

Minutes of the Board meeting of Action against Medical Accidents Held on 13th December 2022

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

In attendance: Peter Walsh (PW), Paul Whiteing (PW1), Nicky Rushden (NR), Nathan Bacon (NB), Noelia Serrano (Sayer Vincent – part)

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

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

1. Declarations of Interest

JC reported that she is now a Governor of the Tavistock & Portland NHS Trust, no other new potential conflicts of interest were reported.

2. Minutes of Board meeting held 27th September 2022

The minutes were agreed as an accurate record. All matters arising are covered under the agenda for this Board meeting.

3. Chair's Update

JC reported that she had continued her fortnightly meetings with PW and from this week that extended to PW1. In terms of external meetings there were a number. This included with Rosie Benneyworth of the HSIB which was very positive in a number of ways and suggests a shared agenda with AvMA on a number of patient safety concerns and initiatives. JC has also met with Derek Hooper as part of his review of EDI for AvMA as well as Angela Brown, the former AvMA Treasure. JC had also attended events including the Clinic Human factors Group Conference, a Round table with the Harmed Patient Alliance about independent advice & advocacy and the AvMA Gala Dinner.

JC also thanked the Trustees for completing the skills audit survey which suggested some agreement on where there were some gaps that the Trustees should consider recruiting to fill in the near future.

C063: JC

4. CEO report

The report from the CEO was noted. PW provided an update on his recent meeting with the Harmed Patient Alliance (HPA) and their report, "Signpost to Nowhere" which he had written. PW noted that the report received positive coverage and comment from a variety of opinion formers and interested parties. PW then briefly outlined some of the next steps in pursuing this campaign with the HPA including a proposed joint letter from participants to the Secretary of State and the setting up of a working party to develop proposals.

PW provided an update on developments following the Ockenden report recommendation on independent senior advocates. Despite some interest from the Chief Nursing Officer there remain concerns about the proposed pilot for this initiative around "independence".

The Board thanked PW for this, his last CEO report, and commented him on the vast areas of campaign and other work that Peter has personally driven forward.

5. Review and approval of policies

The Expenses Policy was APPROVED subject to:

- Correct dating of the policy;
- The new levels of subsistence were agreed;
- Removal of the reference to alcohol;
- Change “will” to “may” in respect of the reasonable contribution to the cost of computer consumables; and
- The Executive being asked to further consider the need for a dedicated home working and occupational health policy.

The Anti-fraud policy was APPROVED.

The Anti-Bribery policy changes were APPROVED subject to removal or amendment of the reference to “paragraph 12”.

6. Finance

NH provided a summary to the papers for this discussion and noted the Finance Managers report, the management Accounts and Investments summary and the overall favourable position in terms of operating deficit actual v budget year-to-date.

The Board AGREED the required savings/income generation proposals for 2023-24 and noted that there is a risk around the assumption of letting the 1st Floor of Freedman House which is assumed from October 2023. It was also noted that these savings would need to dovetail in to the financial and budget planning cycle that starts imminently for 2023-24.

7. Cost of living pay increase 2023-24

The Board considered and discussed the paper and options around staff pay for 2023-24. The Board AGREED that a final decision would be made at their next meeting and indicated that:

- A cost-of-living increase of between 4% and 8% should be the range in which to plan for next year;
- That the Board were supportive of a non-consolidated one-off payment for staff typically in the range of £500 to £800, pro-rated for part-timers.
- That there was no merit in considering including gift vouchers as part of the cost-of-living increase; and
- That any payments such as non-consolidated one-off payments should happen not before the cost-of-living increase falls due, but consideration should be given to whether the payment is made in one or more tranches.
- That for draft budget purposes the Finance Manager should base the draft on the basis of a 6% cost of living increase and a £800 unconsolidated one-off payment prorated for each member of staff

8. Equality, Diversity & Inclusion Audit/Way Forward report

The Board considered the report prepared for them by Derek Hooper who had been commissioned to review Equality, Diversity and Inclusion issues within AvMA both as a service provider as well as an employer. The Board AGREED that the report had been very helpful and discussed the various ways it could be taken forward in a way that gave the issues raised sufficient strategic priority whilst at the same time being proportionate recognising the resourcing constraints and competing priorities.

C064: PW1

9. IT & Digital Working Group

As well as the minutes of the last IT & Digital Working Group, The Board received oral updates from MA and NB about the challenges and risks with implementing the new CRM as well as the issues with the current system about to go out of support and the steps taken to mitigate risks attached to this. The Board also received updates on the roll-out of the Ipllicit finance software.

The Board APPROVED an additional spend of £15,000 to complete the roll-out of Ipllicit software.

The Board APPROVED an additional £7,494 from contingency reserves for the additional project support needed for the CRM.

10. Quality & Outcomes Committee

The Board NOTED the minutes of the QOC held on 6th December 2022. CB drew the Board's attention to the discussion on the Harmed Patient Care Pathway and in particular consideration to applying for funds for project management from reserves to support the roll-out of this work.

C065: PW1

CB also drew to the Board's attention to the proposed changes to the QOC Terms of Reference which were APPROVED by the Board.

11. Income Generation

The Board considered and NOTED the options in the income generation report. It was agreed to seek a new chair for the Income Generation Working Group, if it were to remain uncertain as to when Mary Smith would resume.

C066: JC

12. Operational Plan & Departmental Reports

The Plan and reports were noted.

13. Risk Register

The Board NOTED and discussed the Risk Register.

The Board noted the interplay of risks with the CRM insofar as it could adversely affect the ability of AvMA to collect income. It was agreed to close the risk around wheelchair access to Freedman House. And it was suggested that Departmental reports include the position with respect to business continuity plans.

It was agreed to remove the reference on the Risk Register to the Register being a 'sample' and to remove Risks R10 and R19.

C067: PW1/Managers

14. People Report

The Board NOTED the people report. The annual staff and volunteer survey was not complete and would be brought to the next meeting.

15. Any Other Business

The Board took the opportunity of PW's last Board meeting to sincerely thank him for his dedication, commitment and hard work over 20 years of distinguished service. PW thanked Board members for all of their support.

16. Date of next meeting

Tuesday March 21st, 2023

