

**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 20 October 2021  
via Microsoft Teams Video-conferencing**

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| <b>Present:</b>                                 | <b>Name</b>                     |  |
| <b>Executive Directors:</b>                     | <b>Dr Adam Ellery</b>           | Chair/ GP partner  |
|   | <b>Dr Jonathan Katz</b>         | Medical Director   |
|   | <b>Mr Mark Woolcock</b>         | CEO, Kernow Health CIC   |
|   | <b>Ms Maria Harvey</b>          | Director of Integrated Community Care Services                             |
|   | <b>Mr Kieran Bignell</b>        | Director of Integrated Urgent Care Services                                |
|   | <b>Mrs Laura Wheeler</b>        | Director of Integrated Primary Care Services                               |
| <b>ICA Director and Deputy Representatives:</b> | <b>Dr Malcolm McKendrick</b>    | ICA Board Director Member representing North and East Cornwall/ GP partner |
|   | <b>Dr Andrew Craze</b>          | ICA Board Director Member representing West Cornwall/ GP Partner           |
| <b>Non-Executive Directors:</b>                 | <b>Mr Stephen Holby</b>         | Non-Executive Director/ Managing Partner, Carn to Coast Health Centres     |
|   | <b>Mr Gary Jennings</b>         | Independent Non-Executive Director   |
| <b>In Attendance</b>                            | <b>Ms Emma Ridgewell-Howard</b> | CEO of Kernow LMC  |
|   | <b>Ms Jemma Ignaczak</b>        | Executive Assistant (Minute Taking)  |

**CHAIRMAN**

Dr Adam Ellery 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.

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| 2021/67 | <b>Apologies</b>                          |
|         | Apologies were received from Dr Andy May. |
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| 2021/68  | <b>Declaration of any New Interests / Conflicts of Interest for Part 1 Agenda items</b>   |
| 2021/68a | <p><b>Declarations of Interests Register</b><br/>Mr Jennings noted that he had sent additional items to Ms Ignaczak to be added to the register.</p> <p><b>ACTION:</b> Ms Ignaczak to update the Conflict of Interests Register to include additional items declared by Mr Jennings and to update Manor Surgery to Leatside Health Centre for Dr Andrew Craze.</p>  |
| 2021/68b | <p><b>Conflicts of Interest for Part 1 Agenda Items</b><br/><b>AGREED:</b> 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>   |
| 2021/68c | <p><b>Board Attendance Register</b><br/>The register was noted.</p>   |
| 2021/69  | <p><b>Approval and ratification of Part 1 Board Minutes of the meeting held on 22 September 2021</b></p> <p>Page 3 - Policies and updated Corporate Risk Register: update Mr to Dr.</p> <p><b>AGREED:</b> Following a preview of the minutes by Dr Ellery, Mr Woolcock and Mr Holby, and with the amendment above, the Board approved and ratified the Part 1 minutes of the Board meeting held on the 22 September 2021 as a true and accurate record and signed by the Chair.</p> <p><b>ACTION:</b> Ms Ignaczak to arrange for the ratified minutes from 22 September 2021 to be uploaded to the website.</p> |
| 2021/70  | <p><b>Matters Arising and Action Grid from the Board minutes of the 22 September 2021</b></p> <p>There were no outstanding actions on the action grid.</p> <p>There were no other matters arising from the meeting.</p>   |
| 2021/71  | <p><b>Stock Transfer</b></p> <p>As per the report circulated, the Board were asked to approve the transfer of shares for the following:</p> <ul style="list-style-type: none"> <li>• Alverton Practice – Transfer of share back to KHCIC</li> <li>• Cape Cornwall Surgery – Transfer of share back to KHCIC</li> </ul>  |

