

Minutes

	<div><div>ACTION</div><div><div>MINUTES OF THE MEETING OF THE COUNCIL OF ACTION AGAINST MEDICAL ACCIDENTS</div><div>held on 2 December 2014 at Freedman House</div><div><div>Present:</div><div><div>Rita Lewis</div><div>- Chair</div></div><div><div>Malcolm Alexander</div><div>- Vice-Chair</div></div><div><div>Barbara Ross</div><div>- Treasurer</div></div><div><div>Michael Bishop</div><div></div></div><div><div>Angela Brown</div><div></div></div><div><div>Philip Dolan</div><div></div></div><div><div>Ray Greenwood</div><div></div></div><div><div>Vincent Kika</div><div></div></div><div><div>Aideen O'Neill</div><div></div></div><div><div>Hilary Scott</div><div></div></div><div><div>Rachael Vasmer</div><div></div></div></div></div><div><div>In attendance:</div><div><div>Peter Walsh</div><div>- Chief Executive and Company Secretary</div></div><div><div>Hugh Williams</div><div>- Deputy Chief Executive</div></div><div><div>Nicky Rushden</div><div>- Finance Manager</div></div><div><div>Aisha Ansary</div><div>- Marketing & Communications Officer</div></div></div></div>
1	<div><div>Apologies:</div><div>Celia Davies, Suzanne Shale, James Petter.</div></div>
2	<div><div>Minutes of Meeting held on 29 July 2014:</div><div>The minutes were AGREED as an accurate record.</div><div>Matters Arising: Peter explained that under item 10 the working group on Equality Diversity & Inclusion had not yet been convened, but would be early in the New Year. Rachael Vasmer and Malcolm Alexander agreed to be trustee members of the working party.</div><div>PW/MA/RV</div></div>
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3	<p>Notes of Executive Committee Meeting held on 14 October 2014:</p> <p>The notes of the meeting were noted. It was AGREED that the letter to NHS England re patient safety alerts be circulated to members of the patient safety expert groups, plus the letter about locums. Malcolm pointed out the difficulties re locums and revalidation. Hilary pointed out that adherence to patient safety alerts in Wales remained an issue in spite of AvMA's work on the subject.</p>	PW
4	<p>Chief Executive and Deputy Chief Executive Report:</p> <p>The report was noted. Peter pointed out that the statutory Duty of Candour had come into force in England on 27 November. However, very little awareness raising or training had taken place. The guidance was issued just a week before. There was an urgent need for promotion and training, which Peter was encouraging all the national bodies to help with. Hilary suggested the recruitment of NHS 'leaders' as reported in the Health Service Journal, to help.</p> <p>It was AGREED to ask PHSO to convene a meeting of the proposed consumer charter panel with more notice. It was hoped that the panel would provide the opportunity for meaningful input leading to improvements, but this would need to be monitored.</p>	PW
5	<p>Strategic Plan and Annual Departmental Objectives:</p> <p>The reports were noted. The pressures on Helpline and Medico-Legal Department generally were noted. Lisa was to do more work on how to address this in the New Year. Ray Greenwood and Angela Brown volunteered to help with this, with the view to bring a costed proposal to the next Council meeting if necessary. Michael volunteered to help with financial aspects/projections.</p>	LO'D/ RG/AB/MB
6	<p>Marketing & Communications:</p> <p>Aisha Ansary introduced herself as the recently appointed Marketing & Communications Officer. Initial priorities included the new website; development of social media use; and working with individual departments regarding their priorities, e.g. conferences/events and lawyers' service.</p>	
7	<p>Financial Reports:</p> <p>The notes of the finance and investment committee meeting were noted. The Management Accounts were noted. Whilst these showed a positive reduction in the forecasted deficit, Peter warned that the experts' appeal and re-subscriptions to the website were still in train and may come in below</p>	
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	<p>budget. It was also noted that the income from fundraising included over £20,000 from a one-off legacy, and that webinars would not be viable if it were not for the sponsorship.</p> <p>The investments report was noted and it was AGREED to invest a further £100,000 in long term investments via Barchester Green.</p> <p>It was AGREED to ask Ed to attend the next Council meeting to discuss future of Webinars.</p> <p>It was noted that work was ongoing on collecting outstanding conference debts for 2013/14 and agreeing a protocol re monitoring/chasing late payments.</p> <p>It was noted that negotiations hoped to be concluded shortly re leasing out the 2nd floor, Freedman House. Speedy Hire, tenants on the 3rd floor, are likely to leave during 2015 but need to give 3 months' notice.</p> <p>It was noted that a new account had been opened with Co-op to hold clients' money with regard to inquest expenses. It was AGREED that staff work on the most efficient way of protecting Lisa's position with the Solicitors Regulatory Authority. Paying circa £3,000 extra for audit of this arrangement may not be appropriate.</p>	<p>EM</p> <p>PW/NR</p> <p>LO'D/NR/HW</p>
8	<p>Risk Register:</p> <p>The Risk Register was noted. It was AGREED that the risk of Helpline/Casework not being able to cope with volume of work/resultant absence/illness etc. be added.</p>	
9	<p>Consultation Responses:</p> <p>GMC/NMC Duty of Candour. There was broad agreement with Peter's draft response. Any further comments to be sent to Peter by 1st January.</p> <p>Scottish Government: Duty of Candour. Comments/Suggestions should be sent to Peter by 1st January. Peter and Philip Dolan would liaise about the response.</p> <p>Health Standards Framework: Wales: It was AGREED that Hilary Scott lead on this in liaison with Hugh as she had already worked on it for her CHC. Comments invited to Hilary by 1st January. Peter to send Hilary previous submissions to WHO and CQC etc. re standards.</p>	<p>HS/HW</p>
10	<p>Date of next meeting:</p> <p>Tuesday, 24 February 2015, Freedman House.</p>	
	<p>.....</p> <p>Chair</p>	<p>Initial</p>