

South Yorkshire and Bassetlaw Shadow Integrated Care System

Collaborative Partnership Board

Minutes of the meeting of

14 September 2018

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

Decision Summary

| Minute reference | Item | Action |
|-------------------------|---|---------------|
| 74/18 | <p>Matters arising</p> <p>Digital/IT update against funding awards The Board was informed that the Executive Steering Board would receive a detailed presentation on Tuesday 18th September.</p> <p>The Board requested clarity on the following:</p> <ul style="list-style-type: none"> • funds relating to the digital pathology system • funding priority bids submitted <p>All other matters arising are on this agenda.</p> | NHA |
| 75/18 | <p>National Update</p> <p>CEO ICS Report</p> <p>The Board was asked to note that the ICS is mindful of time pressures and the number of meetings CEOs are expected to attend. Therefore a review of the current meeting structures will take place over the coming weeks. HS will produce a summary of all meetings generated by programme directors for review by the SMT.</p> | HS |
| 76/18 | <p>Place Updates</p> <p>The Chair requested for Alison Knowles to prepare a report for the next meeting in October to include the following:</p> <ul style="list-style-type: none"> - The integration journey each of our places is on - The timeline for each place - Key system consideration this may require <p>Following discussion, on microsystem coaching, the Board asked Kirsten Major to oversee a scoping exercise on what is offered at a national level and report back to members.</p> | AK KM |
| 77/18 | <p>Engagement on the Long Term Plan for the NHS</p> <p>It was noted that the timeframe had been extended in order to collate themes at a Place level. The Board was informed that more responses are expected and a final collated report would be presented to the Collaborative Partnership Board in October.</p> | LS |

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| 81/18 | ICS Highlight Report The Board requested that future reports include a summary cover sheet capturing the main highlights on progress for the ICS workstreams and major associated risks. | LK |
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| Name | Organisation | Designation | Present | Apologies | Deputy for |
|--------------------------|---|---|----------------|------------------|-------------------|
| Sir Andrew Cash CHAIR | South Yorkshire and Bassetlaw ICS | Chief Executive, SYB ICS | ✓ | | |
| 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 | | ✓ | |
| Andrew Hilton | Sheffield GP Federation | GP | | ✓ | |
| 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 | ✓ | | |
| Catherine Burn | Voluntary Action Representative | Director | | ✓ | |
| Chris Edwards | NHS Rotherham Clinical Commissioning Group | Accountable Officer | | ✓ | |
| Chris Holt | The Rotherham NHS FT | Deputy Chief Executive and Director of Strategy and Transformation | | ✓ | |
| Clare Hodgson | EMAS | Assistant Director of Strategy Development and 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 | South Yorkshire and Bassetlaw ICS | Medical Director | ✓ | | |
| Dominic Blaydon | Rotherham Hospital FT | Associate Director of Strategy and Transformation | | ✓ | |
| Diana Terris | Barnsley Metropolitan Borough Council | Chief Executive | | ✓ | |
| Greg Fell | Sheffield City Council | Director of Public Health | ✓ | | |
| Frances Cuning | Yorkshire & the Humber PHE Centre | Deputy Director – Health and Wellbeing | ✓ | | |
| Helen Stevens | South Yorkshire and | Associate Director of | | ✓ | |

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| | Bassetlaw ICS | Communications and Engagement | | | |
| Ian Atkinson | NHS Rotherham CCG | Deputy Chief Officer | ✓ | | Chris Edwards |
| 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 | 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 and Business Manager | ✓ | | |
| Matthew Groom | NHS England Specialised Commissioning | Assistant Director | ✓ | | Sarah Halstead |
| Matthew Sandford | Yorkshire Ambulance Service NHS Trust | Associate Director of Planning and Development | | ✓ | |
| Mark Janvier | NHS England - North | Head of Operations and Delivery | ✓ | | Alison Knowles |
| Mike Curtis | Health Education England | Local Director | | ✓ | |
| Moira Dumma | NHS England | Director of Commissioning Operations | | ✓ | |
| Neil Priestly | Sheffield Teaching Hospital FT | Director of Finance | | ✓ | |
| Neil Taylor | Bassetlaw District Council | Chief Executive | | ✓ | |

