

South Yorkshire and Bassetlaw Shadow Integrated Care System

Collaborative Partnership Board

Minutes of the meeting of

10 August 2018

**The Boardroom, NHS Sheffield CCG
722 Prince of Wales Road, Sheffield, S9 4EU**

Decision Summary

Minute reference	Item	Action
59/18	<p>Matters arising</p> <p>Overview of Health and Wellbeing in South Yorkshire and Bassetlaw The Board was informed that the population health timeout for members to discuss this matter and identify the priorities will be progressed in late September / early October.</p>	WCG
61/18	<p>SYB Governance Review Following discussion the acting Chair noted the request from the Board for improved communication, reassuring openness and transparency, expenditure and expected outcomes on the ICS workplan and agreed to review the communication model between the ICS and partners with the Senior Management Team.</p>	LS/ SMT
63/18	<p>Hospital Services Review Strategic Outline Case Members agreed that Governing Bodies and Foundation Trust Boards would be required to arrange extraordinary meetings to support the development and the review process.</p>	CPB members
64/18	<p>Digital/IT update against funding awards The Board asked for detailed analysis of place digital capital funding and bids; funding principles and guidance.</p>	NHA
65/18	<p>Finance Update Members were informed that an early warning escalation system is being developed to inform the work of the Finance and Activity Committee and will be shared with the Executive Steering Group on 21 August.</p>	JC
66/18	<p>ICS Highlight Report SROs were asked to consider the report and identify recommendations to future reports. Comments should be forwarded to Lisa Kell.</p> <p>Members agreed to engage in using the Escalation Management System (EMS) wide and asked for clarity on the added value and relevance.</p>	<p>CPB SROs</p> <p>CPB members</p>

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Name	Organisation	Designation	Present	Apologies	Deputy for
Sir Andrew Cash CHAIR	South Yorkshire and Bassetlaw Shadow ICS	ACS Lead/Chair, Sheffield Teaching Hospitals NHS FT, CEO		✓	
Adrian England	Healthwatch Barnsley	Chair	✓		
Ainsley Macdonnell	Nottinghamshire County Council	Service Director		✓	
Alison Knowles	Locality Director North of England,	NHS England	✓		
Alan Davis	South West Yorkshire Partnership NHS FT	Director of Human Resources	✓		
Nicola Haywood-Alexander	SYB ICS	Programme Director	✓(pt)		
Andrew Hilton	Sheffield GP Federation	GP		✓	
Andrew Pepper	South Yorkshire and Bassetlaw ICS	Strategic Finance Lead	✓(pt)		
Ann Gibbs	Sheffield Teaching Hospitals NHS FT	Director of Strategy		✓	
Anthony May	Nottinghamshire County Council	Chief Executive		✓	
Ben Jackson	Academic Unit of Primary Medical Care, Sheffield University	Senior Clinical Teacher		✓	
Brian Hughes	NHS Sheffield Clinical Commissioning Group	Director of Commissioning	✓		Maddy Ruff/Tim Moorhead
Catherine Burn	Voluntary Action Representative	Director	✓		
Chris Edwards	NHS Rotherham Clinical Commissioning Group	Accountable Officer	✓		
Chris Holt	The Rotherham NHS FT	Deputy Chief Executive & Director of Strategy and Transformation		✓	
Clare Hodgson	EMAS	Assistant Director of Strategy Development & Commercial Services		✓	
Clare Morgan	Sheffield Teaching Hospitals NHS Foundation Trust	Programme Director (Chief Executives Office)		✓	
David Pearson	Nottingham County Council	Deputy Chief Executive		✓	
Des Breen	SYB ICS	Medical Director		✓	
Dominic Blaydon	Rotherham Hospital FT	Associate Director of Strategy &	✓		

