PATIENTS COMMUNITY
PRACTICE AND DISTRICT NURSES
LEG CLUB®
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The Lindsay Leg Club Foundation
CRN 1111259

THE LINDSAY LEG CLUB FOUNDATION

MINUTES OF THE MEETING OF THE BOARD TRUSTEES

Meeting held on Thursday December 5th at Coloplast Ltd, Peterborough Business Park, Lynch Wood, Peterborough, PE2 6FX

The meeting opened at 10.15am

Present:
Ellie Lindsay (ETL)
Julian Tyndale-Biscoe (JTB)
Mike Hoskins (MH)
Rob Bawden (RB)
Carole Brooke (CB)
Liz Grogan (LG) (arrived 10.35)
Carol McIntyre (CM)
Neil McIntyre (NM)
Simon Mangan (SM)
Trudie Young (TY) (arrived at 11.30am)

In attendance:
Lynn Bullock (LB)

Apologies:
David Hibbitt (DH)
Rob Yates (RY)

1. Welcome and received apologies
Apologies had been received from DH and RY. No apologies had been received from Angela Dempsey (AD). This was the third successive meeting that AD had been absent and so, as per the Articles of Association of the LLCF, it was agreed that she would be sent a letter to tell her that she was no longer a member of the board of trustees.

ACTION: To write to AD regarding her absence from 3 consecutive meetings informing her that she is no longer a trustee. CM/ JTB

2. Declarations of interest
There were no changes declared, but not all trustees have responded.

3. Board meeting held September 5th 2019

Minutes for approval

These were approved and signed by JTB.

Matters arising
JTB said that he would write to publishing houses and thank them for their support.

ACTION: To write letters of thanks to writers and publishing houses regarding their ongoing support for the LLCF and Leg Club network. JTB

Action log
The Action Log was updated.
It was decided not to raise the LCIP fees. SM to write a note to the Chair giving the reasons why this decision was reached.

ACTION: To write a note to the Chair regarding the reasons for the decision taken about not raising the LCIP fees. SM

4. Reports

a. **President's report**

ETL had circulated her report before the meeting. This has been a very busy and productive period, with attendances at conferences in Taiwan, America and Harrogate. The hotel in Taiwan had a Leg Club stand in Taiwanese in the foyer of the hotel. In Houston ETL was nominated as Trustee for the board of ISPeW. Harrogate had a smaller exhibition than previously, but it was busy.
In California there is a professional panel who have researched ETL's work and want to take it on board: she is going to visit them in June 2020. Planning continues for the WUWHS conference in Abu Dhabi in March.
JTB suggested that the board could be kept up to date in some way with ETL's research without plagiarizing, for example, a couple of slides and a five-minute talk?
There is round the world interest in the model and how it can work in different countries by adapting it. California and Germany currently want to know about the model and its benefits. There is a global crisis in healthcare because we are all living longer.

b. **Chairman's report**

JTB met Sue Saville and talked about the LLC model. The Daily Mail are going to run an article and when a date is announced LB needs to be informed so that she can prepare sets of leaflets ready to send.
JTB has circulated an email stating that he has to step down as Chair but will continue as a trustee. MH is willing to step up and all present voted and agreed unanimously.
JTB proposed that at the beginning of every trustees meeting a patient voice or testimonial should be heard. This could be positive or negative but should be constructive; this is purely for the board to discuss and decide if action is necessary, and if so, how it should be dealt with. CB will coordinate the quotes.
It was decided to wait to fill the role of Vice Chair until the AGM.
A discussion arose around the recruitment of future trustees. Would it be valuable to have a Leg Club Member as a trustee? It would need to be someone with the right previous work or life experience. The advertising of board vacancies would need to be reconsidered to encourage members and/ or volunteers while making clear roles and responsibilities.

ACTION: Collect quotes from Leg Club members, positive or negative, for discussion by the board For collation by CB

c. **PA's report**

This is circulated with these minutes.
LB added that she is heavily involved with the Legs Matter campaign and this is ongoing.

At Harrogate this year a practice nurse seminar was being held and they visited the stand.
Clacton Leg Club have had issues with data but are improving.
LB will bring figures on enquiries to future meetings

d. **Foundation Business Plan and Strategy update**

MH emphasized that this is a living document for constant updating. Whilst aiming to open 7 new Leg Clubs annually it is important to continue to support existing Leg Clubs. Accurate records need to kept and the data collection is crucial. The Board needs to be effective in its role and strategic direction, particularly in the regard of income generation because in the near future as ETL steps down her successors will require a higher remuneration than is currently paid. A number of suggestions for this are included in the Plan but more ideas would be welcome.

Discussion revolved around the LCIP although they are affected by the current downward pressures of the market. The work of the LLCF is increasing in prominence and momentum is being gained- there is a willingness to get involved among LCIP members. There needs to be an exploratory conversation with senior people from the LCIP. The SDMA needs a patient voice and the Leg Clubs could provide that.

