

Minutes of the Board Meeting

Virtual Meeting 10:00 – 11:00

Chair: Jayne Scott

PHIN PB2230 Board Meeting held on 21 June 2022

Board Directors*

Jayne Scott (Chair) [JS]
Don Grocott (Deputy Chair) [DG]
Professor Sir Cyril Chantler [CC]
Jack Griffin (Acting Chief Executive) [JG]
David Hare [DH]
Michael Hutchings [MH]
Nigel Mercer [NM]
Hugh Savill [HS]
Professor Sir Norman Williams [NW]

Other Attendees

Jon Fistein, Chief Medical Officer [JLF]
Jessica Harcourt, Virtual Assistant (Minutes) [JH]
David Minton, Chief Technology Officer [DM]
Mona Shah, Director of People & Process (Company Secretary) [MS]

Apologies

Jonathan Finney, Member Services Director [JF]

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

Welcome and introductions (Chair)

The Chair welcomed the attendees to the virtual meeting that had been convened to review progress with the CMA Plan.

1. Request for additional declarations of Directors' Conflicts of Interest

There were no new declarations of interest and the Directors noted that all declarations of interest as recorded to date in the register still applied.

2. PHIN Strategy

- a. CMA Plan update and timeline
- b. CMA consultation feedback themes

JG summarised the current status of work on the CMA Plan noting that feedback continued to be incorporated into the draft document. An additional document would be prepared summarising the feedback themes which would be issued along with the Plan to the CMA.

Engagement with the Partnership Forum and wider Members continued and the Task & Finish groups continued to meet and had identified a work plan to the end of the year.

CC joined the meeting at this point.

The attendees discussed the feedback received from the NHS PPU's in response to a recent PHIN survey and agreed that increased engagement with the PPU's should be a focus area for PHIN. It was discussed that it would be helpful if the CMA communicated their expectations of the PPU's through NHS channels.

JG also confirmed that work was underway to improve engagement with Insurers and NHS England.

It was agreed that the proposed draft resolution for the Members Meeting in July be amended to reflect the requirement for Members to commit to delivering the CMA Order Roadmap and Delivery Plan in addition to approving it.

ACTION 210622.1 JG/MS to amend the wording of the Resolution for the July 2022 Members Meeting

JG confirmed that engagement with Members was continuing and included providing reassurances that PHIN was not proposing to go beyond the requirements of the CMA Order. It was acknowledged that work needed to be done to make clear how the proposed resources were vital to ensure the timely delivery of the Order. It was noted that if the proposed resources were not approved, the timeline for delivering the Order would have to be increased.

The Directors discussed the format of the July Members Meeting and welcomed the fact that some members of the Partnership Forum had offered to take part in a panel discussion. It was discussed that more time should be given on the agenda to discussion and that formal presentations by PHIN should be limited.

JG confirmed that the CMA letter would be integrated into the consultation feedback and the exact format of this would be agreed with JF.

ACTION 210622.2 JG & JF to incorporate the CMA letter into the consultation feedback document

The Chair extended her thanks on behalf of the Board to the Executive Team for the considerable effort and commitment shown over recent weeks.

3. AOB

a. Board Workshop

A date for the Board Workshop would need to consider the start date for the incoming CEO and would be finalised once this was known.

b. November Board Meeting

It was **agreed** that the date for the November 2022 Board Meeting would be changed to Wednesday 16 November 2022.

Date of next Board meeting: Thursday 21 July 2022