		Transformation			
Diana Terris	Barnsley Metropolitan Borough Council	Chief Executive		✓	
Greg Fell	Sheffield City Council	Director of Public Health		✓	
Frances Cunning	Yorkshire & the Humber PHE Centre	Deputy Director – Health & Wellbeing	✓		
Helen Stevens	South Yorkshire and Bassetlaw Shadow ICS	Associate Director of Communications & Engagement	✓		
Idris Griffiths	NHS Bassetlaw Clinical Commissioning Group	Accountable Officer		✓	
Jackie Pederson	NHS Doncaster Clinical Commissioning Group	Accountable Officer	✓		
James Scott	South Yorkshire and Bassetlaw Shadow ICS	Senior Programme Manager		✓	
Janet Wheatley	Voluntary Action Rotherham	Chief Executive		✓	
Jeremy Cook	South Yorkshire and Bassetlaw Shadow ICS	Interim Director of Finance	✓		
John Mothersole	Sheffield City Council	Chief Executive		✓	
John Somers	Sheffield Children's Hospital NHS Foundation Trust	Chief Executive	✓		
Jo Miller	Doncaster Metropolitan Borough Council	Chief Executive		✓	
Julia Burrows	Barnsley Council	Director of Public Health	✓		
Kathryn Singh	Rotherham, Doncaster and South Humber NHS FT	Chief Executive	✓		
Kirsten Major	Sheffield Teaching Hospital FT	Interim CEO	✓		
Kevan Taylor	Sheffield Health and Social Care NHS FT	Chief Executive		✓	
Lesley Smith	NHS Barnsley Clinical Commissioning Group	SYB ACS Deputy System Lead, Chief Officer NHS Barnsley CCG	✓		
Lisa Kell	South Yorkshire and Bassetlaw ICS	Director of Commissioning Reform	✓		
Louise Barnett	The Rotherham NHS Foundation Trust	Chief Executive		✓	
Maddy Ruff	NHS Sheffield Clinical Commissioning Group	Accountable Officer		✓	
Mags McDadd	South Yorkshire and Bassetlaw Shadow ICS	Corporate Committee Administrator, Executive PA & Business Manager	✓		
Matthew Groom	NHS England Specialised Commissioning	Assistant Director	✓		Sarah Halstead
Matthew Sandford	Yorkshire Ambulance Service NHS Trust	Associate Director of Planning & Development		✓	
Mike Curtis	Health Education England	Local Director	✓		
Moira Dumma	NHS England	Director of Commissioning Operations		✓	
Neil Priestly	Sheffield Teaching	Director of Finance		✓	

	Hospital FT				
Neil Taylor	Bassetlaw District Council	Chief Executive		✓	
Paul Moffat	Doncaster Children's Services Trust	Director of Performance, Quality and Innovation		✓	
Patrick Birch	Doncaster Metropolitan Borough Council	Strategic Lead for Adult Transformation	✓		
Paul Smeeton	Nottinghamshire Healthcare NHS Foundation Trust	Executive Director		✓	
Richard Henderson	East Midlands Ambulance Service NHS Trust	Chief Executive		✓	
Richard Jenkins	Barnsley Hospital NHS Foundation Trust	Chief Executive	✓		
Richard Parker	Doncaster and Bassetlaw Teaching Hospitals NHS FT	Chief Executive	✓		
Richard Stubbs	The Yorkshire and Humber Academic Health Science Network	Chief Executive	✓		
Rob Webster	South West Yorkshire Partnership NHS FT	Chief Executive		✓	
Rod Barnes	Yorkshire Ambulance Service NHS Trust	Chief Executive	✓		
Rupert Suckling	Doncaster Metropolitan Borough Council	Director of Public Health	✓		Jo Miller
Ruth Hawkins	Nottinghamshire Healthcare NHS FT	Chief Executive		✓	
Sarah Halstead	NHS England Specialised Commissioning	Senior Service Specialist and RightCare Associate		✓	
Sharon Kemp	Rotherham Metropolitan Borough Council	Chief Executive		✓	
Simon Morritt	Chesterfield Royal Hospital NHS FT	Chief Executive		✓	
Steve Shore	Healthwatch Doncaster	Chair		✓	
Teresa Roche	Rotherham Metropolitan Borough Council	Director of Public Health		✓	
Tim Moorhead	NHS Sheffield Clinical Commissioning Group	Clinical Chair		✓	
Victoria Mc Gregor Riley	Bassetlaw CCG	Director of Primary Care	✓		Idris Griffiths
Will Cleary-Gray	South Yorkshire and Bassetlaw Shadow ICS	Chief Operating Officer	✓		
Yvonne Elliott	Primary Care Sheffield	Deputy Chief Executive Officer	✓		

