

PART 1

**KERNOW HEALTH CIC (the “Company”)
(Company No. 07551978)**

**Minutes of a meeting of the Board of Directors of the Company
held at 08:00 on Wednesday 22 June 2022
via Microsoft Teams Video-conferencing**

Present:	Name	
Executive Directors:	Ms Maria Harvey	Director of Integrated Community Care Services
	Mrs Laura Wheeler	Director of Integrated Primary Care Services
	Dr Jonathan Katz	Medical Director
ICA Director and Deputy Representatives:	Dr Andy May	ICA Board Director Member representing Central Cornwall/ PCN Clinical Director/ GP partner
	Dr Lawrence Barnes	ICA Board Director Member representing North and East Cornwall/ GP partner
	Dr Andrew Craze	ICA Board Director Member representing West Cornwall/ GP Partner
Non-Executive Directors:	Mr Stephen Holby	Non-Executive Director/ Managing Partner, Carn to Coast Health Centres
	Mr Gary Jennings	Independent Non-Executive Director
In Attendance	Ms Emma Ridgewell-Howard	CEO of Kernow LMC
	Miss Jemma Ignaczak	Executive Assistant (Minute Taking)

CHAIRMAN

Dr Jonathan Katz chaired the meeting throughout.

NOTICE AND QUORACY

The Chair reported that due notice of the meeting had been given to all directors and that the meeting was quorate. Accordingly, the Chair declared the meeting open.

2022/36	Apologies Apologies were received from Mr Woolcock and Mr St Leger-Francis.
2022/37	Declaration of any New Interests / Conflicts of Interest for Part 1 Agenda items
2022/37a	Declarations of Interests Register There were no further declarations of interest to register.

2022/37b	<p>Conflicts of Interest for Part 1 Agenda Items</p> <p>AGREED: Each of the Directors confirmed that they had no direct or indirect interest in the business proposed to be transacted in <u>Part 1</u> of the Board meeting which they would be required to disclose in accordance with section 177 of the Companies Act 2006 and the Articles of Association of the Company.</p>
2022/37c	<p>Board Attendance Register</p> <p>The register was noted.</p>
2022/38	<p>Approval and ratification of Part 1 Board Minutes of the meeting held on 25 May 2022</p> <p>AGREED: Following a preview of the minutes by Dr Katz, Mr Woolcock and Mr Holby, the Board approved and ratified the Part 1 minutes of the Board meeting held on the 25 May 2022 as a true and accurate record and signed by the Chair.</p> <p>ACTION: Miss Ignaczak to arrange for the ratified minutes from 25 May 2022 to be uploaded to the website.</p>
2022/39	<p>Matters Arising and Action Grid from the Board minutes of the 25 May 2022</p> <p>No outstanding items.</p> <p>Mrs Wheeler noted that the vote to increase Kernow Health CIC shareholders to include PCNs had now passed the majority point. Dr May replied that an event between Kernow Health and the Clinical Directors needed to be organised. Mrs Wheeler responded that it would be beneficial to involve the Managing Directors to ensure there was an understanding of how Kernow Health worked. Dr May agreed for the meeting to cross both roles.</p>
2022/40	<p>Shareholder Transfers</p> <p>Mrs Wheeler noted that she had received an email from Probus Surgery stating that they needed to process a change in their shareholder. This had been passed to Miss Ignaczak.</p>
2022/41	<p>General Business Update</p> <p>Primary, Community and Urgent Care Contract Reports – Operational and Quality Performance</p>

Mrs Wheeler noted that the Cornwall 111 contract extension work was ongoing. The Corporate Services review continued, and the Royal Cornwall Show stand was a success.

Ms Harvey had shared with CQC that Kernow Health would be attending the Royal Cornwall Show to engage with the public and obtain their views on the service. CQC had been concerned that there was no formal mechanism for obtaining patient feedback and no patient participation groups were active. Ms Harvey added that the surveys were conducted on iPads and no personal data was collected. People were very engaged and wanted to explain and give their views on how they had found the service. Mr Woolcock, paramedics, nurses, and administrators were in attendance, and it was a good meaningful exercise.

Mrs Wheeler added that she had attended on two days. Over 320 surveys were completed, and people were found to be positive about the service overall. Any negative comments were mostly around the length of time the call took initially, which was the part Vocare managed. Mrs Wheeler added that there were public comments around the uncertainty of when to call their GP and when to call 111.

Ms Harvey commented that the school immunisations team were targeting the low uptake of certain vaccines via text, social media, email, and telephone calls. This did not appear to be having much impact, so an external company was approached, and letters issued out to all parents in an NHS envelope. Ms Harvey confirmed this had an effect and vaccine figures had increased by approximately 13% so far. Ms Harvey added that the immunisations services were being monitored closely as there was a worry that some of the old diseases could make a comeback.

