

Minutes of the

SBRI Healthcare Finance Audit & Risk Committee Monday 14th May 2018
For agreement

Present		Representing
Anna King	(AK)	South London AHSN (Chair)
Cynthia Bullock (telephone)	(CB)	Innovate UK SBRI Health & Social Care Lead
Andrew Cheesman (telephone)	(AC)	NHS England Finance Representative
Karen Livingstone	(KL)	SBRI Healthcare Lead Director, Eastern AHSN
David Connell	(DC)	SBRI Expert and Industry Representative
Emma Hanmore	(EH)	NHS England
In Attendance		Representing
Anne Blackwood	(AB)	Health Enterprise East, Management Support
Penny Richold (telephone)	(PR)	Health Enterprise East Admin Manager (Minutes)
Mike Parker (telephone)	(MP)	Health Enterprise East Financial Controller

AGENDA:

Agenda Item	Minute	Action
1.	<p>Welcome and introductions</p> <p>Apologies: Kathy Scott, Chris Hart (now on sabbatical). Andrew Cheesman, Cynthia Bullock, Penny Richold and Mike Parker joined the meeting by telephone.</p> <p>The Chair welcomed Emma Hanmore, from the NHS England Innovations team to her first meeting of the SBRI Healthcare programme</p> <p>Action: Further AHSN representation on FAR to be added as discussion point on Board Agenda</p>	KL
2.	<p>Minutes of the previous meeting</p> <p>Matters of accuracy from January meeting</p> <ul style="list-style-type: none"> All actions were completed or superseded, and the Minutes were approved <p>Matters of accuracy from April telephone call</p> <ul style="list-style-type: none"> All actions were completed, and the Minutes were approved 	

<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Review of 2017/18</p> <p>KL presented progress against business plan 4th quarter KL advised the committee that in the fourth quarter the programme had completed the outstanding actions as agreed. The year as a whole was seen to have been a busy but successful one with the programme securing the support of NHS England Investment committee for further funding.</p> <p>Discussion on the previous year: it was agreed that as the programme moves into the next year the business plan discussion should focus on moving forward rather than looking back.</p> <p>SBRI contract 2018/19 & relicensing NHS England Investment committee has committed to running the programme for the coming 12 months. Budget allocation for 2018 covers the financial commitment for current phase 2's in Acute Care and GP Future, Surgery/Mental Health (SBRI 14) winners and a new competition to be launched in July 2018. The Surgery/Mental Health SBRI 14 awarded companies are now being contracted. There will be a new competition launched in July this year. Current contract extension is 6 months, NHS England have verbally stated that the intention is for this to be extended to March 2019 and in that time the re-procurement process will be taking place in time for April 2019. EH – The next 6-month contract extension will be taken to the investment committee in May and approved in June.</p> <p>As part of the 2018/19 contract it was agreed that an additional clause confirming that there is no guarantee of phase two funding would be inserted into the company contracts.</p> <p>Action: Draft of this clause will be shared with NHS England.</p> <p>The FAR committee also recommended making changes to funded company's contracts regarding i) extending time for companies to comply with survey requirements post-contract and ii) compliance with new GDPR regulations.</p> <p>Action: Update Phase 1 and 2 company contracts with new clause on funding not being guaranteed GDPR requirements & survey/data sharing commitments</p> <p>GDPR The FAR committee were advised of the current plans around meeting the requirements under the GDPR rules. FAR recognised that the new GDPR compliance will be coming into place on the 25th May. EAHSN and HEE have reviewed their own individual policies and procedures to become compliant with GDPR. There is a meeting scheduled on 15th May 2018 to discuss the action plan and any further changes required to data protection and privacy policies. It was agreed that the joint plan will be shared with the FAR committee.</p> <p>Action: Update privacy policy and data protection procedures Action: GDPR action plan to be circulated to FAR</p> <p>Relicensing</p>	<p></p> <p>KL</p> <p></p> <p>AB</p> <p></p> <p>AB</p> <p>AB</p>
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	<p>The FAR committee members who are not currently involved in the management or oversight of the contract are progressing a dialogue with NHS England around the re-procurement process. A meeting following the FAR was scheduled for FAR members (not including EAHSN, or HEE team members) after the FAR committee.</p> <p>AK to approach Richard Phillips (Board Chair) and 2 other AHSN leads to participate in this support to NHS England.</p> <p>Action: secure further involvement in the support to NHSE over the re-procurement</p> <p>FAR agreed that it would be appropriate for the committee to re-visit the current processes and review them ahead of any re-licensing agreements. It was agreed to plan a priority schedule with the contract revision first.</p> <p>Action: Circulate a list of SBRI processes and procedures to be prioritised for review this year</p>	<p>AK</p> <p>AB</p>
<p>4.</p> <p>4.1</p>	<p>Business Plan for 2018/19</p> <p>Business plan update</p> <ul style="list-style-type: none"> • This year’s plan reflects those things learnt from last year’s reviews. • It identifies the new relationship between SBRI and the innovation exchanges. • It looks at issues and solutions regarding adoption, supporting and enabling AHSN’s to help with adoption and opening lines of communication to enhance adoption. • There will be a focus on communication and a draft plan in how to better utilise the small resources the programme has around comms. • Using previous long list of potential theme topics, the team have created a short list of 6 themes for the new competition in July and has sent these themes out to all AHSN’s for review. Interest has been shown in maxillofacial and Musculoskeletal. Next steps will be to communicate with the national clinical leads for these two themes. It is advised that if the national clinical leads do not have personal capacity to be involved, then they should be encouraged to nominate colleagues to be involved as per previous competitions. • DC advised that when writing case studies, the focus should be on the transformation that SBRI has had on the companies funded. Where were the companies and people before the funding and where are they after? <p>Discussion:</p> <p>DC - It is important that we understand exactly what the Innovation Exchanges are and their role relative to SBRI. We need to fully understand the strategic and operational relationship of SBRI and these new innovation exchanges.</p> <p>KL – will walk David/Cynthia through what EAHSN are doing to create an innovation exchange and will share how the individual AHSN programmes will feed in with other AHSN innovation exchanges and create a national network.</p> <p>CB - Is there a way of using the AHSN’s innovation exchange requirements to leverage greater engagement from them in the SBRI programme.</p> <p>KL – I will be writing to AHSNs to indicate that SBRI would like a structured role in their innovation exchange. We are aiming to have it formalised with each AHSN how SBRI fits into the structure.</p> <p>Action: KL to write to AHSNs and AHSN network regarding SBRI engagement in Innovation Exchanges</p> <p>Theme selection for 2018 competition</p>	<p>KL</p>