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| 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 | | ✓ | |
| Sandra Crawford | Nottinghamshire Healthcare NHS FT | Associate Director of Transformation Local Partnerships Division | ✓ | | Paul Smeeton |
| 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 | | ✓ | |
| Will Cleary-Gray | South Yorkshire and Bassetlaw ICS | Chief Operating Officer | ✓ | | |
| Yvonne Elliott | Primary Care Sheffield | Deputy Chief Executive Officer | | ✓ | |

| Minute reference | Item | Action |
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| 71/18 | <p>Welcome and introductions</p> <p>The Chair welcomed members to the meeting.</p> | |
| 72/18 | <p>Apologies for absence</p> <p>The Chair noted the apologies for absence.</p> | |
| 73/18 | <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> | |
| 74/18 | <p>Matters arising</p> <p>Digital/IT update against funding awards The Board was informed that the Executive Steering Board would receive a detailed presentation on Tuesday 18th September.</p> <p>The Board requested clarity on the following:</p> <ul style="list-style-type: none"> • funds relating to the digital pathology system • funding priority bids submitted <p>All other matters arising are on this agenda.</p> | NHA |
| 75/18 | <p>National Update</p> <p>CEO ICS Report</p> <p>The 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 on 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) • ICS ways of working / governance review • Commissioning Review • Chief Executive System Leads • Hospital Services – Strategic Outline Case (SOC) • Long Term Plan <p>The Chair provided feedback to the Board of the ICS Leads Development Day which he attended on 12th September. The main objectives of the day were:</p> <ul style="list-style-type: none"> • Inspecting Systems – insight from the CQC • NHS 10 year plan – presented by Ben Dyson and Ivan Ellul • Financial regime 2019/20 • Deep Dive – Mental Health • Learning from the ICS <p>The Board was informed that ICS Leads had the opportunity to input to the emerging system architecture with NHS England and NHS Improvement. The Board discussed in detail the key themes of the day and in particular workforce issues, primary care and the establishment of neighbourhood and the financial framework.</p> <p>It was noted that Sheffield Teaching Hospitals NHS Trust are hosting a visit from NHS Improvement in 1st October to establish a clear view of the benefits of group</p> | |

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| | <p>models.</p> <p>The Board was asked to note that the ICS is mindful of time pressures and the number of meetings CEOs are expected to attend. Therefore a review of the current meeting structures will take place over the coming weeks. HS will produce a summary of all meetings generated by programme directors for review by the SMT.</p> <p>The Chair added that the South Yorkshire and Bassetlaw ICS needs to consider new ways of working to respond to changes nationally, in line with new governance arrangements. It was noted that new arrangements from April 2019 would consider a Guiding Coalition to include an inclusive cohort of all provider and CCG Boards, Governing bodies, Healthwatch, local councils and the Citizens' Panel. The Chair advised that members would have the opportunity to contribute to the new ICS structure over the coming month.</p> | <p>HS</p> |
| <p>76/18</p> | <p>Place Updates</p> <p>The Chair requested a representative from each 'place' to provide a brief verbal update on progress:</p> <p><u>Doncaster</u></p> <ul style="list-style-type: none"> - System transformation arrangements are now in place - Currently reviewing governance - Testing new models of service delivery - Moving towards integration with joint partners and progressing to look at teams. - Ongoing work with the local authority on neighbourhood model - Progress to support new contracting arrangements - Some front line staff are now using a new Integrated Digital Care Record and hope to roll this out further - Progressing with streamlining and simplifying commissioning. <p><u>Bassetlaw</u></p> <ul style="list-style-type: none"> - Established a programme team. Programme Directors (job share) in post, currently appointing administration and project manager to support. Posts jointly funded by partners to the place partnership - Springboard event held identifying population health priorities and supporting workstreams - Social care commitment with alignment of staff with Primary Care Homes (PCH). - Exemplified of PCH initiatives include the establishment of a Citizens Advice service in a GP practice; children's counselling service and a social prescribing triage clinic - Collaborative working with local authorities to establish accommodation units linked to hospital discharge to support vulnerable patients - Progressing the integration of community and mental health services alongside patient centred care and use of patient activation <p><u>Rotherham</u></p> <ul style="list-style-type: none"> - Rotherham Place Plan updated – to be agreed by partners - 24/7 Mental Health liaison service planned to go live from October - Integrating physical and mental health care e.g. Care Co-ordination - Established a new intermediate care vision <p><u>Sheffield</u></p> <ul style="list-style-type: none"> - Workstream update – ongoing - Prioritising: reduce smoking; reduce obesity; improve older care - Sheffield outcomes project; early parenting; hospital admissions - Working through financial reforms - Ongoing reviewing of commissioning <p><u>Barnsley</u></p> <ul style="list-style-type: none"> - Noted the place based approach to integrating service provision and commissioning activities and the publication of the Strategic Outline Case outlining that vision for Barnsley. Currently exploring the novel | |