We also need to differentiate between the core role of the Foundation and optional extras. Fund raising needs to be sufficient to run the Foundation and members need to be made more aware of its role to encourage donations. MH will look again at the wording of section 6 and circulate the revised document.

TY proposed acceptance of the document and all agreed.

e. **Data Project Update**

NM has been doing some work extracting staff costings from the data in order to provide more accurate patient treatment costs. His presentation excited much discussion and suggestions for further investigation, such as what savings there might be on practice nurse and district nurse hours, what rent is paid by individual clubs and how is it raised (could be asked by auditors) and how could data be collected around non clinical aspects. Possibly to concentrate on a limited number of clubs and drill down on the details. RB mentioned the costs of well leg checks and how they might affect the figures. NM had already presented to the LCIP and they are interested in assisting with publication. For further discussion at next meeting after questions from Board Members have been collated.
TY queried whether the current General Data Protection Regulations are being complied with, with regard to the collection, storage, sending and use of members data. This must certainly be the case before publication.

ACTION: Slides from presentation to be circulated to Trustees	**CM**
ACTION: Comments and questions to be sent to CB by Trustees	**All**
ACTION: Collate submissions and a shortlist to be sent to NM	**CB**
ACTION: To add GDPR to the agenda for the next meeting	**CM**

6b. Succession Planning
(Brought forward in the agenda to ensure adequate time for discussion)

ETL gave a presentation to the Trustees concerning her plans for the next 2 years and she subsequently circulated an email summarising what she had said. ETL is standing down from her role as clinical consultant on December 1st 2021, but will continue in her roles as Life President and Trustee of the Foundation.

ETL would like a trustee to be appointed immediately to work with her and present a proposal at the March Board meeting of a structured way forward. At that point a sub committee should be formed to implement the plans. She sees that the Clinical role be split into several parts covering different areas of the country. In addition the role of liaising with Leg Clubs will need to be covered in another way.
ETL stated that over 70% of her expenses are personally income generated. She donates conference fees to the Foundation and self funds travel.
The right person or people need to be found to take on this role and the Board will need to prepare to find the funds to do this.
ETL has been mentoring Clare Mechen and she will be invited to present to the board, possibly at the June meeting.

5. Finance
Treasurer's report (paper)

SM reported that the cost controls are working and the position is much better than this time last year. Expenditure is now better planned. He suggested that we could look at things that we have not done and consider if it is worth doing them. MH asked if we are liable for tax and SM will check, although as a non- profit making organisation we should be ok. Donations restricted to the Foundation have increased.
SM has prepared the submission for the accountants and will circulate it for comments from Trustees by the end of Tuesday 10th December. Please respond even if no comment.

The Remuneration Committee (Chairman, Vice Chairman and Treasurer) is due to convene before the end of January 2020.

ACTION: To check whether the LLCF is liable for tax **SM**
ACTION: Review LLCF funding requirements **SM**

6. Items for discussion

a. **LLCF communications plan for discussion and approval.**

In general, everyone felt this was an excellent document. Any comments to be sent to JTB by the end of January. For approval at the next meeting.

ACTION: Any comments to be sent to JTB by January 31st **All**

b. **Succession Planning**
See above.

c. **Charity regarding data economics**
See above

d. **Declarations of interest outstanding**

CM to email and resend forms to Board members that haven't completed these yet.

ACTION: To send an email and conflicts of interest form to trustees that have not completed one yet **CM**

e. **2019 Leg Club Conference**

f. ETL thanked the Trustees for supporting this event. 93% of the delegates attended for the first time and the feedback was excellent. JTB proposed a thank you to ETL and SM seconded this. MH said that the Leg Club Conference has gained a high reputation.

The dates of the 2020 Conference are September 23rd -24th.
ETL stated that any trustees who wish to attend the 2020 conference should let her know asap.

g. WUWHS update

See above

h. Formal Association with LCIP and SDMA

Discussions are ongoing about forming a synergy between the LLCF, the LCIP and the SDMA to work in a tripartite group. Sam Williams is coordinating the LCIP. The SDMA need a patient voice and the government want partnering between organisations. When the plan is finalised there will be a proposal to the board, hopefully at the next meeting.

i. Risk Register Update

Deferred to next meeting

ACTION: Risk register to be updated **JTB**

7. Any Other Business

The question of how we can make time spent at meetings more productive was raised. Do we take the operational items out of the meetings to allow more time for strategic discussions? Do we make one meeting per year virtual?
Another suggestion was moving the September meeting to the conference, which was agreed for this year.
To go on the agenda for the next meeting.

8. Dates of future meetings

The dates of the meetings for 2020 are:

Thursday March 19th
Thursday June 18th
Tuesday September 22nd (note change)
Thursday December 3rd

Signed…….

Date…….