notes from the provider meetings would be circulated upon completion rather than once all the meetings had concluded.

**ACTION: AVO to ensure meeting notes are distributed to Directors after each provider meeting**

**ACTION: AVO to ensure a meeting is arranged for the Directors to review feedback from provider meetings**

The Board discussed at length the various options for managing discussions with providers.

The Board **agreed** that once the provider meetings had concluded and the results discussed, MJ could take the negotiations with providers forward within the agreed quantum, if this was required to make progress.

MJ and NW had attended a roundtable meeting with a patient group as part of the DHSC response to the Paterson Enquiry and it was suggested to invite a patient to speak at the PHIN AGM.

**ACTION: AVO to consider inviting a patient from a patient group to speak at the PHIN AGM**

It was **agreed** that if it had not been possible to reach agreement with the Members on the Strategic Plan by December, the AGM could be delayed until February 2022, to allow more time for negotiation and as allowed by PHIN's Articles of Association.

#### a. PHIN Strategic Plan Resourcing Options

The Board noted the contents of the paper.

#### b. Strategic Plan no-agreement scenarios

The Board noted the contents of the paper.

### 4. AOB

The Board discussed the recent resignations of two Directors.

