

**South Yorkshire and Bassetlaw Shadow Integrated Care System**

**Collaborative Partnership Board**

**Minutes of the meeting of**

**19 October 2018**

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

**Decision Summary**

<b>Minute reference</b>	<b>Item</b>	<b>Action</b>
<b>88/18</b>	<b>Matters arising</b>  <b>Place Update – Microsystem Coaching</b> Richard Jenkins agreed to undertake a scoping exercise and report back to the Executive Steering Group.	<b>RJ</b>
<b>91/18</b>	<b>Development of Integrated Care in Places</b> The Board requested that the slides be circulated to members following the meeting.	<b>MM</b>

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<b>Name</b>	<b>Organisation</b>	<b>Designation</b>	<b>Present</b>	<b>Apologies</b>	<b>Deputy for</b>
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		✓	
Giles Ratcliffe	Public Health England	Consultant Specialised Commissioning	✓		Frances Cuning
Greg Fell	Sheffield City Council	Director of Public Health		✓	
Frances Cuning	Yorkshire & the Humber	Deputy Director – Health		✓	

	PHE Centre	and Wellbeing			
Helen Stevens	South Yorkshire and Bassetlaw ICS	Associate Director of Communications and Engagement	✓		
Idris Griffiths	NHS Bassetlaw Clinical Commissioning Group	Accountable Officer	✓		
Jackie Pederson	NHS Doncaster Clinical Commissioning Group	Accountable Officer		✓	Hayley Tingle
James Scott	South Yorkshire and Bassetlaw ICS	Senior Programme Manager		✓	
Janet Wheatley	Voluntary Action Rotherham	Chief Executive		✓	
Jeremy Cook	South Yorkshire and Bassetlaw 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 Hospitals NHS 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	✓		
Linda Crofts	HEE	Workforce Transformation Lead	✓		Mike Curtis
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 ICS	Corporate Committee Administrator, Executive PA and Business Manager	✓		
Matthew Groom	NHS England Specialised Commissioning	Assistant Director	✓		
Matthew Sandford	Yorkshire Ambulance Service NHS Trust	Associate Director of Planning and Development		✓	
Mike Curtis	Health Education England	Local Director		✓	
Moira Dumma	NHS England	Director of Commissioning Operations		✓	
Neil Priestley	Sheffield Teaching Hospitals NHS FT	Director of Finance		✓	
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		✓	
Sandra Crawford	Nottinghamshire Healthcare NHS FT	Associate Director of Transformation Local Partnerships Division		✓	
Sarah Halstead	NHS England Specialised Commissioning	Senior Service Specialist and RightCare Associate		✓	
Sharon Kemp	Rotherham Metropolitan Borough Council	Chief Executive		✓	
Simon Morrill	Chesterfield Royal Hospital NHS FT	Chief Executive	✓		
Steve Page	Yorkshire Ambulance Service	Executive Director Quality, Governance & Performance Assurance / Deputy CEO	✓		Rod Barnes
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
85/18	<p><b>Welcome and introductions</b></p> <p>The Chair welcomed members to the meeting.</p> <p>The Chair informed the Board that no decisions were required at the meeting and the main focus of today's meeting were:</p> <ul style="list-style-type: none"> <li>• National update on the Long Term Plan</li> <li>• Cancer – 62 day performance and 31 day performance</li> <li>• SYB ICS Governance review update</li> </ul>	
86/18	<p><b>Apologies for absence</b></p> <p>The Chair noted the apologies for absence.</p>	
87/18	<p><b>Minutes of the previous meeting held 14<sup>th</sup> September 2018</b></p> <p>The minutes of the previous meeting were agreed as a true record and will be posted on the website after this meeting.  <a href="http://www.healthandcaretogethersyb.co.uk">www.healthandcaretogethersyb.co.uk</a></p>	
88/18	<p><b>Matters arising</b></p> <p><b>Place Update – Microsystem Coaching</b>  Richard Jenkins agreed to undertake a scoping exercise and report back to the Executive Steering Group.</p> <p>All other matters agenda arising were actioned or noted on the agenda.</p>	RJ
89/18	<p><b>National Update</b></p> <p><b>CEO ICS Report</b></p> <p>The Chair presented the Chief Executive Officer's report to the meeting.</p> <p>The monthly report provided an update on:</p> <ul style="list-style-type: none"> <li>• The work on the ICS CEO over the last month</li> <li>• Update on a number of key priorities not covered elsewhere on the agenda</li> </ul> <p>The report gave a concise update to the Board regarding the following:</p> <ul style="list-style-type: none"> <li>• ICS Performance Scorecard</li> <li>• South Yorkshire and Bassetlaw Integrated Care System official launch</li> <li>• ICS ways of working / governance review</li> <li>• Memorandum of Understanding (MOU)</li> <li>• Public Engagement Workshop</li> <li>• Long Term Plan</li> <li>• Local Health Care Record Exemplar (LHCRE)</li> <li>• Sharing systems good practice – North of England</li> </ul> <p>The Chair informed the Board that the ICS performance scorecard highlighted the collective position at July 2018 as compared with other areas in the North of England and other ICSs. It was noted that the two area underachieving are; 31 day cancer standards (currently 95.3% - the standard being 96%) and Cancer 62 day standard (currently 82.9% - standard being 85%).</p> <p>The Board noted that a big emphasis has been put on the increasing number of urology referrals, predominantly influenced by the high media attention from celebrities and this has been felt locally, as well as an increase in breast symptomatic referrals.</p>	

