

DRAFT Minutes of the SBRI Healthcare Management Board, 19th July 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
Piers Rickett	(PR)	EAHSN
David Connell	(DC)	Business lead
William Lilley	(WL)	SW AHSN
Neville Young	(NY)	YH AHSN
Kevin Kiely	(KK)	Medilink UK
Keri Torney	(KT)	NHS England
Frank Ratcliff	(FR)	Wessex AHSN
Anne Blackwood	(AB)	Health Enterprise East (Management Support)
Joop Tanis	(JT)	Health Enterprise East (Management Support)
Chris Warwick	(CW)	Health Enterprise East (Management Support)

Agenda Item	Minute	Action
	<p>Welcome and introductions Keri Torney was welcomed to the board meeting by the Chair. Keri will replace Kathy Scott on the management board as the NHS England innovation team representative.</p>	
1.1	<p>Apologies were noted from Sam Roberts, Tim Robinson, Chris Hart, Andrew Cheeseman</p> <p>Telephone: Cynthia Bullock (CB), Neville Young (NY)</p>	
1.2	<p>Minutes of meeting 21st May 2018 Matters of Accuracy - No issues Matters arising – All matters arising covered in the agenda The minutes were approved.</p>	
1.3	<p>Action Log:</p> <ul style="list-style-type: none"> • Theme definition – KL was establishing a new process to connect with the AHSN Innovation Exchange activities. KL will be discussing theme definition with Commercial Directors over the next period. KL will come back with a revised process. • Action to recruit an additional member for FAR is now complete, WL has agreed to join the committee. The board is keen to have 1 more AHSN representative. Chris Hart may re-join when back from sabbatical. • The re-tendering process for programme delivery is on-going. 	

	<ul style="list-style-type: none"> Internal audit letter not yet received, all actions believed to be completed but not confirmed in writing. NHS England to provide relevant correspondence. 	
2	Items for discussion and/or decision:	
2.1	<p>Governance review</p> <p>RP reflected on the Governance Review that took place during the last 12 months. It was previously agreed to change the governance structure to have a smaller, more strategic board to achieve maximum stakeholder value. It was acknowledged that a number of reviews and audits of the programme have taken place in the last year, all with positive outcomes.</p> <p>The discussion included the following observations: Leadership resides with AHSNs, although not all 15 can be involved at board level. The proposed board is still too large. The draft structure indicates that board will have 10 members including non-board members, e.g. Health Enterprise East representatives. It is believed that it would be better to have 6-8 people on the board consisting of 2 AHSNs, 1 venture capital representative, 1 from person from central government, and 1 delivery partner. A larger stakeholder group would then meet twice a year and include the voice of commissioners, NHS England, Innovate UK and AHSNs.</p> <p>The final proposal needs formal approval from AHSNs. Proposal to be circulated to each AHSN, for final decision at the next board meeting. It is important to complete this restructuring prior to the re-procurement of the programme.</p> <p>Action: Discussions with each AHSN and subsequent final proposal to be circulated to all AHSNs</p>	KL
2.2	<p>Business plan</p> <p>The revised version includes new sections on the theme definition process and references the Innovation Exchanges. The business plan also reflects the timetabling required to complete all awards within NHS England's financial year.</p> <p>Board Comments:</p> <ul style="list-style-type: none"> DC personal reference information needs revising. Include reference to industrial strategy and the grand challenges, ageing and AI. Industrial strategy and grand challenge funds: good for SBRI to partner with this fund, if successful could run a combined challenge theme. Letter of support on non-exclusive basis. Innovate UK discussions have taken place. Also reference links to Accelerated Access Review (AAR). KK to help with terminology. Two (or more) innovations to be proposed to AHSNs to help spread nationally. Workshops arranged to focus on needs and look at how those needs align. Could include alumni, National Innovation Accelerator links and links to other alumni programmes. 	