	<p>KL advised that the AHSNs have been invited to support the selection and leadership of themes for the 2018 calendar year. She indicated that she will discuss final topic selection with CDs and national clinical leads before management board and bring recommendations to Management Board for decision.</p> <p>Action: KL to discuss final topic selection with CDs and national clinical leads before management board</p> <p>Communication Planning KL advised that a key part of the business plan this year is to increase the profile of the programme and show the value of what has been delivered. As part of this the Board meeting will receive a communications plan that will seek to engage all the AHSNs in promoting the programme. A key opportunity for this is the NHS Expo event and it would be helpful to have the AHSN coms promote the SBRI offer as part of their activity. Action: Exposure at Confed and Expo to be included on the management board agenda</p>	KL
4.2	<p>Budget forecast for 2018/19 programme Contracts and payment schedules can no longer span over two financial years. It was previously proposed that Phase 2's could possibly have a part A and part B to come in line with NHS England's framework. NHS England preferred a 3 x 16 week schedule of payments for the Cancer Phase 2 call to complete payments in year.</p> <p>The programme will be moving forward with running one phase 1 competition (but potentially a number of themes) starting in June/July to complete in year one and the corresponding phase 2 commencing in April and completing in year two.</p> <p>Action: Add Q1 Phase 1 payment for Surgery/Mental Health SBRI 14 (carried forward from 17/18 monies) to budget forecast for clarity</p>	AB
5.	<p>Finance Papers</p>	
5.1	<p>Financial Report for 2017/18 AB verbal update Slight overall underspend forecast, team are waiting for the final irrecoverable VAT position from Papworth before finalising numbers.</p>	
5.2	<p>SBRI Management Accounts for Jan – Mar 2018 MP verbal update including clarity on carried forward monies held at Papworth. Papworth are holding £400,000 carried over from last years budget which will be used for the Surgery/Mental Health Phase 1 programme.</p>	
5.3	<p>SBRI Independent Financial Report 2017/18 NHS England have requested an independent financial report is conducted on 17/18 as per previous years.</p> <p>Action: Circulate scope of audit to FAR for comment</p>	MP
6	<p>Standing items of business</p>	
6.1	<p>Risk register FAR recommends that NHS England contract risk should be moved to medium likelihood along with item 4 -procurement.</p> <p>Action: update risk register accordingly</p>	AB

<p>6.2</p>	<p>Register of complaints No new complaints 1 FOI which was dealt with on the same day.</p>	
<p>6.3</p>	<p>Register of interest Up to date</p> <p>Action: Add review of register of interest policy to review timetable for this year</p>	<p>AB</p>
<p>7.</p>	<p>Any other business</p> <p>Action: Acquire from NHS England and present to the Board the time scale and plan for re-tendering</p>	<p>AK/KL</p>

Future Meeting Dates:

Finance Audit & Risk

10th July 2018

Management Board

21st May 2018 – 10.30 – ABHI offices

19th July 2018 – 10.30