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|         | <ul style="list-style-type: none"> <li>• Clinton Road Surgery- Transfer of share back to KHCIC</li> <li>• Manor Surgery - Transfer of share back to KHCIC</li> </ul> <p>Ms Ignaczak noted that Alverton Practice and Cape Cornwall Surgery had merged to form Atlantic Medical and as such both shares would be returned to KHCIC and a single new share issued.</p> <p>Ms Ignaczak noted that Clinton Road Surgery and Manor Surgery had merged to form Leatside Health Centre and as such both shares would be returned to KHCIC and a single new share issued.</p> <p>Ms Ignaczak explained the relevant paperwork had been issued to all parties and the 14-day deadline had since passed. Therefore, the stock transfer forms would be executed by Dr Ellery with Board approval.</p> <p><b>AGREED:</b> The Board approved Dr Ellery to execute the Stock Transfer Forms and for the new shares to be issued accordingly.</p> |
| 2021/72 | <p><b>Policies and updated Corporate Risk Register</b></p> <p><b>Policy Ratification</b></p> <p>The Board was asked to ratify the following policy, which had been robustly reviewed and agreed virtually by the Governance Committee on the 18 October:</p> <ul style="list-style-type: none"> <li>• Risk Management Policy v3.0</li> </ul> <p>Dr Craze queried page 11 which detailed the risk tolerances. The medium tolerance had a risk score of up to 15 and the high tolerance had a risk score of up to 16 which was only 1 more.</p> <p>Ms Harvey responded that she would investigate this and feedback at the next meeting.</p> <p><b>ACTION:</b> Ms Harvey to feedback on the medium and high tolerance only having a difference of 1 score.</p> <p><b>AGREED:</b> Subject to the above clarification, the Board approved and ratified the Risk Management Policy.</p>   |
| 2021/73 | <p><b>Corporate Risk Register</b></p> <p>Ms Harvey noted that the register had undergone regular reviews with the risk owners.</p> <p>Dr Ellery queried the letters received by the school immunisations team regarding the 12-15 covid vaccinations.</p> <p>Ms Harvey replied that they had been receiving cease and desist letters as well as other content via email, telephone, and the post.</p>  |