<p>2.3</p>	<p>The business plan was approved subject to the above amends.</p> <p>Headline results from the annual company's survey CW presented headline results from the annual survey of funded company's and trend data from score cards. The committee were very positive about the information that the survey provided and were keen to have the full set of data analysed. It was noted that the impact of the programme is becoming more significant with increasing numbers of products on market and selling into the NHS, the UK and internationally.</p> <p>Action: a full set of data from the survey to be shared with the AHSNs as soon as it is available.</p>	<p>CW</p>
<p>2.4</p>	<p>Re-procurement</p> <p>NHS England have issued a market warming questionnaire regarding the re-tendering process which is expected to formally commence in Sept.</p> <p>The board were keen to know more about the timetable, particularly around the spend within the financial year. Transition between current and future providers needs to be seamless and thoroughly planned. The whole of the programme management office function, and financial management will be reviewed in the re-procurement process.</p> <p>A longer financial commitment to the programme would improve operational planning. Greater alignment between SBRI and other innovation programmes is desirable – NHS England are looking at the whole innovation landscape. SBRI Healthcare is seen as a good programme, and the audit report showed excellence, but the wider landscape needs more coherence and clearer process. NHS England is including NIHR in the review. NIHR has £1Bn of funds and supports a lot of projects that could enable SBRI companies to go forward into service.</p>	
<p>2.5</p>	<p>Progress on Annual Report and Health and Care Innovation Expo activity</p> <p>7 SBRI companies have been identified to be at the Health and Care Innovation Expo. SBRI will have a stand in the AHSN area and they are still keen to have some SBRI stories in plenary sessions.</p> <p>The Annual Report will be available in hard copy at Expo. The report will be a physical document and an online version with hyperlinks etc. comms plan to extend message beyond Expo. Other regional/national/international events could also be targeted. Atlas data is helpful and reaches a wide audience, but we need other ways, including a presence at international events to grow exposure. Commercial Directors of the AHSNs are generally keen to engage. The international market is an important market for SBRI companies.</p>	
<p>3</p>	<p>Items for information:</p>	
<p>3.1</p>	<p>Competition reports:</p>	

<p>3.1.1</p>	<p>Competition progress report (RAG)</p> <p>RAG rating shows three projects are currently rated amber (Idox, Careflow Connect and 11health). Some of the challenges causing these delays are ethics approvals and the setting up of clinical trials. Most companies have a delay in phase 2 and extensions can be approved following discussion with the monitoring team. Amber rated companies receive an increased amount of monitoring.</p>	
<p>3.1.2</p>	<p>SBRI Score card</p> <p>The scorecard was presented by CW. The scorecard shows significant increases in economic impact and the leverage of additional funds that has been secured. Additionally, there are a greater number of companies exporting, more jobs have been created and more products are on the market.</p> <p>There was a discussion on benchmarking, targets and value for money. The board recognised that there is limited quality data from other programmes but were keen to explore what more could be considered. It has been difficult to forecast based on trends in the first phase as the numbers were growing. Now we have more data, we can look at trend forecasting for the next 3-5 years.</p>	
<p>3.2</p>	<p>Financial reports:</p>	
<p>3.2.1</p>	<p>FAR Committee Report – 19 July</p> <p>A verbal report was received as the meeting had taken place that morning. FAR had discussed finance reports and asked for some format changes. The audit report from external auditors, PEM, was seen to be a little opaque, particularly their review of the due diligence process, so further enquiries were being made.</p> <p>Action: review pre-contracting due diligence process including RAG rating and related protocol for funding approval.</p> <p>The committee also discussed the revised SBRI contract to require 4 years post funding survey responses, GDPR changes and plan to revisit the Conflict of Interest policy.</p>	<p>JT</p>
<p>3.2.2</p>	<p>Financial Report for quarter 1 2018/19 & Budget Forecast</p> <p>Reports for April and May were presented. Plan to align FAR meetings with quarterly reports, as it is then easier to compare quarters.</p> <p>Total spend 2017/18 £11.3M includes all award and PMO costs and draw down from previous year.</p> <p>Cancer phase 2 contracts total £4m and will be signed in August. They will be 12- month contracts but will be paid in three instalments in order to fit all spend into this financial</p>	

	<p>year. The programme has a Treasury exemption to pay up front because we are working with SMEs. NHS England has requested details of this arrangement.</p> <p>Current phase 1 contracted companies will not have phase 2 go ahead until the budget for 2019 has been approved. We expect to contract companies from this year's competition in November.</p> <p>Action: details of Treasury approval for SBRI prepayments to be forwarded to KT</p>	KL
4	Items to note:	
4.1	<p>Complaints and FOI Register updated May 2018 Noted.</p>	
4.2	<p>Risk Register updated May 2018 Small update, review sustainability of risks 1 & 2. 2 now has higher risk, 1 has lower risk.</p> <p>Action: KL to revise risk register</p>	KL
4.3	<p>Register of Interests updated May 2018 Noted.</p> <p>Action: Agenda to be revised for future meetings so that Register of Interests features earlier in the agenda</p>	KL
5	AOB	
	None	

Future Meeting Dates:

Finance Audit & Risk
15th January 2019

Management Board
30th January 2019 – 10.30