

**MINUTES OF THE NAViGO HEALTH AND SOCIAL CARE CIC
BOARD MEETING
HELD ON WEDNESDAY 25th OCTOBER 2017
9.00AM AT THE HUB, HOPE COURT, THE WILLOWS ESTATE, GRIMSBY DN37 9LN**

ATTENDEES

Tom Hunter (Non-Executive Director Chair)
Simon Beeton (Finance Director)
Andrew Waterhouse (Non -Executive Director)
Aamer Sajjad (Medical Director)
Kath Lavery (Non-Executive Director)
Mike Reeve (Operations Director)
Julie Salt (Elected Community Representative Non-Executive Director)
Amanda Simpson (Associate Director of Nursing and Quality)

INVITEES

Paul Glazebrook (Healthwatch)
Lynsey Ford (Minutes)

Meeting -Held In Public

ACTION

1. Welcome, Introductions and Apologies

The Chair welcomed everybody to the meeting and introduced Paul Glazebrook from Healthwatch. Apologies were received from Jane Lewington, Richard Melling, Janine Smith, Julie Gray and Lisa Denton.

2. Quorum and Declaration of Interests

The Chair noted that as there were at least three Directors comprising an Executive Director and two Non-Executive Directors, including the Chair, the meeting was quorate.

The Chair invited the directors to declare any interests conflicting with agenda items to be discussed at the meeting. No conflicting interests were declared.

3a. Minutes of 19th July 2017

The minutes were agreed as a true record of the meeting.

b. Matters Arising

IAPT

It was noted that IAPT was slightly below target in relation to GP practices.

MHA Subcommittee

An action log from the MHA Subcommittee is to be produced for the Practice Clinical Governance Committee for dissemination throughout the organisation.

4. Formally Appoint Membership Representatives

The Board formally appointed the Membership Representatives in accordance with the organisation's articles, namely Julie Salt, Marie Fitzgerald, Matt Smith and Lucinda Parrish, as Community Representatives, and Richard Melling, Annie Darby, Freedom Nwokedi and Claire Withers as Staff Representatives. Julie Salt and Richard Melling were confirmed as the Non-Executive Directors.

5. Finance Report

The finance report shows a surplus against budgets of £178k for quarter two in relation to the NHS contracts and the forecasted year end position is a surplus of £284k; comprising £174k in relation to the CCG contract and £110k concerning NHS England contracts. This takes into account the estimated tax charges and the contingency and surplus. The Board was reminded of the importance of building the cash reserves.

The underspend in relation to the Business Development Units were discussed and it was highlighted that the Access team is still being established and would have a bearing on the £64k underspend. The underspend at the Gardens and in the Community is due to vacancies and it was mentioned that the organisation needs to ensure that those staff members who are not part of the NHS pension scheme are part of an alternative pension scheme. Medical staffing has received additional income for junior doctors and instead of appointing a locum consultant, two doctors are acting up and the cost benefit of this was referred to.

Mention was made of the Out of Area placements and the risk share agreement with the CCG. Mention was also made of the service users returned from Out of Area placements to Revesby lodge and the benefits of the same although the individuals are complex and high risk. One adult remains Out of Area in a low secure placement.

An overspend of £178k has been reported against the budget for the Corporate Business Development Unit; £65k was spent on the door access system and it was stated that an accounting adjustment needed to be made for the inpatient application.

Spot purchases at Rharian Fields have contributed to the forecasted underspend against the NHS England contracts. With regards the Liaison and Diversion Service, the small surplus was due to the vacant Manager post which has now been filled and also a Band 6 post has been appointed to.

The cash position is artificially high due to large creditors awaiting payment and it was noted that the organisation was in a good position.

6. Performance and CQUIN Update

CQUINS for the financial year 2016/2017 have been approved and payment is awaited. The late receipt of CQUINS for the financial year

2017/2018 was mentioned and the pressure it adds to meeting the targets in quarter two.

Concern was expressed in relation to statutory and mandatory training particularly with CQC undertaking a “Well Led” inspection at the beginning of December. The organisation is below the target it set of 85% and is an area CQC highlighted at the last inspection. The Board was reassured of the work being undertaken to address this, including identifying extra training dates and the onus being on the managers to ensure individuals in their teams are compliant.

7. Summaries

a. Membership Board

The summary was taken as read and it was noted that the current Staff Membership (shareholders) was the highest it has been.

b. Mental Health Act Subcommittee

The summary was taken as read and the Board was informed that one service user had been discharged from their CTO at a Hospital Managers hearing. Mention was made of the ongoing work with the general hospital in relation to MARSIPAN guidelines and service users with eating disorders. A new process for CTO Hospital Manager hearings has been established and concerns non contesting service users with capacity. Measures have been incorporated to ensure that periodically a full hearing will take place.

c. Practice Clinical Governance

The paper was taken as read and six policies require up-dating by the next meeting.

d. Gardiner Hill Foundation

The Summary was taken as read and it was noted that a large volume of applications had been made which is thought attributable to the Local Authority Community Care grant no longer being provided. Conversations are taking place with the Local Authority to determine whether there are any grant monies available and to how to access them. To meet the increase in demand for GHF grants, fund raising is to take place next year; one idea is to hold a sponsored netball tournament. Due to many of the grants being for the provision of electrical goods, it was questioned whether there is an agreement with a local firm and it was suggested that contact be made with Harbour Place and Care.

8. AGM Feedback

The AGM was well attended; 239 people were present and there was support from partner organisations and the Mayor. The attendance was higher last year and one thought is that logistics could have been a factor in terms of getting to and from the venue. A resolution was passed

for Tom Hunter to remain in position as Chairman until the AGM in 2019. Positive feedback was received, in particular, for the seminars and the ability to view the display stands in one area. The guest speaker, Clarke Carlisle was unable to attend due to illness and has recently been discharged from hospital. It is hoped that he might be able to attend the organisation's staff awards night in January. The Project of the Year was Safe Space and funding is being sought to deliver the same. A business plan will then be developed and presented at the Senior Managers' meeting.

The positive Practice event on the following day was attended by 140 people including NHS England and Partner organisations. Service users and staff from the Sequoia team choreographed and performed a play in relation to mental health, which was extremely well received, and a service user and a carer provided their emotional account of living with dementia. Two service users from the eating disorder service also spoke openly and movingly of their mental illnesses and praised the service for the care they were receiving. Incorporating these personal accounts into the AGM was suggested.

9. Modern Slavery

The Board was informed of statistics concerning modern slavery including the number of countries involved, the number of slaves in the UK and the estimated sums of money for individual transactions and how much the industry is worth. Examples of modern slavery were provided, including forced labour, forced marriage and organ harvesting. Industries susceptible to forced labour include the beauty industry and the car industry, particularly garages providing car washing services. The Board questioned the implications for the organisation and was informed that frontline staff should be aware that individuals subject to slavery could present with PTSD and be reluctant to ask for help or speak for themselves due to control being exerted over them.

Whilst the organisation is not required to produce a statement of compliance under the new legislation, it has chosen to and staff are being made aware of modern slavery as part of the Safeguarding training and to raise any concerns with Annie Darby for an investigation to be undertaken. It was suggested that the matter could be an annual agenda item.

Signed



Tom Hunter (Chair)