

*Meeting
Minutes
KH Board
25.03.2026*

**Kernow Health CIC (the “Company”)
(Company No. 07551978)**

**DRAFT Minutes of a meeting of the Board of Directors of the Company
held at 08:00am on Microsoft Teams on Wednesday 25th February 2026**

Membership	Name	
Non-Executive Directors:	Dr Andrew Craze	Chair
	Mr Gary Jennings	Non-Executive Director
	Mr John Acornley	Non-Executive Director
	Dr James McClure	Non-Executive Director/ICA Board Director Member representing Central/ GP Partner.
	Dr Laura Walters	Non-Executive Director/ GP Partner, Rame Medical Group/ ICA Non-Executive Director East.
Executives:	Mrs Laura Wheeler	Chief Executive Officer, Kernow Health CIC
	Ms Maria Harvey	Director of Community Care
	Mr Brian Philpott	Director of Finance
Attendees:	Ms Emma Ridgewell-Howard	CEO, Kernow LMC
	Mrs Lorna Curnow	Executive Assistant

Apologies		
	Dr Jim Tait	Non-Executive Director/ GP Partner, Helston Medical Centre/ ICA Non-Executive Director, West
	Mr Joe St Leger-Francis	Head of IUCS

CHAIRMAN

Dr Andrew Craze chaired the meeting throughout.

NOTICE AND QUORACY

The Chair reported that due notice of the meeting had been given to all directors and that the meeting was quorate. Accordingly, the Chair declared the meeting open.

0325/01	<p>Welcome and Apologies</p> <p>There were apologies from Dr Jim Tait and Mr Joe St Leger-Francis.</p>
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	<p><u>Reappointment of the KHCIC Chair</u></p> <p>The Board noted that, in line with governance requirements, the position of KHCIC Board Chair is subject to re-election at the commencement of each financial year.</p> <p>Dr Andrew Craze left the Meeting.</p> <p>It was proposed, by Mrs Laura Wheeler, that Dr Andrew Craze continue in the role of Board Chair.</p> <p>The Board confirmed that Andrew has done and continues to do an amazing Job at steering the Board as such it was unanimously agreed to re-appoint Dr Andrew Craze as Chair.</p> <p>Dr Andrew Craze rejoined the meeting.</p> <p>AGREED: The KHCIC Board unanimously agreed to reappoint Dr Andrew Craze as KHCIC Chair for another 12 months.</p> <p><u>IUCS Restructure</u></p> <p>The Chair, on behalf of the KHCIC Board, expressed their appreciation for their professionalism, diligence, and care shown throughout the restructure. Particular recognition was given to the Executive team, , leadership team involved and Ms Angie Cavanagh (Head of HR) for their work during the consultation process.</p>
0325/02	<p>Declaration of any New Interests / Conflicts of Interest</p> <p>Declarations of Interests Register</p> <p>The Declarations of Interests Register was noted.</p> <p>Conflicts of Interest</p> <p>AGREED: Each of the Directors confirmed that they had no direct or indirect interest in the business proposed to be transacted in the Board meeting which they would be required to disclose in accordance with section 177 of the Companies Act 2006 and the Articles of Association of the Company.</p> <p>Board Attendance Register</p> <p>The register was noted.</p>
0325/03	<p>Approval and ratification of Minutes of the meeting held on 25th February 2026.</p>

	<p>AGREED: The Board approved and ratified the Minutes of the Board meeting held on the 25th February 2026, as a true and accurate record.</p> <p><u>Action Grid</u></p> <p>0723/5 - Articles of Association</p> <p>Mrs Wheeler advised a meeting, with legal counsel had taken place to discuss the Articles of Association.</p> <p>Members noted that legal would produce a set of shareholder criteria for Kernow Health CIC together with a separate explanatory document outlining the expectations and obligations for Shareholders.</p> <p>ACTION: It was recommended the action is now closed.</p> <p>ACTION: It was agreed a new action would be created to incorporate the outputs from the work developed by our legal firm.</p> <p>0128/6 – EPRR Package for General Practice – Mrs Wheeler there was no further update on the EPRR package.</p> <p>AGREED: The Board noted the updates to the action grid.</p>
0325/05	<p>Shareholder Transfers</p> <p>There were no Shareholder transfers to approve.</p>
0325/06	<p>HR Performance Report and Staff Training Matrix</p> <p>Mrs Wheeler explained the HR Performance report provided the Board with a picture of the cultural and workforce trends as well as visibility across the workforce.</p> <p>Following a discussion on the increased number of employees on sick leave, which could be due to seasonal factors, Mrs Wheeler agreed to ask Mr Adam Wallis to produce an analysis reporting sickness as a percentage for future reports, as it would give a more accurate picture.</p> <p>ACTION: Mr Adam Wallis would be asked to produce the additional percentage based analysis for sickness for future HR Performance reports.</p>
0325/07	<p>General Business Update</p> <p><u>Training Hub funding</u></p>

