

DRAFT Minutes of the SBRI Healthcare Management Board, 15th March 2018

For agreement

Present (initials)		Representing
Richard Phillips	(RP)	ABHI, SBRI Management Board Chair
Anna King	(AK)	Health Innovation Network
Karen Livingstone	(KL)	SBRI Healthcare Lead Director, EAHSN
Steve Feast	(SF)	MD Eastern AHSN
Chris Hart	(CH)	East Midlands AHSN
Cynthia Bullock	(CB)	Innovate UK (Telephone)
David Connell	(DC)	Business lead
Kevin Kiely	(KK)	Medilink
Emma Hutchison	(EH)	NHS England (Telephone)
Holly McLaren	(HM)	UCLP
Anne Blackwood	(AB)	Health Enterprise East (Management Support)
Joop Tanis	(JT)	Health Enterprise East (Management Support)
Penny Richold	(PR)	Health Enterprise East (Minutes)

Agenda Item	Minute	Action
1.1 Welcomes, attendance & apologies		
	<p>Apologies: Lindsey Hughes, Kathy Scott, Andrew Cheeseman, Sam Roberts, Tony Young, Andrew Burroughs, Rob Berry, Nicola Wesley, Lars Sundstrom</p> <p>Richard would like to place on record that HEE and EAHSN do a very successful job running the SBRI Programme</p>	
1.2	Minutes of meeting 10 October 2017	
	Minutes agreed with no matters arising	
1.3	Minutes of Telecon 13 November 2017	
	Minutes agreed with no matters arising	
1.4	Action Tracker	
	<p>Action: E-mail to Kathy asking the process of information being communicated back to EAHSN and HEE after NHS England's finance committee meeting on 20th March.</p>	<i>RP</i>
2. Items for discussion or decision:		

2.1	Governance review – see action tracker Agenda Item 1.4	
	<p>KL summarised the outcomes and actions from the Governance review.</p> <p>KL presented to the SBRI Board that collectively it should put forward recommendations to NHS England regarding their next steps in the procurement process. With the knowledge and successful criteria that has been built over the entirety of the programme the board is best placed to help with the writing of the retendering process and the selection criteria.</p> <p>The Board recommends that the SBRI programme always sit within the NHS space. The Programme is unique in its connection to the end users.</p> <p>Would be useful for Richard as chair man to discuss concerns and offer recommendations to NHS England. The Board have a strong desire to communicate the current success criteria</p> <p>Action: Richard to e-mail Kathy and Sam to talk about and plan a discussion where the board can share their knowledge and expertise on the programme.</p> <p>Action: Success Criteria drafted for new management contract including actions from the governance review.</p> <p>There is currently no formal commitment for all AHSN's to be involved with the SBRI programme, Board suggests this is written into the new tender. Unpopular views have developed, regarding the programme, among those AHSN's with low or no engagement with it.</p>	<p><i>RP</i></p> <p><i>KL</i></p>
2.2	2018-19 Business plan	
	<p>KL presented Business plan 2018-19</p> <p>AB Presented slide deck detailing ongoing talks regarding an SBRI Cross Border Call around Healthy Cities. A workshop has been arranged on the 16th April to discuss and define the theme with focus on the potential customer.</p> <p>Board urges those involved in planning this call to steer away from vague themes and pinpoint customer unmet needs.</p> <p>DC suggests that the current team and the current processes should be used to run this cross-border call.</p> <p>Action: Include in the 5-year business plan, highlighting to NHS England, key aspects such as Customer Focus, Phase 3, AHSN support for adoption & spread etc</p>	<p><i>KL</i></p>
2.3	2018-19 Theme identification	
	<p>KL presented Theme Identification paper.</p> <p>Action: Send excel of themes to Commercial Directors group to Shortlist top 5.</p> <p>Can we have a wild card element?</p>	<p><i>KL</i></p>

	Action: Draft a rolling programme of themes over the next 3-6 years for a balanced portfolio	<i>KL</i>
2.4	2018-19 Communications Plan	
	KL presented Communications plan paper Action: Increase NHS ownership of SBRI. NHS England to add SBRI to their innovation website.	<i>KL</i>
3. Items for information:		
3.1 3.1.1 3.1.2 3.1.3	Programme reports: Q3 Progress Report Year to date competitions report SBRI Scorecard	
	JT Presented the Programme reports	
3.2 3.2.1 3.2.2	Financial Reports FAR Committee 16 Jan 2018 Draft Minutes Financial Report and forecast end of year 2017-18	
	JT presented finance Reports Action: Mitigation of imminent risk - Escalate SBRI 14 contracting and finance issues with NHS England again. Discuss NHS England allowing 450k to be carried forward into next year.	<i>KL</i>
4. Items to note:		
4.1 4.2 4.3	Complaints register No Complaints Risk Register Up to date Register of Interests Updated 14 th March	
5. AOB		
	There were no other matters of Business	
6. Date of next meetings:		
	SBRI Healthcare Programme Board: 21 May 2018 10.30 (The Wesley, 81-103 Euston Street London NW1 2EZ) SBRI Finance, Audit and Risk Committee: 15 May 2018 09.30 (HIN offices)	