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| | <p>contract route via the ISAP process versus how far can we go towards full integration through collaboration and partnership working.</p> <p>Following discussion the Board agreed that it would be helpful to put some structure around the 'place' updates.</p> <p>The Chair requested for Alison Knowles to prepare a report for the next meeting in October to include the following:</p> <ul style="list-style-type: none"> - The integration journey each of our places is on - The timeline for each place - Key system consideration this may require <p>Following discussion, on microsystem coaching, the Board asked Kirsten Major to oversee a scoping exercise on what is offered at a national level and report back to members.</p> | <p>AK</p> <p>KM</p> |
| <p>77/18</p> | <p>Engagement on the Long Term Plan for the NHS</p> <p>The Collaborative Partnership Board received this report from Lesley Smith, Deputy System Lead and Chief Executive System Lead for the Strategy, Planning and Transformation Delivery.</p> <p>The report provided a high level overview of the key themes emerging from system partners as part of the engagement on the Long Term Plan for the NHS from system partners.</p> <p>The Board was asked to note the need to develop and establish a workforce that is equipped to deliver the national and local priorities to support integrated service delivery.</p> <p>It was noted that the timeframe had been extended in order to collate themes at a Place level. The Board was informed that more responses are expected and a final collated report would be presented to the Collaborative Partnership Board in October.</p> <p>The Chair thanked Lesley Smith for her report.</p> | <p>LS</p> |
| <p>78/18</p> | <p>Hospital Services Review Strategic Outline Case</p> <p>The Collaborative Partnership Board received the report from Alexandra Norrish, Programme Director, Hospital Services Review, SYB ICS.</p> <p>Boards, Governing Bodies and members of the public have now given their feedback on the recommendations within the report. Partner organisations largely support the recommendations and therefore the Strategic Outline Case (SOC) reflects this support with two main changes:</p> <ul style="list-style-type: none"> • It gives greater emphasis and focus to the need for transformation of the workforce. • It outlines that the Clinical Working Groups on maternity and paediatrics will be asked to explore a wider range of clinical models that could satisfy interdependencies between maternity and paediatrics. <p>The SOC had been discussed and approved at the Governing Bodies of Bassetlaw; Doncaster, Rotherham, Barnsley and Sheffield CCGs. Governing Bodies had been asked to confirm in writing their formal sign off of the SOC.</p> <p>The Chair thanked Alexandra Norrish for her report.</p> <p>The Collaborative Partnership Board noted the contents of the report.</p> | |
| <p>79/18</p> | <p>Finance Update</p> | |

