

WEST MIDLANDS

Academic Health Science Network

**WM AHSN
Interim Board Meeting
UHB Boardroom
Wednesday 14th August 2013**

Minutes

Chair: Tim Jones

In attendance: Kate Hall, Peter Winstanley, Rhian Hughes, Gavin Russell, Simon Hackwell, Tony Davis, David Adams, Andy Garner, Peter Lewis, Martin Lee

Apologies: Richard Lilford, Sudhesh Kumar, Chris Imray, Andy Hardy

1. Minutes of the last meeting

The minutes of the last meeting were agreed.

2. Interim Directors report

National update

KH updated the board on the on going discussions regarding the AHSN licence and explained that a second draft licence had been circulated but the AHSNs still have concerns regarding the funding flows and some of the performance measures. The final licence version is due to be circulated in the next week.

Action: KH to circulate the final licence when received from NHS England.

Feedback on the two national AHSN meetings was given; the licence meeting and the first NHS England 'kick-off' meeting with NHS Improving Quality. KH highlighted that the outcome was that the AHSN's would tap into NHS IQ support when required rather than developing a more formalised approach.

KH updated the group that the first draft of the WM AHSN business plan for 2013/14 had been circulated to NHS England and that we are awaiting comments. KH highlighted the weaknesses in the plan as it stands is the level of detail regarding deliverables and measures for the themes.

For general information KH updated the group that the next Network of Networks meeting is in Birmingham on 25th September.

Local update

KH updated the group on the success of the first stakeholder engagement event, which went very well and was well received. There were 69 attendees and we received some very positive feedback. Discussions on going regarding specific

theme stakeholder events (both enabling and clinical themes) with the next stakeholder event (mental health) scheduled for 10th October. Following this the next stakeholder event will be integrated care.

KH highlighted that we will need dates set for all themes although reiterated that these do not have to be terribly soon.

Action: Theme leads to liaise with Olivia Shaw to agree dates.

A conference call to discuss operationalising the spokes is scheduled for early September – this will be with the chairs of the spokes.

KH updated that she would be meeting Janice Stevens (the MD of Health Education West Midlands - HEWM) in September to discuss not only alignment of vision and deliverables with the LETB, but also maximising the opportunity of the spokes and LETB membership.

Action: KH to feedback at the next board meeting regarding the synergies between the WM AHSN and HEWM.

Governance

KH informed the group that the first meeting of the WM shadow board is scheduled for September 20th. Tim Jones thanked the members of the interim board for their input and commitment over the past year plus in supporting the early development of the WM AHSN.

Following the first shadow board it is anticipated the spoke chairs will set up stakeholder engagement events locally and also work out their spoke meeting structures. This will be locally decided.

KH highlighted that she is working on the JDs for the Theme Director posts and would circulate these for comment in the coming weeks.

Action: KH to circulate the JDs for Theme Directors when ready.

KH highlighted that many of the other AHSNs had recruited into a board secretary type / governance type post and questioned whether this was something the WM AHSN might also want to consider.

Action: The shadow board to discuss in the next meeting.

Recruitment

KH updated the group that the interviews for the Chair are scheduled for Friday 16th August and that the advert for the Managing Director and Chief Operating Officer is out with a closing date of the 16th August. KH thanked those who volunteered to sit on the interview panel.

KH updated that we did not recruit to the High Impact Innovations Manager but explained that she is now considering how to incorporate the role within the Heads of Programme roles, which are effectively the spoke general management posts. These posts went out to advert on 13th August.

For general information - the WM AHSN administrative support starts early September.

Finance

The AHSN is in surplus, still due to the SHA funding from 2012/13. £207k remains from the original £750K. The first block of funding from NHS England is expected in July, at the time of the meeting this still had not been received.

Financial allocations have been drafted for the proposed WM AHSN structure – this needs further discussion going forwards.

High Impact Innovations

Work is on going across the region with limited demand. KH highlighted that whilst we had committed to use the SHA funding to support HII it was pointless if the demand is not there, hence reconsidering the HII work in relation to the spoke Heads of Programmes roles.

KH thanked Sandy Jennings for her work and efforts to date.

3. Communications update

Much work has been on going over the past two months to engage with our local stakeholders both running up to the event and post the event. KH highlighted the significant amount of work undertaken by Olivia Shaw (interim Communications Lead) and Sandy Jennings (interim High Impact Innovations Programme Manager) to ensure the event was a success.

OS is working with PL to plan the Mental Health stakeholder event and will be liaising with all theme leads over the next weeks.

The website usage has increased considerably over the past week and we need to ensure this is maintained with regular refreshes and with new information uploaded.

4. Visit from Una O'Brien and Sir Mark Wallport

KH updated the group that a request has come from NHS England for the WM AHSN to host a visit from the above individuals on 13th September 2013. This was great news as the WM AHSN had specifically been chosen as a good example of demonstrating the opportunities with the AHSNs.

KH updated that an email had gone out to invitees, with the visit a mix of discussion with members of the WM AHSN and visiting both services and some life science companies. TD highlighted that he has approached 3 companies. KH requested nominations for CCG representation. Martin Lee suggested a couple of CCG representatives.

Action: KH to invite CCGs to the event.

5. Business plan submission and discussion

KH updated the group on the business plan submission and highlighted that further work is needed on defining the theme's delivery plans and also they need clearly defined outcome measures, which need to be a balance between aspirational and realistic.

There was discussion amongst the group regarding the proposed financial allocations with some members feeling the finance was not reflective of their plans. KH re highlighted the need for clear plans and explained that only two of the themes had approach her for funding or discussions regarding. KH highlighted the expectation was not to develop plans that fit the funding but to confirm the deliverables and then

request the funding. At the moment it was very unclear still what the themes plans are.

Action: Theme leads to consider their resource requirements and feed this back to KH.

SH felt the introduction could be more robust, with additions regarding the WM cohesive approach and agreed to send KH a paragraph for inclusion. RH felt the business plan would benefit from inclusion regarding the links with research and agreed to send KH a paragraph.

Action: SH and RH to send KH a paragraph for inclusion into the BP.

KH requested each theme lead to review their deliverables and set out some clear measurable outcomes and timescales so she can include this into the revised version of the business plan, which is due August 26th.

Action: Theme leads to send revisions to KH by Monday 19th August.

6. Brief updates on progress from themes – including 100 day plan

The theme leads present gave brief updates on their current work. There was variation in progress, with digital and industry / wealth creation the most advanced in line with our business plan.

7. AOB

TJ explained that the interim board was dissolving after this meeting to be replaced with the shadow board, including the chairs of the spokes. TJ reiterated his thanks on behalf of Andy Hardy for all the work to date.

PW asked the group their views on whether the WM AHSN is interested in working with HEE as a potential exemplar to increase the proportion of doctors aiming to work in the community?

PW explained that this naturally implied close working with the LETB, the group was supportive.

Action: PW to action with HEE.

The meeting closed at 11.50am.