

**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 Monday 26 October 2022  
via Microsoft Teams Video-conferencing**

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| <b>Present:</b>                                 | <b>Name</b>                     |  |
| <b>Executive Directors:</b>                     | <b>Dr Andrew Craze</b>          | Chair  |
|   | <b>Mrs Laura Wheeler</b>        | Director of Integrated Primary Care Services   |
|   | <b>Dr Jonathan Katz</b>         | Interim CEO / Medical Director   |
|   | <b>Mr Kieran Bignell</b>        | Director of IUCS   |
| <b>ICA Director and Deputy Representatives:</b> | <b>Dr Andy May</b>              | ICA Board Director Member representing Central Cornwall/ PCN Clinical Director/ 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>Mrs Jemma Ignaczak</b>       | Executive Assistant (Minute Taking)  |
|   |                                 |  |

**CHAIRMAN**

Dr Andrew Craze 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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| 2022/64 | <b>Apologies</b><br><br>Apologies were received from Mr Woolcock, Dr Barnes, and Ms Harvey.              |
| 2022/65 | <b>Declaration of any New Interests / Conflicts of Interest for Part 1 Agenda items</b>                  |
| 2022/66 | <b>Declarations of Interests Register</b><br>There were no further declarations of interest to register. |

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| 2022/67 | <p>Dr Craze noted that Mr Bignell's conflicts of interests had been added to the register. This included external interests between Mr Bignell and Mr Woolcock.</p> <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>  |
| 2022/68 | <p><b>Board Attendance Register</b><br/> The register was noted.</p>  |
| 2022/69 | <p><b>Approval and ratification of Part 1 Board Minutes of the meeting held on 26 September 2022</b></p> <p><b>AGREED:</b> Following a preview of the minutes by Dr Katz, Dr Craze and Mr Holby, the Board approved and ratified the Part 1 minutes of the Board meeting held on the 26 September 2022, with the amendments below, as a true and accurate record and signed by the Chair.</p> <p>Page 5 - ICA forum not ICB.</p> <p><b>ACTION:</b> Mrs Ignaczak to arrange for the ratified minutes from 26 September 2022 to be uploaded to the website.</p>   |
| 2022/70 | <p><b>Matters Arising and Action Grid from the Board minutes of the 26 September 2022</b></p> <p>No outstanding items.</p>  |
| 2022/71 | <p><b>General Business Update</b></p> <p><b>Primary, Community and Urgent Care Contract Reports – Operational and Quality Performance</b></p> <p>Mrs Wheeler noted that she had been focusing on Kernow Health business and not training hub business recently. The Better Together Nurses Conference had been a success, and feedback was positive. It was the first one for 3 years and the key was kindness and expecting kindness for yourself.</p> <p>Mrs Wheeler noted that NHSE and HEE were working together during the merger. There were discussions around job cuts and the fact that no one would be in place to watch over the training hubs. Mrs Wheeler's team had been carrying on as normal and had issued a few questions out to Clinical Directors regarding giving assistance to the Devon training hub. Mrs Wheeler confirmed that positive work continued, and she would bring a full report to a future meeting.</p> |

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|         | <p>Mr Bignell noted that there were two significant workstreams ongoing within IUCS and the service had been running well over the past couple of months. Mr Bignell shared that the ambulance challenges continued and conversations on how to give additional support to ambulances out of hours were taking place. The Single Virtual Contact Centre conversations continued with a lot of winter politics.</p> <p>Mr Bignell noted that the mobilisation of HUC continued, and a formal report would be brought to the next Board.</p> <p>Mrs Wheeler noted that the Excellence in Practice team were focusing on the estates toolkit. An external company were originally going to pick up this piece of work, but Mrs Wheeler had suggested that Kernow Health completed this to make it valid for Cornwall. There was fantastic information coming through with challenges around both models of care and buildings. This included how to utilise the buildings in a more effective way for community hubs and warm spaces. Mrs Wheeler would like Pam Smith to attend a future Board meeting to provide a full overview.</p> <p>Mr Holby replied that if the work with premises was likely to result in some good things for the practices the details should be circulated to the Board and Shareholders.</p> <p>Dr Katz noted that IUCS was recently awarded Highly Commended in the Best Service Nomination category at the Urgent Healthcare UK Awards.</p> |
| 2022/72 | <p><b>System Updates</b></p> <p>There were no updates to report.</p>  |
| 2022/73 | <p><b>Regulatory Reports</b></p> <p><b>CQC</b></p> <p>There were no updates to report.</p> <p><b>EPRR</b></p> <p>There were no updates to report.</p>   |
| 2022/74 | <p><b>Corporate Risk Register for ratification, approved by the Governance Committee:</b></p> <p><b>Corporate Risk Register</b></p> <p>Dr Katz noted that the main change to the risk register was around the pension issues and the loss of sessional doctors which could lead to an increase in agency staffing and potential industrial action. Dr Katz added that there were discussions being held regarding potential power cuts.</p>   |

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|         | <p>Dr May queried the operational impact due to the loss of sessional GPs. Dr added that two GPs had been coaxed away to CRCH by CFT from his surgery alone.</p> <p>Mr Bignell replied that the biggest challenge was in treatment centres and lots of work was being completed around how staff could have an improved experience on treatment centre shifts. Mr Bignell added that the obligation to visit wards remained a sticking point.</p> <p>Mr Holby noted that there were actions around ambulance delays on the part 2 action grid that had not been added to the risk register.</p> <p>Mr Bignell replied that KH/41 required an update to the narrative. Mr Bignell confirmed that there had been a clamp down on agency spend and reassured that these cuts would not impact on the safety of the service.</p> <p><b>AGREED:</b> The Board approved and ratified the Corporate Risk Register.</p> |
| 2022/75 | <p><b>Policy Ratification</b></p> <p>There were no policies for ratification.</p>   |
| 2022/76 | <p><b>Any Other Business</b></p> <p>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, Dr Craze and Mr Holby, the Board approved and ratified the Part 1 minutes of the Board meeting held on the 26 September 2022, with the amendments above, as a true and accurate record and signed by the Chair.
4. The Board approved and ratified the Corporate Risk Register.

**FINAL COPY – RATIFIED**

Signed by the Chair:



Dated 23 November 2022