Dr Katz noted the 111 service was incredibly busy and staff were working hard to bring those queues down. Dr Katz had attended an MP meeting and a system meeting regarding the ambulance delays outside RCHT. MPs had been told that patients were coming to harm, and it was being escalated as far up as it could be.

Dr May noted there was quite a bit in the finance report regarding 111 and the amount spent on locums. Some of the clinical workforces were concerned about the length of the queues and the level of risk associated with that may mean they would no longer take shifts. Dr May added that concerns had also been raised regarding the locum staff who were not providing good quality care or helping to get through the queue. Dr May felt that it was drifting into a dangerous territory if the local GP workforce were unable to fill the OOH shifts.

Mrs Wheeler queried whether there was any way of tempting the local GPs back into the service?

Dr May replied that he was unsure how well practices were sighted on the scale of the problem. If GPs were not involved in the OOH loop, then it was not discussed. Dr May added that it was well remunerated work and relatively uncomplicated, therefore maybe some PR to raise awareness was required.

2022/42	<p>Training Hub Update</p> <p>Mrs Wheeler noted that the Health Education England reports were due on 30 June, and this was the first quarter of having a training hub update.</p> <p>Mrs Wheeler was drafting a primary care workforce strategy paper which would be a live document. Nothing new would be added but the aim was to put all information in one location, this would be helpful during the transition to an ICS. Mrs Wheeler wanted to ensure that primary care was still sitting very closely within the training hub.</p> <p>Mrs Wheeler noted the first oversight Board where Health Education England and NHS England came together would be held in September. The workforce development fund had been signed off and the funding reviewed for this year. Liz Symons had been working with practice managers and had set up communities of practice; there was lots of on-the-ground work, which was beneficial. Mrs Wheeler added that the Board would have sight of the primary care workforce strategy.</p>
2022/43	<p>System Updates</p> <p>Dr May noted there was a 2-day conference upcoming in Newquay. Dr May added that there had been conflict with John Govett over an additional role that he assumed should be completed with no additional remuneration. Dr May noted that this role would mean a senior member of the team would be taken away from their job.</p> <p>Ms Ridgewell-Howard added for context that the same role was advertised in Devon for £130k per year. John Govett had stated there was no money for the role and Ms Ridgewell-Howard felt that, if someone had been found that would do the role, then that was poor.</p>
2022/44	<p>Regulatory Reports</p> <p>CQC</p> <p>Ms Harvey commented that everything was where it needed to be and there were no further updates.</p>
2022/45	<p>Corporate Risk Register for ratification, approved by the Governance Committee:</p> <p>Corporate Risk Register</p> <p>Ms Harvey noted the risk register had been circulated to the Board.</p> <p>AGREED: The Board approved and ratified the Corporate Risk Register.</p>
2022/46	<p>Policy Ratification</p> <p>The Board was asked to ratify the following policies, which had been robustly reviewed and agreed by the Governance Committee.</p>

	<ul style="list-style-type: none"> • First Aid Policy v2.0F • Fire Safety Policy v2.0F • Grievance Policy v3.0F • Fraud & Anti Bribery Policy v3.0F • Prevent Policy v2.0F <p>AGREED: The Board approved and ratified the First Aid, Fire Safety, Grievance, Fraud & Anti Bribery and Prevent policies.</p>
2022/47	<p>AGM</p> <p>Dr Katz noted that the AGM would take place in October, and it needed to be decided whether this would be conducted face to face or via MS Teams.</p> <p>AGREED: The Board agreed for the 2022 AGM to be conducted face to face.</p>
2022/48	<p>Any Other Business</p> <p>There was no other business.</p>
	END OF PART 1

AGREED/ DECISIONS:

1. The Board approved the latest version of the Declarations of Interest Register and all the additions and amendments made.
2. Each of the Directors confirmed that they had no direct or indirect interest in the business proposed to be transacted in Part 1 of the Board meeting which they would be required to disclose in accordance with section 177 of the Companies Act 2006 and the Articles of Association of the Company.
3. Following a preview of the minutes by Dr Katz, Mr Woolcock and Mr Holby, the Board approved and ratified the Part 1 minutes of the Board meeting held on the 25 May 2022 as a true and accurate record and signed by the Chair.
4. The Board approved and ratified the Corporate Risk Register.
5. The Board approved and ratified the First Aid, Fire Safety, Grievance, Fraud & Anti Bribery and Prevent policies.
6. The Board agreed for the 2022 AGM to be conducted face to face.

FINAL COPY – RATIFIED

Signed by the Chair:



Dated: 26 September 2022