

## Minutes of the meeting of Action against Medical Accidents

Held on 8<sup>th</sup> December 2020 by Microsoft Teams

Present: Suzanne Shale (SS) Chair, Caroline Browne (CB) Vice-Chair, Angela Brown (AB) Treasurer, Nigel Holland (NH), Mike Andersson (MA), Jonathan Hazan (JH), Moi Ali (Mali), Linda Kenward (LK), Rachael Vasmer (RV)

In attendance: Peter Walsh (PW), Nicky Rushden (NR) (Finance only)

### 1. Finance

This item was agreed to be taken first, as NR had to leave early. The minutes of the Finance Committee meeting were noted. AB summarised the key issues not already on the agenda. Castlefield had recommended moving to a discretionary fund management. FIC were considering a report just arrived and will report back to Council but were minded to accept the recommendation. £100,000 had been withdrawn from investments recently to ensure that we had 3 years' cash available.

The Finance manager's report and Management Accounts were noted, and in particular that we looked like performing significantly better than budget. This was due mainly to better than projected performance of Lawyers' Service subscriptions and website subscriptions.

PW's recommendation on achieving £38,000 savings in 2021/22 was considered. The Finance Committee had considered this already and recommended accepting PW's recommendation. The savings were being achieved mainly by not filling a vacant caseworker position. It was queried whether cutting back on client services was acceptable. It was explained that the department had already been operating with this post vacant due to illness for two years, so this did not represent a reduction in our recent levels of service. It was noted that the approach to making annual savings could be reviewed at the strategic review in 2021. It was AGREED to accept PW's recommendation for achieving savings in 2021-22.

### 2. Trustee and Staff observations

The following recent AvMA work was particularly welcomed: the procurement process for finance software; [REDACTED]; the move to online and remote finance procedures; the IT & Digital Steering Group; the beneficiary engagement work; pro-bono week video and activities; effective remote working during the pandemic; performance of the Find a Solicitor website and Directory; the Lawyers' Service newsletter.

### 3. Minutes of the Council Meeting held 29<sup>th</sup> September 2020

The minutes were AGREED as an accurate record subject to a small amendment to the wording re the Quality & Outcomes Committee.

With regard to the action schedule, MA apologised for not having had a chance to draft a new Data Protection policy yet, but this was in train. It was noted that the Annual Clinical Negligence Conference was still pencilled in for 29-30 April 2021 in Bournemouth, but this remained a high risk of not going ahead as a face-to-face event. The action to calculate savings from meeting virtually

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was not complete yet, but PW thought that this would be enough to cover the cost of trustees attending the annual conference. SS encouraged trustees to attend if possible. The completion date for website procurement planning should read 2021 not 2020.

**Action: PW to amend final version of minutes and action schedule**

#### 4. Minutes of the Executive Committee held 27<sup>th</sup> October 2020

The minutes were noted. It was queried whether a date had been set for the review day in 2021. PW reported that it was intended for July 2021 and agreed to find a date and venue.

**Action: PW to find potential date and venue for July 2021 review day**

#### 5. Minutes of the Quality & Outcomes Committee held 2<sup>nd</sup> December 2020

The committee had had a good meeting very recently, but it had not been possible to finalise the minutes in time for this meeting. In view of pressure of time at this meeting it was agreed that CB circulate a brief written summary (completed 14.01.20).

#### 6. IT & Digital Steering Group

Cyber security guidance was being produced and this is a standing item for the group.

#### 7. Trustee Recruitment

The recruitment plan was reviewed. It was AGREED to do a skill mix survey of existing trustees.

**Action: PW to undertake skill mix review of existing trustees**

It was noted with the departure of RV and SS there was a need to recruit a trustee with a legal/clinical negligence background.

It was agreed to promote the trustee vacancies to our medical experts to help ensure we get applicants from a medical background.

Experience of campaigning was identified as another quality to look for, and it was noted that with the departure of Rachael Vasmer it was even more important to seek someone with experience as a beneficiary.

Trustees from Wales and Northern Ireland would be welcome to help us focus on these countries.

It was agreed that as well as advertising openly we should 'target' individuals who we knew would be useful. It was AGREED that each trustee try to identify 3 people to target and advise PW.

**Action: ALL – suggest up to 3 people who would make good trustees**

Moi and PW would arrange to meet before Christmas to refine the recruitment plan and discuss how to reach a diverse range of candidates.

## 8. Chief Executive Report

The report was noted.

## 9. Operational Plan

It was felt that the 'Looking Forward' section needs to be updated and Theory of Change maps should be reviewed. It was AGREED that the Executive Committee discuss plans for the strategic review in 2021 at its January 2021 meeting.

**Action: Moi/PW to include strategic review on next Executive Committee agenda**

It was agreed to change 4.5.1 to reflect the work on Panel and Lawyers' Service is planned for Spring 2021.

**Action: PW to update 4.5.1 in Operational Plan**

## 10. Departmental Reports

The reports were noted. Trustees were impressed with the volume and quality of work being conducted. It was felt that we should do everything we can to exploit opportunities for more online events, using cutting edge approaches increasingly being seen. It was noted that the ACNC was still planned for the end of April 2021 but was at high risk.

## 11. Future Meetings

Next meeting: 23<sup>rd</sup> March 2021

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Chair