

Minutes of the Board meeting of Action against Medical Accidents Held on 27th September 2022

Present: Jocelyn Cornwell (JC) Chair, Bill Kilvington (BK), Nigel Holland (NH), Caroline Browne (CB), Amrat Khorana (AK)

In attendance: Peter Walsh (PW), Nicky Rushden (NR), Nathan Bacon (NB)

Attended via Teams: Mike Andersson (MA), Janine Collier (JCol)

Apologies received: Mary Smith (MS), Maggie Davies (MD)

1. Declarations of Interest

AK reported that he is now an associate Non-Executive Director of the PSA and a trustee of Support 4 Sight. No other new potential conflicts of interest were reported.

2. Minutes of Board meeting held 12th July 2022

The minutes were agreed as an accurate record. The actions schedule was noted. It was noted that action 025 was complete. JC and PW agreed the list of CEO meetings should be grouped under themes/objectives. Action 047 (Policy on Policies) was complete and on the agenda.

3. Chair's Update

JC reported that she had had a couple of meetings with the future new CEO Paul Whiteing agreeing arrangements for him starting. She had also sat in on a Helpline session and encouraged other trustees to do so. As part of meeting a range of stakeholders, she had also met with the Chair and CEO of Patient Safety Learning and Joanne Hughes of Harmed Patients Alliance.

4. CEO report

The report was noted. PW provided a further update on the situation re 'Independent Senior Advocates'. Although a meeting was held with the Chief Nursing Officer Ruth May which seemed positive in terms of there being scope for some redesign, arrangements for the 'pilots' and a stakeholder meeting were going ahead with no indication anything would change. There was to be another meeting on 30th September. It was agreed if there was no sign of things changing, then the wider public and stakeholders needed to be made aware of the serious and widespread concerns about this initiative. There was support for the idea of AvMA working with other stakeholders to consult harmed women and their families and suggesting questions/criteria for the evaluation of the pilots.

5. Trustee Recruitment

It was agreed that there was a need to recruit more trustees and that the timeframe suggested in the covering report was about right. It would allow the new CEO to be involved in the process (but not the decision making). It was felt that certain areas of expertise would be needed such as finance/a future Treasurer; PR/media; and fundraising but that an audit of existing trustees' attributes was needed first. It was AGREED to carry out an audit of existing trustees in time for the next Board meeting.

C057: PW/JC

Trustees were asked to suggest attributes which should be asked about using the NCVO trustee skills audit template (tabled by JC) as a guide.

C058: ALL

6. Policies

- The remuneration Policy was approved. It was agreed to consider a wider review of remuneration issues in the future which would consider different systems of remuneration. The policy would be reviewed in 2025.
- The Redundancy Policy was approved.
- The Anti-Harassment & Bullying Policy was approved.
- The 'Policy on Policies' was discussed. It was noted that MA and BK had worked on this for which they were thanked. It was presented as an example and was not for a decision yet. It was felt that a framework for making policies more consistent was a good idea. It would be implemented on a policy to policy basis rather than all at once. Something simpler and shorter was thought appropriate for an organisation of AvMA's size. It was AGREED that MA and BK would on a revised version to bring to the December Board meeting. **C059: MA/BK**

It was agreed to check the Redundancy and Remuneration policies for any possible inconsistency over 'severance pay'. Also to consult Croner over policy on retirement on health grounds.

C060: NB

7. Finance

NH reported that our IFA Castlefield had conducted their annual review of our investments. The current economic situation was very challenging, NH is due to carry out a 'high level review' of finance in AvMA in November.

The Finance Committee minutes; Finance Manager's report; Management Accounts and Investments Summary were noted. The graph in the Finance Manager's report was found to be useful, but further consideration of the best colours to use was suggested.

The Long Range Financial Forecast was discussed. This had been produced by NR in consultation with PW and had been discussed at FIC who were happy with it. It was noted that the draft being considered included a revised target of reserves with the amount of budget for contingencies halved. FIC thought this was more realistic. The revised target level of reserves was AGREED. The long Range forecast as a whole including target levels of required savings or income was AGREED.

