

*Meeting  
Minutes  
KH Board  
Part 1  
24.01.2024*

**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 24 January 2024  
via Microsoft Teams Video-conferencing**

<b>Present:</b>	<b>Name</b>	
<b>Executive Directors:</b>	<b>Dr Andrew Craze</b>	Chairman
	<b>Mrs Jan Randall</b>	CEO
	<b>Ms Maria Harvey</b>	Director of Integrated Community Care
	<b>Dr Paul Cook</b>	Medical Director
<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>Mr Joseph St Leger-Francis</b>	Head of IUCS
	<b>Ms Emma Ridgewell-Howard</b>	CEO of Kernow LMC
	<b>Mrs Jemma Ignaczak</b>	Company Administrator

**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.

0124/1	<b>Apologies</b>  Apologies were received from Laura Wheeler and Dr Lawrence Barnes.
0124/2	<b>Declaration of any New Interests / Conflicts of Interest for Part 1 Agenda items</b>  <b>Declarations of Interests Register</b> The Declarations of Interests Register was noted.  <b>Conflicts of Interest for Part 1 Agenda Items</b> <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

	<p>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> <p><b>Board Attendance Register</b> The register was noted.</p>
0124/3	<p><b>Approval and ratification of Part 1 Board Minutes of the meeting held on 13 December 2023</b></p> <p><b>AGREED:</b> Following a preview of the minutes by Dr Craze and Mrs Randall the Board approved and ratified the Part 1 minutes of the Board meeting held on the 13 December 2023, as a true and accurate record and signed by the Chair.</p> <p><b>Matters Arising and Action Grid from the Board minutes of the 13 December 2023</b></p> <p>1223/6 - Ms Harvey to arrange suitable training on the updated scheme for all Executives. Ms Harvey had reviewed the webinars and training available through the CQC. Ms Harvey would send the links to Mrs Ignaczak for sharing with the executive team. CQC were now completing assessments instead of inspections. Mrs Randall requested face to face training as a group and not just reference to an email or website.</p>
0124/4	<p><b>Shareholder Transfers</b></p> <p>There were no shareholder transfers.</p>
0124/5	<p><b>General Business Update</b></p> <p>The Board report was taken as read.</p> <p>Mrs Randall confirmed that an infection control and health &amp; safety update would be added to future reports. Going forward the individual reports would be sent to Mrs Ignaczak, who would compile the report ready for Mrs Randall to review and audit.</p>
0124/6	<p><b>System Updates</b></p> <p>It was noted that DR Stewart Smith now chaired the Collaborative Board and attended as a GP representative at the ICB Board meetings.</p> <p>There had been a number of changes to positions at the ICB, but no formal communication had been released.</p>

0124/7	<p><b>Regulatory Reports</b></p> <p><b>CQC</b> No further update for CQC.</p> <p><b>EPRR</b> Ellen Brown would be attending the executive meetings to provide an EPRR update on a monthly basis. The Health &amp; Safety and EPRR Committees would be merging along with Infection, Prevention and Control</p> <p>The ICB would be attending Cudmore to shadow Ellen brown from an EPRR perspective in February.</p> <p>Kernow Health CIC were recognised as a gold standard for EPRR across the system.</p> <p><b>Home Office</b> No updates</p>
0124/8	<p><b>Corporate Risk Register for ratification, approved by the Governance Committee:</b></p> <p><b>Corporate Risk Register</b> Nothing new added and no specific updates.</p>
0124/9	<p><b>Policy Ratification</b></p> <ul style="list-style-type: none"> <li>• Patient Safety Incident Response Plan v1.0F</li> </ul> <p>A piece of work had been completed by Laura Manolchev and the Patient Safety Review Group. The plan had been taken through RIDORs and reviewed by the executive team. Training was being sourced for Dr Cook, Ms Harvey, Mr Woolcock and Mrs Randall.</p> <p>Dr Cook shared that it was important to understand what the definition of harm was. It was hard to know what harm had occurred to a patient after they left Kernow Heath CIC. Dr Cook was working with the ICB to understand their processes and to ensure that Kernow Health CIC were not going beyond its remit to review the whole patient journey.</p> <p><b>AGREED:</b> The Board agreed to ratify the Patient Safety Incident Response Plan.</p>
0124/10	<p><b>Reflection</b> Nothing to add.</p>

0124/11	<b>Any Other Business</b> There was no other business.
	<b>END OF PART 1</b>

#### **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 Craze and Mrs Randall the Board approved and ratified the Part 1 minutes of the Board meeting held on the 13 December 2023, as a true and accurate record and signed by the Chair.
4. The Board agreed to ratify the Patient Safety Incident Response Plan.

#### **FINAL COPY – RATIFIED**

Signed by the Chair:



Dated: 21 February 2024