	<p>The Board was advised that a number of recovery incentives are in place and additional transformation funding has been allocated nationally to support improvements of which the North will receive a proportion. The Chair added that the system is working with colleagues across NHSI and NHSE on an overall plan to support the Cancer Alliance to achieve a more stable position and get a long term sustainable result in trust performance.</p> <p>The Chair informed the Board that the governance review is progressing within the timeframe, with the ambition to have a draft proposal for discussion in December 2018 and new arrangements commencing from April 2018. It was noted that any new arrangements would be within the current legal framework and would not change any of the statutory accountabilities of organisations.</p> <p>The Board was asked to consider the proposal of an ICS place based meeting in Q3 and Q4 to identify improvement issues at a system level. The meeting would be chaired by Sir Andrew Cash with representation from NHSE and NHSI. This meeting would be in addition to place meetings already scheduled with NHSE/I. Alison Knowles added that a report will be presented to the Senior Executive Team on 23<sup>rd</sup> October for consideration.</p> <p>The Chair concluded that the proposal required careful consideration and would take on board the views of the members.</p> <p>The Chair asked the Board to note that Yorkshire and the Humber have received funding of £7.5m for the Local Health Care Record Exemplar (LHCRE) – the ambitious objective is to integrate health and care records across the region to improve care.</p>	
<p><b>90/18</b></p>	<p><b>ICS Highlight Report</b></p> <p>The Collaborative Partnership Board received the ICS Highlight Report from Lisa Kell, Director of Commissioning, SYB ICS.</p> <p>The report provided a summary identifying progress and key risks in relation to each of the SYB ICS workstreams.</p> <p>SROs were asked to consider the report and identify recommendations to future reports. Comments should be forwarded to Lisa Kell.</p> <p>The risks identified relate to the following workstreams – Cancer Alliance performance; Children and Emergency, Digital, Elective and Diagnostics, Mental Health and Learning Disabilities, Prevention and Radiology.</p> <p>This new format of reporting was welcomed by the Board.</p> <p>The Chair thanked Lisa Kell for her report.</p>	
<p><b>91/18</b></p>	<p><b>Development of Integrated Care in Places</b></p> <p>The Collaborative Partnership Board received a report and powerpoint presentation from Alison Knowles, Locality Director – NHS England North (Yorkshire and Humber).</p> <p>Alison Knowles presented the current position on digital priorities, bids and funding. The digital vision is for all residents in South Yorkshire and Bassetlaw to have access to and to use digital technology and information in order to improve or maintain their own health and wellbeing.</p> <p>The Board noted that Mark Janvier is leading this project and will be contacting each place for representation to join the working group.</p> <p>The Board requested that the slides be circulated to members following the</p>	<p>MM</p>

	<p>meeting.</p> <p>Alison Knowles proceeded to present her report on Development of Integrated Care in Places.</p> <p>The Board noted that following verbal updates for each place at the previous Collaborative Partnership Board, it was agreed to produce a report capturing a structured, standardised approach at place, next steps and key priorities.</p> <p>The report provided updates on:</p> <ul style="list-style-type: none"> <li>• The development of the national policy around integrated care as part of the forthcoming NHS Long Term Plan</li> <li>• The progress made within each of the five places.</li> </ul> <p>It was noted that a quarterly update in this format will be produced so that the wider ICS can understand the progress in each place and consider the opportunities for collaborative working as a system.</p> <p>The report provided detailed updates from each place structured around five domains: Governance; Population health; Data and information; Payments and incentives, Co-ordinated delivery.</p> <p>The next steps for the five places were noted as follows:</p> <ul style="list-style-type: none"> <li>➤ Focus on Population Health</li> <li>➤ Payments and incentives</li> <li>➤ Governance</li> <li>➤ Co-ordinated delivery</li> </ul> <p>Following discussion, the Board agreed for Alison Knowles to attend the Programme Director’s meetings at each place to support the data collection for future reports.</p> <p>The Collaborative Partnership Board was asked to note the contents of report.</p> <p>The Chair thanked Alison Knowles for her report.</p>	AK
92/18	<p><b>Long Term Plan</b></p> <p>The Collaborative Partnership Board received this report from Helen Stevens, Associate Director Communications and Engagement STB ICS.</p> <p>The report provided the high level overview of the key themes from system partners as part of the engagement on the Long Term Plan for the NHS.</p> <p>The Board was asked to note that the Long Term Plan is due to be published in late November / beginning of December 2018. From December 2018 – March 2019 staff, patients, the public and other stakeholders will have the opportunity to help local health and care organisations determine what the plan means for their area, and how best the ambitions it sets out can be met. Partners within SYB ICS will want to determine how this will work in each place and at a system level.</p> <p>The Chair asked the Board to note the dates of the Long Term Plan Engagement Event taking place in London on 22<sup>nd</sup> October and York on 29<sup>th</sup> October. The Board was encouraged to attend where possible to ensure representation from SYB ICS.</p> <p>The Chair thanked Helen Stevens for her report.</p>	
93/18	<p><b>Population Health Management</b></p> <p>The Collaborative Board received this report from Lisa Kell Director for Commissioning, SYB ICS, Maddy Ruff, SYB Chief Executive System Lead for</p>	