Minute reference	Item	Action
56/18	<p>Welcome and introductions</p> <p>The Chair welcomed members to the meeting.</p>	
57/18	<p>Apologies for absence</p> <p>The Chair noted the apologies for absence.</p>	
58/18	<p>Minutes of the previous meeting held 8th June 2018</p> <p>The minutes of the previous meeting were agreed as a true record and will be posted on the website after this meeting. www.healthandcaretogethersyb.co.uk</p>	
59/18	<p>Matters arising</p> <p>Overview of Health and Wellbeing in South Yorkshire and Bassetlaw The Board was informed that the population health timeout for members to discuss this matter and identify the priorities will be progressed in late September / early October.</p> <p>All other matters arising are on this agenda.</p>	WCG
60/18	<p>National Update</p> <p>CEO ICS Report</p> <p>The acting Chair presented the Chief Executive Officer's report to the meeting.</p> <p>This monthly report provided an update on:</p> <ul style="list-style-type: none"> • The work of the ICS CEO over the last month. • The number of key priorities not covered elsewhere on the agenda. <p>The report gave a concise update to members regarding the following:</p> <ul style="list-style-type: none"> • Memorandum of Understanding (MOU) • National ICS Leads meeting – July 2018 • Chief Executive System Leads • Capital Bids • ICS Governance Review • Hospital Services Review update • Hyper Acute Services <p>The Board noted that a draft version of the MOU would be shared with partners in the coming weeks for comment, before taking through individual boards and governing bodies in September for agreement and sign off.</p> <p>Will Cleary-Gray provided feedback to the Board of the NHSE/I operating model – system strategy and development design workshop which he attended earlier this week. Michael McDonnell, National Director, Transforming Health Systems NHSE and his team are supporting the development of the ICS. The main objectives of the workshop were:</p> <ul style="list-style-type: none"> • to articulate what the operating models should be and how to implement regulators working together; • one headquarters (made up of three organisations – NHS England, NHS Improvement, Monitor), seven regional teams (integrated NHSE and NHSI) forty two Sustainable and Transformation Partnerships (STPs); • a proposal is expected by the end of August. <p>A question was raised in relation to the legal framework in support of the operating model. Will Cleary-Gray responded saying that governance assurance is being applied to the process.</p>	

<p>61/18</p>	<p>SYB Governance Review</p> <p>The Collaborative Board received this report from Will Cleary-Gray, Chief Operating Officer ICS. The Board was asked to note the progress being made to review the ICS governance including:</p> <ul style="list-style-type: none"> • Confirmation of external support • Timeframe for the review • Review the steering group <p>The membership of the governance group is drawn from partner organisations together with non-executive membership from each of the five places, in the form of an audit chair member. The proposed framework for the review by partners will be developed between August and October.</p> <p>Alison Knowles requested the following:</p> <ul style="list-style-type: none"> • The establishment of a Remuneration Committee. • Boards to record mitigated risks in future. <p>Following discussion the acting Chair noted the request from the Board for improved communication, reassuring openness and transparency, expenditure and expected outcomes on the ICS workplan and agreed to review the communication model between the ICS and partners with the Senior Management Team.</p> <p>The acting chair thanked Will Cleary-Gray for his report.</p>	<p>LS/ SMT</p>
<p>62/18</p>	<p>ICS Capital Bids</p> <p>The acting Chair welcomed Andrew Pepper to the meeting and invited him to give his presentation to the meeting:</p> <p>Andrew updated the Board on the draft Estate Strategy and Capital Bid submissions made on 16th July. This process enabled all stakeholders the opportunity to input and influence the preparation, review and assurance of bids; including place-based representatives, organisational representatives, workstream-managers, finance-leads and estates-leads. Andrew thanked each organisation for contributing to the process and enabling the ICS to submit a set of coherent system-wide proposals.</p> <p>A consolidation and prioritisation proposal was reviewed by the Executive Steering Group on 19 June 2018 taking into account relative importance of the measurement criteria (being value for money as the highest ranked component, followed by service need and transformation, patient benefit and demand management, deliverability and estate strategy). This was also reviewed by the Strategic Estates Group on 21 June 2018.</p> <p>The bid prioritisation was as follows:</p> <ul style="list-style-type: none"> ➤ Priority 1: System Sustainability (including Hospital Services Review) ➤ Priority 2: Acute and Elective Reconfiguration of Doncaster and Bassetlaw Hospitals ➤ Priority 3: ICS-wide Cancer Reconfiguration <p>It was noted that should the ICS be successful in its capital bids, the revenue consequences will need to be further reviewed as part of the Business Case process and that all schemes were proposals at this stage. Any changes to how services are currently provided would be subject to NHS assurance and processes and possible public consultation. To date, revenue assumptions include efficiencies identified by organisations, planned income increases linked to productivity improvements and prospective ICS-wide efficiencies based on assumptions from the finance strategy.</p> <p>It was noted that Capital announcements are expected in the Autumn Statement.</p>	