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| 2021/74 | <p><b>Training Hub Update</b></p> <p>Mrs Wheeler noted that the tender for the Training Hub was to be submitted by 12pm that day. The pre-qualification questions had not received a timely response by Health Education England, so the deadline had been extended. The bid was submitted with the knowledge and support of KHCIC partners and Mrs Wheeler had avoided it being a collaborative bid.</p> <p>Mrs Wheeler shared her screen which detailed many endorsements including those below:</p> <p>“We are very happy to support you. The service you have provided has been exemplary.”<br/>Thank you<br/>Kate Shields<br/>CEO Cornwall ICS (Chair of the People Board)</p> <p>“Kernow Local Medical Committee has valued immensely, the collaborative relationship that we enjoy with Cornwall’s Training Hub. Where opportunities have arisen for general practice, they have sought swift, locally relevant and innovative solutions; where barriers have presented themselves, they have worked alongside us to overcome them.<br/>Every area in the country considers itself unique, with characteristics and geography that make it special; this is because that is true – and no more so than in Cornwall &amp; Isles of Scilly. The team at the Training Hub have worked without break, to help general practice in many ways, and there is so much more to do in our county. It is not ‘a’ Training Hub, it is very much ‘our’ Training Hub for primary care, where trusted relationships have been built, and achievements have already been celebrated. For it to be rooted anywhere else but Cornwall will remove it from the heart of where it is working.”<br/>Emma Ridgewell-Howard<br/>CEO Kernow LMC</p> <p>“As the representative committee for Community Pharmacy in Cornwall, Cornwall and Isles of Scilly LPC, have benefited from a close working relationship with the Cornwall Training Hub. They have supported us with workforce issues, service development and building relationships with other parts of the local Health System for patient benefit. They have been receptive to our input around issues that affect Community Pharmacy and have facilitated us working with other stake holders for mutual benefit. Laura and the team are passionate about improving health care for the patients of Cornwall and the Isles of Scilly.”<br/>Regards<br/>Phillip Yelling &amp; Nick Kaye Local Pharmaceutical Committee</p> <p>“Cornwall Training Hub have proved to be a highly valued, responsive and essential part of the medical training community. Their excellent communication with all stakeholders along with an ability to oversee the myriad needs of the various professionals, in particular regarding the new ARRS roles,</p> |
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|  | <p>has been essential as we look to incorporate the professional development of these colleagues.”</p> <p>Dr Matt Bull<br/>Training Programme Director, Cornwall GP Training Scheme</p> <p>“The Cornwall Primary and Community Care Training Hub has been a well-integrated and essential part of our PCN and ICA development. They have developed and grown into an essential cog in our service development plan providing support and advice with training along with contracting advice. They have engaged vital workforce and attracted fresh talent to a more difficult to reach part of the country. They are tremendously responsive to requests for help and provide representation at all PCN/ICA meetings to support their development and use novel and innovative ideas to solve problems. Frankly we would be lost without them. On a system note, the diabetic development training work they have done is hugely impressive and should be used as a model for other areas to follow.”</p> <p>Dr Rob White<br/>GP partner, St Agnes Surgery<br/>Clinical director for Coastal Primary Care Network<br/>NHS Kernow Governing Body GP system and urgent and elective care clinical lead<br/>NHS Kernow Clinical Commissioning Group</p> <p>"Cornwall Primary and Community Care Training Hub provided by KHCIC has been invaluable in supporting us, both at individual practice and PCN level. The trusted relationships they have developed with us is testament to their consistently open and collaborative approach to a variety of challenges facing primary care, whether that be accessing funding for educational placements, sharing best practice or generally being a training and development knowledge base on whom we can rely. They proactively engage in a meaningful way, listening to what we need, and are actually doing something to help! It is so refreshing to have support that actually makes a difference. We have no hesitation in supporting their bid to continue to provide this service for a further three years."</p> <p>Mrs Wendy George<br/>Strategic Manager<br/>North Kerrier West Primary Care Network</p> <p>Mrs Wheeler noted that the bid included profiles of the team and a value for money form.</p> <p>Dr Ellery congratulated Mrs Wheeler on the piece of work and queried how she had obtained the feedback.</p> <p>Mrs Wheeler replied that she emailed out to inform partners of the tender process and had asked for a response.</p> <p>Mr Holby noted that he withdrew from representing North Kerrier West to avoid a conflict of interest.</p> |
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| 2021/75 | <p><b>General Business Update</b></p> <p>Mr Woolcock noted that the CD licences have been renewed and thanked Sally Lankston and her team for getting those completed.</p> <p>Mr Woolcock noted that KHCIC were aiming to reduce the support provided by RCHT through the historic SLA and, with the assistance of Mrs Wheeler and Dr Katz, job descriptions were being compiled for a role within the finance department. Mr Woolcock added that Mark Turner had kindly spent some time with KHCIC and provided some expert advice on these roles that would be required.</p> <p>Dr McKendrick queried how the new roles would be financed as KHCIC moved away from RCHT.</p> <p>Mr Woolcock replied that the initial SLA was taken from the IUCS budget, and the cost had risen over the past 3 years by around 75%. Mr Woolcock added that it was about looking at what skillsets were already within KHCIC, reducing the costs of the SLA and using the money to employ staff to build KHCIC's own infrastructure.</p> <p>Mr Woolcock commented that Ms Harvey and her team continued to deliver the Special Allocation Service which was a benefit to both patients and general practice. Ms Harvey had additionally been running the covid vaccinations for 12–15-year-olds and therefore the telephones were currently extremely busy. There had been queries around the delay in getting the vaccinations booked into schools; however, the School Imms team had been notified at the last minute and there were several security issues.</p> <p>Mr Bignell informed the Board that there had been a request at the ICC Group that KHCIC set up and run a SPOA for the system. This aligned with KHCIC's plans and Mr Bignell felt it put KHCIC in both a central and strong position within the system.</p> |
| 2021/76 | <p><b>2021 EPRR Core Standards Review</b></p> <p>Mr Woolcock noted that Ray Dawe had issued the EPRR information at the last Board meeting. Following the extensive portfolio of evidence that Mr Dawe had compiled, KHCIC had been marked compliant against all 32 points. There was additional recognition of the following areas of good practice and innovation:</p> <p>Core standard 2 - Good practice was noted in the Business Impact Assessment (BIA) checklist and we have asked if this can be shared across the system.</p> <p>Core standard 11 – good reference to bank holiday planning, building this into business-as-usual processes.</p> <p>Core standard 37 – Good inclusion of online radicalisation in the Media policy, with reference to CONTEST strategy and PREVENT.</p>   |

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|         | Mr Woolcock added that it was testament to Mr Dawe for completing the portfolio.<br><br><b>AGREED:</b> Dr Ellery would formally write to Ray Dawe to congratulate him on these efforts. |
| 2021/77 | <b>Any Other Business</b><br><br>No other business.   |
|         | 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 Ellery, Mr Woolcock and Mr Holby, and with the amendment above, the Board approved and ratified the Part 1 minutes of the Board meeting held on the 22 September 2021 as a true and accurate record and signed by the Chair.
4. The Board approved Dr Ellery to execute the Stock Transfer Forms and for the new shares to be issued accordingly.
5. Subject to the above clarification, the Board approved and ratified the Risk Management Policy.
6. Dr Ellery would formally write to Ray Dawe to congratulate him on these efforts.

**FINAL COPY - RATIFIED**


Signed by the Chair:

Dated: 24 November 2021