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| | <p>The Collaborative Partnership Board received the report from Jeremy Cook, Finance Director, SYB ICS.</p> <p>The Board noted that there is a risk of loss of system provider sustainability funding (PSF) if the system does not meet its quarterly phased system improvement plan value up to an annual cap of £5.7m. As Q1 is confirmed the residual risk for the remainder of the year is £4.8m.</p> <p>It was noted that both the year-to-date and the forecast position before PSF are showing favourable variances, however, there is a need to improve the current run-rate in order to deliver the system improvement plan value – the current forecast is £0.840 million better than plan. Year to date position at Month 4 is also a favourable variance against plan of £4.2m excluding PSF, all organisations are forecasting break even or better against plan before PSF. CIP and QIPP schemes are behind plan year-to-date and forecast. There is a need to ensure that a strong focus remains on CIP and QIPP delivery:</p> <p>The key financial risks were noted as follows:</p> <ul style="list-style-type: none"> • Plan Alignment Gap: There is a £15.6m plan alignment gap between commissioners and provider within the Doncaster and Bassetlaw and Sheffield systems; • CIP / QIPP delivery gap: There is a £29.2m stretch on CIP/QIPP delivery compared to 2017-18 out-turn; • CIP / QIPP phasing: CIP plans are phased 67% in the last six months and QIPP plans are phased 55% in the last six months. <p>The ICS Director of Finance informed the Board that he will be visiting local-systems in September to review risk and mitigation plans on a place-basis where risk is considered to be high. The proposed Finance and Activity Committee will provide ICS-level scrutiny of risks, mitigations and recovery plans.</p> <p>The Collaborative Partnership Board was asked to note the contents of the report and in particular the position at Month 4 and the risks to achievement of the system improvement plan.</p> <p>The Chair thanked Jeremy Cook for his report.</p> | |
| 80/18 | <p>Memorandum of Understanding</p> <p>The Collaborative Partnership Board received the report from Will Cleary-Gray, Chief Operating Officer, SYB ICS.</p> <p>The Board was asked to note the final version of the national Memorandum of Understanding (MOU) for South Yorkshire and Bassetlaw Integrated Care System. The MOU is consistent with previous drafts which were shared with partner organisations for discussion. The MOU will now be considered in context of feedback from partner discussions and review of governance and ways of working across the South Yorkshire and Bassetlaw system. The Board was asked to note the date for final sign off is 1st October 2018.</p> <p>The Collaborative Partnership Board noted the contents of the report.</p> <p>The Chair thanked Will Cleary-Gray for his report.</p> | |
| 81/18 | <p>ICS Highlight Report</p> <p>The Collaborative Partnership Board received the ICS Highlight Report from Lisa Kell, Director of Commissioning, SYB ICS.</p> <p>Unfortunately, as the meeting had overrun, the report was not discussed in detail.</p> <p>The Chair requested that this agenda item appear at the beginning of future Collaborative Partnership Board agendas.</p> | |

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| | <p>The Board requested that future reports include a summary cover sheet capturing the main highlights on progress for the ICS workstreams and major associated risks.</p> <p>The Chair thanked Lisa Kell for her report.</p> | LK |
| 82/18 | <p>SYB ICS Yorkshire and Humber Applied Research Collaboration (ARC) bid</p> <p>Richard Stubbs, Chief Executive, The Yorkshire and Humber Academic Health Science Network provided a verbal update to the Board.</p> <p>The Board were informed that the bid was submitted and anticipating a response by the end of September 2018.</p> <p>The Chair thanked Richard Stubbs for the update.</p> | |
| 83/18 | <p>Any Other Business</p> <p>There was no other business to consider.</p> | |
| 84/18 | <p>Date and Time of Next Meeting</p> <p>The next meeting will take place at 9.30am to 11.30am on 19th October 2018 in the Boardroom, 722 Prince of Wales Road, Sheffield, S9 4EU.</p> | |