



**WH.C Board Meeting**  
**Wednesday 16 December 2009**  
**2.00 pm – 5.45 pm**  
**In the Conference Room, Priory House, Wells**

**Minutes**

Attendees

Paul Bearman (PB)  
Rosie Benneyworth (RB)  
Mike Gorman (MG)  
Nick Matthews (NM)  
Jim Milner (JM)  
Jayne Nicholas (JN)

Sarah Pearce (SP)  
Tina Pyman (TP)  
David Rooke (DR)  
Anne Salkeld (AS)  
Sue Vowles (SV), Note Taker

Apologies

Matthew Dolman (MD)

Item	Description	Action
1	Welcome and Apologies for Absence.  DR welcomed everyone to the meeting and noted that apologies had been received from Matthew Dolman.	
2	Minutes of the AGM held on 18 November 2009.  Accepted as an accurate record.	
3	Minutes from the Board Meeting held on 18 November 2009.  Accepted as an accurate record.	
4	Minutes of Conference Call held on 2 December 2009.  Accepted as an accurate record.	
5	Declaration of Interest.  None received.	
6	PBC Framework 2010/11  PB's draft document for 2010/11 had been circulated prior to the meeting and feedback was received from the board. PB to update the draft document for 16 January Board meeting before submitting to PBC meeting on 21 January 2010.	PB

7	<p>New Commissioning Proposals:</p> <ul style="list-style-type: none"> <li>➤ Verification of Death - Training proposal JN explained the principles of the proposal and discussion followed. It was agreed that the proposal should be submitted to the Professional Executive Committee (PEC). JN</li> <li>➤ Diabetes Information Packs – Type I JN gave an update on the pack’s contents – it was agreed to include two additional information leaflets/booklets entitled “Diabetes and Sport” and “Keeping Active”, which would impact on the total costings, and then take to PEC. JN</li> <li>➤ Leg Ulcer Clinics Discussion took place on which service was responsible for providing these clinics. It was agreed that this is not an issue for Practice Based Commissioning (PBC) and should be taken up with Flexible Health Care. AS</li> <li>➤ Women Refuges Healthcare Discussion took place around this service and it was agreed that this is not a PBC issue. JN to write to Simon Bonnington and inform Michelle Hawkes, Public Health, PCT accordingly. JN</li> <li>➤ Medicines Management in Care Homes Shaun Green, Associate Director – Medicines Management at NHS Somerset, has suggested a Prescribing Adviser should work in care homes/nursing homes. The board supported Shaun’s proposal and suggested it should be forwarded to the PAMM group for consideration. PB</li> <li>➤ Gold Standards Framework in Practices JN outlined Chris Absolom’s GSF proposal for practices. It was agreed that support should be given via a LES and Chris should be invited to write an article for WH.C News. JN</li> </ul>	
8	<p>Elective Care – Advice and Guidance</p> <ul style="list-style-type: none"> <li>➤ Paediatrics</li> <li>➤ Rheumatology</li> <li>➤ Orthopaedics</li> <li>➤ Gynaecology.</li> <li>➤ CHD Diagnostics</li> <li>➤ Urology</li> <li>➤ Pain Management</li> </ul> <p>To be carried over to next meeting as MD absent.</p>	
9	<p>Prescribing Update</p> <ul style="list-style-type: none"> <li>➤ PBC Medicines Manager PB circulated a draft job description for a part-time Medicines Manager to work for WH.C and advised that NHS Somerset had agreed to fund the post. The board supported the proposal and suggested it should be shared with the PAMM group. PB</li> <li>➤ Policy with Industry PB circulated a draft industry policy prior to the meeting and is to update it taking the board’s views into consideration. PB</li> </ul>	

10	World Class Commissioning  Update given - meetings have been arranged for 2010.	
11	Emergency Admissions - DVT Pathway  It was agreed that as the original specification had undergone considerable editing it should be resubmitted to the PEC for approval before implementing.	JN
12	Assistive Technology Consultation  JN circulated the consultation document and requested board members complete the questionnaire shown on pages 8-13.	All
13	Carers UK Training Money  JN explained that, following a recent WAG meeting, St John's Ambulance had approached WH.C to advise Carers UK have funds that can be bid for to cover the costs of training one practice employee to become the practice lead in this area. Board approval was given and JN is to progress.	JN
14	Any Other Business and items for the next agenda  <ul style="list-style-type: none"> <li>➤ Financial Issues. PB advised that WH.C will have a slight overspend at year end.</li> <li>➤ Diabetes Model of Care. JN advised that much is happening behind the scenes and practices need to be aware of the guidelines before automatically referring patients to dieticians.</li> <li>➤ Cardiology. MG explained that this is essentially two services, ie Open Access ECHO and Open Access EGC. Unfortunately, an impasse has been reached and T &amp; S Trust will not provide the service without extra resources.</li> <li>➤ Ambulatory ECG. MG advised that he feels the business case should be resubmitted to the PEC as it has undergone considerable change.</li> <li>➤ Emergency Care Meeting, Dillington House. The inaugural meeting was held on 10 December 2009 and all Board members were present. DR and AS will represent the board at future meetings.</li> <li>➤ Case Control research being carried out by University of Bristol and funded by MRC. It was agreed that TP should invite the senior researcher to a board meeting when the trial is over and data available.</li> <li>➤ Rheumatology meeting – RB gave an update and advised the January meeting will explore ways of taking this forward/looking at costings.</li> </ul>	DR/AS  TP
15	Date of Next Meeting - Wednesday 20 January 2010 in the Conference Room, Priory House, Wells, starting at 2.00 pm (sandwich lunch available at 1.00 pm)	All to note