Members noted the KHCIC Training Hub had been granted funding. The funding has been allocated specifically to support community pharmacy which forms part of the wider system-level programme to strengthen the pharmacy workforce across acute, community pharmacy, and general practice settings.

It also represents a step towards the strategic direction of travel which is for the Training Hubs to cover pharmacy, optometry, and dentistry in addition to General Practice. It was agreed that Mrs Elizabeth Symons will be invited to a future Board meeting to provide an overview of the scope of the pharmacy deliverables.

Fall Cars Service

Mr Wheeler advised the Falls Car Service formally transfers to KHCIC on the 1 April 2026 with both training and TUPE transfers already underway.

Saltash Phlebotomy

The mobilisation of the Saltash Phlebotomy Clinic is scheduled to go live in June 2026. KHCIC are currently working closely with Peninsula Pathology Laboratories to ensure a smooth and fully supported transition.

Cudmore House

Mrs Wheeler explained the staff had relocated downstairs in Cudmore House in preparation of the refurbishment and redecoration which is due to start on 7 April 2026.

Following comments raised by Mr Gary Jennings on the ground floor security, Mrs Wheeler agreed to look at whether there was adequate security in the IT server room.

Members noted the recent asbestos survey undertaken at Cudmore has found that there is a low risk of asbestos.

Following comments on the installation of security cameras, Mrs Wheeler confirmed that the organisation was looking to use ANPR recognition to monitor the car parks and the installation of CCTV cameras.

Ministerial visit by Dr Minal Bakhai, SRO for the National Neighbourhood Health Implementation Programme

The Board noted Dr Minal Bakai, SRO for the National Neighbourhood Health Implementation Programme, had been invited to visit the Integrated Neighbourhood Teams (INTs) in Cornwall to gain a better understanding of the neighbourhood model in practice. KHCIC was invited to both the evening dinner and formal neighbourhood presentation as a GP provider and deputy Chair of the Collaborative Board.

IT inoperability

	<p>A discussion was held on the IT inoperability around Women’s Health Hubs. Mrs Wheeler explained the issue was around the accessing the medical records and not around booking the appointments.</p> <p>A further discussion was held on the wider IT inoperability on the General Practice side. A workstream from the Collaborative Board, led by Dr Hugh Savage, is underway to find a solution.</p> <p><u>Special Allocation Service (SAS)</u></p> <p>Dr Paul Cook advised Stratton has now come forward as GP Practice for the SAS contract.</p> <p>Members noted discussions were ongoing, to see whether patients in areas such as Saltash and Torpoint could travel to Plymouth.</p> <p><u>School Imms</u></p> <p>Acknowledgement was given to the increase in the number of calls to the School Imms team following the recent outbreaks of Meningitis. Members noted there had been approx. 70% increase in calls regarding immunisations.</p> <p><u>BI, Performance & Improvement update</u></p> <p>Mr Adam Wallis (Head of Business Intelligence, Performance & Improvement) gave a presentation on the work being carried out on improving business intelligence performance.</p> <p>Board members were shown examples of an operational dashboard which could be used as part of the organisation’s public facing communications as well as a system wide facing report and an automated performance report which could be used for daily operational meetings.</p> <p>A discussion was held on the issue of data control and the balance of being transparent with the data.</p> <p>Mr Wallis explained that working in conjunction with the ICB, it is hoped the reporting requirements would be aligned with what they have commissioned.</p> <p><u>Cudmore House Refurbishment</u></p> <p>Mrs Lorna Curnow gave a brief presentation on the Cudmore House refurbishment, outlining the programme timings and the benefits the project will bring to the organisation.</p> <p>Amongst the refurbishment plans, there will be a new clinical treatment room, new meeting rooms and the complete redecoration of the call centre.</p>
0325/08	Executive Updates

