

**MINUTES OF THE NAViGO HEALTH AND SOCIAL CARE CIC  
BOARD MEETING  
HELD ON WEDNESDAY 26<sup>th</sup> APRIL 2017  
9.00AM AT THE HUB, HOPE COURT, THE WILLOWS ESTATE, GRIMSBY DN37 9LN**

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**ATTENDEES**

Tom Hunter (Non-Executive Director Chair)  
Jane Lewington (Chief Executive)  
Simon Beeton (Finance Director)  
Aamer Sajjad (Medical Director)  
Andrew Waterhouse (Non -Executive Director)  
Janine Smith (Elected Staff Representative Non-Executive Director)  
Mike Reeve (Operations Director)  
Julie Gray (Company Secretary)

**INVITEES**

Shaun Fleming (Counter Fraud Specialist)  
East Coast Audit Consortium (Item 6)  
Lynsey Tinch (Minutes)

**Meeting -Held In Public**

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**ACTION**

**1. Welcome, Introductions and Apologies**

The Chair welcomed everyone to the meeting and apologies were received from Kathryn Lavery.

**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 1<sup>st</sup> February 2017**

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

**b. Matters Arising**

**Home from Home**

Discussions continue in relation to the monies outstanding from NLaG in respect of Capital Costs and Staffing Costs. The Director of Finance is still seeking a resolution to the staffing cost element.

**SB**

#### 4. Chief Executive Update

The paper was taken as read. A joint systems Board has been established by NHSI and NHSE to oversee the necessary improvements to NLaG, whilst in special measures, and NAViGO has been asked to attend the financial working group together with Care Plus Group.

##### **Accountable Care Partnership**

The Together constitution documents are being reviewed to deliver the ACP functions and as part of this the current voting arrangements are being considered to ensure there is no imbalance from member organisations.

##### **IAPT**

Funding has been secured to improve capacity and access to psychological therapies for people with common mental health problems and also people with specified long term physical conditions; work has commenced to integrate physical and mental health care.

##### **Door Access Systems**

Senior Managers agreed to change the door access system across three sites, namely: the Gardens, the Cedars and Harrison House due to a number of factors including the PC system underpinning the programme no longer being supported. Work is due to commence on 2<sup>nd</sup> May 2017 at a cost of £49,500 plus VAT which the Board approve as a first call against the 2017/2018 efficiency programme.

##### **Electronic Patient System**

A Programme Manager post will be funded by Commissioners for 18 months. Interviews have taken place and an offer made to one of the candidates.

#### 5. NHS Improvement Renewal Licence

The Board was satisfied that NAViGO had the appropriate processes and systems in place to identify risk and guard against their occurrence for the financial year 2016/2017 in accordance with the NHS Improvement requirements for organisations holding NHS provider licences. It was therefore **RESOLVED** that following a review for the purpose of paragraph 2(b) of licence condition G6, the Directors of the Licensee are satisfied that, in the financial year most recently ended, the Licensee took all such precautions as were necessary in order to comply with condition G6.

The Board was further satisfied that the required resources are available for the financial year 2017/2018 to provide the eating disorder at Rharian Fields, a Commissioner Requested Service. Accordingly, the Board **RESOLVED** that after making enquiries the Directors of the Licensee have a reasonable expectation that the Licensee will have the Required Resources available to it after taking account of distributions which might reasonably be expected to be declared or paid for the period of 12 months referred to in this certificate. The Finance Director was authorised

to file both self-certifications with NHS Improvement.

It was questioned whether the current robust reporting requirements were required for these services and the Board **AGREED** that legal advice would be sought in this regard once the outcome of the CAMHS tender is known.

**SB**

## **6. Financial Governance and Bribery Act Update Presentation**

The Board was informed that the Self Review Tool had been submitted to NHS Protect with an overall grading of Amber and reassurance provided that the score was not of concern. One recommendation brought to the Board's attention is ensuring awareness of fraud, bribery and corruption is embedded throughout the organisation.

The Counter Fraud Specialist mentioned the areas where there is a high number of referrals including staff members working whilst on sick leave, conflicts with secondary employment, false compensation claims, gifts and hospitality, cyber crime, ID fraud, timesheet and expenses claims, card fraud and contractor and supplier fraud. He also provided recent examples of prosecutions made nationally and the sentences received; one of which was a 12 month suspended prison sentence, £5k fine and £2k costs for a Chief Executive who falsified his qualifications to gain employment.

The corporate offence of failure to prevent bribery was mentioned and being able to prove there are adequate measures in place provides a defence. Anti-bribery measures include a message from the Chief Executive, up to date declaration form and policies and due diligence (in terms of checking references as well as financial statements and accounts).

## **7. Pay Award 2017/2018**

The Finance Director informed the Board that a 1% increase would be paid to all Navigo staff that currently mirror Agenda4Change pay scales. No advice was yet available regarding the settlement for Consultant Medical Staff which would be applied to Consultants when received in accordance with the same policy. The pay scales for NAViGO and Agenda4Change differ slightly in that there are four members of staff who would have been affected by a previous Agenda4Change pay freeze, had it been adopted by NAViGO, and it was resolved that these staff should also receive the 1% increase.

An increase has also been applied to staff employed through NAViGO Extra, however, due to being in financial recovery it is less than the Living Wage Foundation increase.

## **8. Committee Summaries**

### **a. Membership Board**

The meetings have been re-arranged and follow the CIC Board each month due to a diary conflict with the financial working group mentioned

at item 4 above. The summary will be provided at next month's meeting. **JL**

**b. Mental Health Act Subcommittee**

The paper was taken as read.

Matters brought to the Board's attention are: the reduction in the period of detention from 72 hours to 24 hours for people moved to a place of safety under s136 MHA and introducing a new system for paper reviews in relation to non-contesting service users subject to Community Treatment Orders with capacity.

An overview of the MHA to presented to Board at a future meeting. **LT**

**c. Practice Clinical Governance**

The paper taken as read.

The meeting is to be split into two parts; one covering policy approval and the second quality of care to ensure sufficient time is devoted to both.

**d. Gardiner Hill Foundation**

The paper was taken as read.

Staff Member Trustee interviews are being held to fill the current vacancy and a discussion took place in relation to the need for a fundraising strategy and the necessary capacity and expertise to facilitate it.

**e. NAViGO Extra**

The paper was taken as read.

The Eleanor Apartments is a service fund model and as such individual social care needs are re-assessed as their conditions improve and payments reduce. To prevent the apartments becoming unsustainable a minimum income guarantee has been secured.

A discussion took place in relation to the organisation and NAViGO Extra being more closely aligned. Recruitment and retention is the biggest risk to NAViGO Extra and several suggestions were made including a block contract and human resources from NAViGO, external marketing support and better use of social media. It was **AGREED** a strategic savings plan would be produced for the next Senior Managers' meeting which will then be discussed at the Development Day in June.

CQC has announced an inspection following a change in Manager and the pre-inspection material has been submitted.

**f. Health and Wellbeing LLP**

Better representation at the networking event is required, only 15 people attended. Those present are keen for work to be undertaken and a discussion took place as to the form this might take. It was suggested that an investment is made into one of the partner organisations by the remaining partner organisations, an example of purchasing a garden centre was provided, and the Board was asked to consider whether this would be something it would be willing to do. It was **AGREED** that it

should be decided on a case by case basis once a business case had been received and the importance of establishing relationships with the member organisations to assess the degree of risk was raised.

Signed



Tom Hunter (Chair)