8. IT

The options paper regarding finance software was discussed and the recommended approach AGREED. It was noted that legal advice may be required on whether Iplc are in breach of contract if unable to deliver the promised functionality.

It was AGREED that the discussions with Iplc and SAGE to identify if they can deliver the desired functionality should take place ASAP, to narrow down options, and a full costed proposal be brought to the December Board meeting. MA to be involved in this.

C061: NB/NR

It was AGREED that upto £10,000 of the contingency budget could be sent on the extra training identified as needed and extra functionality for the Find a Solicitor Portal

9. Quality & Outcomes Committee

The minutes of the latest meeting were noted. It was agreed that QOC have discretion as to who they involve from the beneficiaries and how. It was AGREED that AK become a member of QOC.

10. Income Generation

The minutes of the latest IGWG were noted. PW informed the Board of how he proposed to raise awareness of the unmet need for independent advice and advocacy for harmed patients across the board. He had set himself a goal to do more on this before he retired. He intended to try to get a roundtable meeting of key stakeholders to consider a report on this (which he would produce) and

agree a joint statement about the unmet need. He had spoken to James Titcombe and Joanne Hughes of Harmed Patients Alliance about this who were prepared to be seen to be calling the meeting. This would avoid it being seen as a call for funding for AvMA. The Board approved this approach.

11. Risk Register

The following changes were agreed to the Risk Register:

- R014 (Website) – to be updated
- R005 (Fundraising) – change owner to PW not JS
- R008 (Loss of key staff) – include overdependency on staff resilience and succession plan in description
- R018 (Disruption as result of change in CEO) – change overall rating to medium, add CEO induction to mitigations
- Add a new risk – ‘Loss of access to justice for beneficiaries’

C062: PW

12. People Report

The People Report was noted.

13. Operational Plan & Departmental Reports

The Plan and reports were noted. PW pointed out that there had been a 25% drop in the number of Written Advice cases, which management were still trying to identify the reason for.

14. Any other business

BK pointed out the training available from New Philanthropy Capital. PW agreed to bring this to the attention of relevant staff.

15. Date of next meeting

- 13th December 2022 (includes AGM)

Board Meeting Actions Schedule

	Date Agreed	Agenda Item #	Issue	Description	Person responsible	Date for completion	Progress / Completed
C001	29.9.20	10	AvMA Website	Proceed with procurement work and develop a financial business case to Board for approval before entering into website development contract.	JS/NB	Spring 2022	Delayed. Spring 2023
C021	7.12.21	9	Risk Management	Discuss with consultant whether Equality Diversity & Inclusion should be seen as a risk	PW/AK	Will be part of report Oct' '22	
C026	29.3.22	3	Governance	Draft special resolution for changes to constitution	PW	November '22	
C043	12.7.22	4	40 th Anniversary Gala	Explore further cooperation with defendants	PW/LOD		
C044	12.7.22	4	PW leaving event	Liaise with Fieldfisher re arrangements and compile a list of invitees	PW	October 2022	
C055	12.7.22	14	Committee Meeting Dates	Chairs to consider weekly hours when setting meeting dates	Chairs		
C057	27.9.22	5	Trustee Recruitment	Carry out audit of existing trustees' attributes	PW/JC	Dec 22	
C058	27.9.22	5	Trustee Recruitment	Suggest attributes required for new trustees	ALL	November 2022	
C059	27.9.22	6	Policy on Policies	Work on and bring revised version to December Board	MA/BK	Dec 22	
C060	27.9.22	6	Policies	Check the Redundancy and Remuneration policies for possible inconsistencies re severance payments. Consult Croner over policy on retirement on health grounds.	NB		
C061	27.9.22	8	Finance Software	Discuss requirements with Iplcic & Sage and bring costed report to December meeting	NB/NR	Dec 22	
C062	27.9.22	11	Risk Register	Update register and add new risk	PW	Dec 22	