	The acting Chair thanked Andrew Pepper for his presentation and attendance at the meeting.	
63/18	<p>Hospital Services Review Strategic Outline Case</p> <p>The Collaborative Partnership Board received the report from Will Cleary-Gray, Chief Operating Officer, ICS SYB.</p> <p>Many partner organisations have already given detailed response to the review and board/governing bodies responses received were mostly supportive of the system to take the review and its recommendations to the next stage. The final version is to be circulated on 24th August for discussion at Boards and Governing bodies in September.</p> <p>Members agreed that Governing Bodies and Foundation Trust Boards would be required to arrange extraordinary meetings to support the development and the review process.</p> <p>The Collaborative Partnership Board:</p> <ul style="list-style-type: none"> • Noted the development of the Strategic Outline Case • Considered the next steps and timeline for the work going forward • Noted the update on workstreams to prepare for the next steps. <p>The acting Chair thanked Will Cleary-Gray for his report.</p>	CPB members
64/18	<p>Digital/IT update against funding awards</p> <p>The acting Chair welcomed Nicola Haywood-Alexander, Programme Director for the Digital Workstream, SYB ICS, to the meeting and invited her to give her presentation to the meeting.</p> <p>The Collaborative Partnership Board was asked to note the digital priorities, bids and funding and current position:</p> <p>The system-wide priority programmes were noted at follows:</p> <ol style="list-style-type: none"> 1. Digital interoperability along the patient pathway (82% of Chief Information Officers reported that as highest priority) 2. Population health information and intelligence <p>The Board asked for detailed analysis of place digital capital funding and bids; funding principles and guidance.</p> <p>The acting Chair thanked Nicola Haywood-Alexander for her presentation and attending the meeting.</p>	NHA
65/18	<p>Finance Update</p> <p>The Collaborative Partnership Board received a verbal update from Jeremy Cook, Finance Director, SYB ICS.</p> <p>The reported position across the ICS at month 3 was reported as a favourable variance against plan of £1.6 million, with all organisations currently forecasting break even against plan before PSF. The System Improvement Plan value is measured before Providers Sustainability Fund (PSF).</p> <p>The Board was asked to note that there is significant risk in the second half of the year due to shortfalls in year to date achievement of efficiencies and plans which are back-ended loaded especially for providers where 67% for Cost Improvement Programmes (CIP) is phased in the second six months.</p> <p>Members were informed that an early warning escalation system is being developed to inform the work of the Finance and Activity Committee and will be shared with the</p>	JC

	<p>Executive Steering Group on 21 August.</p> <p>The Collaborative Partnership Board was asked to note the position at month 3 and the risks to achievement of the system improvement plan.</p>	
66/18	<p>ICS Highlight Report</p> <p>Lisa Kell, Director of Commissioning Reform SYB ICS introduced the Workstream Highlight Report to the meeting.</p> <p>The Collaborative Partnership Board was asked to note the summary updates on the progress of the Hospital Services Review and in particular the following:</p> <ul style="list-style-type: none"> • The development of the Strategic Outline Case • Next steps and timeline for the work going forward • Updates on workstreams to prepare for the next steps <p>SROs were asked to consider the report and identify recommendations to future reports. Comments should be forwarded to Lisa Kell.</p> <p>Members agreed to engage in using the Escalation Management System (EMS) wide and asked for clarity on the added value and relevance.</p> <p>The acting Chair thanked Lisa Kell for her report.</p>	<p>CPB SROs</p> <p>CPB members</p>
67/18	<p>Minutes of the ICS Governance Group</p> <p>The minutes were circulated to Collaborative Partnership Board members for their information.</p>	
68/18	<p>Minutes of the National Primary Care Leads Meeting – Confidential</p> <p>The minutes were circulated to Collaborative Partnership Board members for their information.</p>	
69/18	<p>Any Other Business</p> <p>There was no other business to consider.</p>	
70/18	<p>Date and Time of Next Meeting</p> <p>The next meeting will take place at 9.30am to 11.30am on 14th September 2018 in the Boardroom, 722 Prince of Wales Road, Sheffield, S9 4EU.</p>	