	<p><u>IUCS Restructure</u></p> <p>Members noted the concerns around the IUCS restructure raised by the KHCIC Shareholders through the LMC had now been resolved. Drop-in sessions had been held to provide an appropriate forum for the Shareholders to raise any questions or concerns.</p>
0325/09	<p>Finance</p> <p><u>NHS Pensions</u></p> <p>The Board were provided with an update on the NHS pensions.</p> <p>The Board noted the progress made with the more complex cases and with the auto enrolment process which affects a small number of staff.</p> <p><u>2025/26 Audit timetable</u></p> <p>Members noted the 2025/26 Audit timetable with the view to sign off the Statutory Accounts by the end of October 2026. It is anticipated that the KHCIC Annual General Meeting will be held in November 2026 as it will be part of the “Best Practice Cornwall” conference</p> <p><u>Management Accounts</u></p> <p>Mr Philpott presented the Management Accounts for the month of January which reported a surplus broadly in line with a break even position for the remainder of the financial year.</p>
0225/10	<p>C&IoS System updates</p> <p>Dr Laura Walters gave an update on working towards a closer relationship between UHP and East Cornwall.</p> <p>Members felt encouraged by the East Cornwall and UHP discussions. However, it is clear that stronger and broader health involvement will be essential to shaping their aligned future model.</p> <p>Dr Walters advised engagement with East practice remains positive with improved communication and alignment with no significant issues raised.</p> <p>A discussion was held on the recent concerns around palliative and EOL care which has been raised at the Collaborative Board and at recent meetings with CFT.</p> <p>A discussion was held on the ICB’s intention to retain community-based services within Cornwall.</p>


	<p>Members noted that dermatology services have recently gone out for expressions of interest under the current procurement rules which currently prohibits KHCIC being used as the single lead provider.</p>
0325/11	<p>Governance Verbal update</p> <p><u>Risk Register</u></p> <p>Mrs Wheeler presented the corporate and service risk registers. There were no questions or comments from the Board.</p> <p><u>Summary of legal cases</u></p> <p>Mrs Wheeler gave an update on current legal cases and indemnity matters.</p>
0325/12	<p>Policies for Ratification</p> <p>The Board were asked to approve one policy: Whistleblowing Policy.</p>
0325/13	<p>AOB</p> <p>A proposal was presented by Mrs Wheeler to bring all corporate services together under a single Directorate, to improve alignment and streamline internal operations.</p> <p>Under the proposal, Mr Brian Philpott would assume responsibility as Director of Finance and Corporate Services, with Corporate Services (HR, Communications, IT, Finance, Business Administration, and Governance) aligned under one integrated team.</p> <p>The Board noted that this structure is intended to strengthen organisational consistency, support clearer accountability, and establish a unified “engine room” for Kernow Health.</p> <p>AGREED: The Board agreed to the proposal to bring all the corporate services into the Corporate Services Directorate and agreed that Mr Brian Philpott will assume responsibility as Director of Finance and Corporate Services.</p> <p>AGREED: It was agreed that Mr St Leger-Francis title should change to Director and registered with Companies House.</p> <p>The Board also discussed the potential requirement for an additional Head of Service/Director role for Integrated Primary Care to replace Mrs Laura Wheeler’s original role as it is difficult to do both roles.</p>

Next meeting : Wednesday 29th April 2026

AGREED/ DECISIONS:

1. The Board approved the latest version of the Declarations of Interest Register and all the additions and amendments made.
2. Each of the Directors confirmed that they had no direct or indirect interest in the business proposed to be transacted during the Board meeting which they would be required to disclose in accordance with section 177 of the Companies Act 2006 and the Articles of Association of the Company.
3. Following a preview of the minutes by Dr Craze and subject to amendments, the Board approved and ratified
4. the Minutes of the Board meeting held on the 25th March 2026 as a true and accurate record and signed by the Chair.

FINAL COPY – RATIFIED

Signed by the Chair: 

Dated: 29.04.2026