	<p>Primary Care, Population Health and Prevention and Dr Rupert Suckling Director of Public Health, Doncaster.</p> <p>The Board was informed that NHSE had mandated through its 2018/19 MOU with the ICS, the development of a population health function that facilitates the integration of services focused on populations across each place that are most at risk of developing acute illness and hospitalisation. Systems will build skills and capacity to implement population health management and make significant progress towards full maturity of the three NHSE population health management capabilities through a system-wide plan setting out locally determined population health priorities.</p> <p>The report provided an overview of the approach being taken to introduce population health in South Yorkshire and Bassetlaw and the next steps.</p> <p>Maddy Ruff asked the Board to note that engagement with Health and Care partners was imperative and that population health approaches should underpin all ICS workstreams. A PHM delivery group has been established with representation from the five places.</p> <p>The Board was informed that a progress report will be presented at the next meeting.</p> <p>The Chair thanked Maddy Ruff, Dr Rupert Suckling and Lisa Kell for their report.</p>	
<p><b>94/18</b></p>	<p><b>Prevention and Social Prescribing</b></p> <p>The Collaborative Board received this report from Dr Lisa Wilkins, Consultant in Public Health Medicine, SYB ICS.</p> <p>The report provided an update on progress of the three agreed priority areas within the ICS Prevention Workstream as follows:</p> <ol style="list-style-type: none"> <li>1. Embedding tobacco treatment dependency in secondary care – the QUIT programme</li> <li>2. Systematic quality improvement in the identification and management of clinical risk factors for cardiovascular disease (Atrial fibrillation,, hypertension and cholesterol)</li> <li>3. To increase access for a wider range of residents for South Yorkshire and Bassetlaw to social prescribing; a gateway to accessing non-medical forms of support and to empower clients to enhance their own well-being.</li> </ol> <p>The Board noted that as part of the QUIT programme, Tackling Tobacco Dependency in Secondary Care Event is taking place on, 7<sup>th</sup> November 2018, 9-12 noon, St Mary's Conference Centre, Sheffield. The event is supported by a number of executive and senior executives. The Board was asked to encourage representation from their organisations.</p> <p>The Board was informed that all five places in South Yorkshire and Bassetlaw have a social prescribing service, Although all the services have developed differently to meet local needs, all have the same core principles. The objective is to further increase the social prescribing offer through collaborative partnership, stakeholder engagement including the voluntary and community sector and citizens, volunteers and the public; building on existing services and sharing best practice.</p> <p>The Board noted the contents of the report and the recommendations listed within the report in order to progress with the three prevention workstream priorities.</p> <p>The Chair thanked Dr Lisa Wilkins for her report.</p>	
<p><b>95/18</b></p>	<p><b>Hospital Services Programme Update</b></p> <p>The Collaborative Board received the Hospital Service Programme update report from Alexandra Norrish, Hospital Services Programme Director.</p>	



	<p>The Board was informed that all CCG Governing Bodies have signed off the Strategic Outline Case (SOC) of the Hospital Services Review (HSR) and the SOC will be published following ratification at this meeting. The report included details of feedback received from the governing bodies and trusts.</p> <p>Following discussion the Collaborative Partnership Board agreed the sign off of the SOC and the plans for publication.</p> <p>Alexandra Norrish informed the Board that in light of feedback received from Boards, governing bodies, and various groups and organisations around the final HSR report, a small number of changes was proposed in the following areas:</p> <ol style="list-style-type: none"> <li>1. Access – Transfers of Care / Choice / Bed capacity</li> <li>2. Quality – Out of area transfers / Improving or maintaining quality</li> <li>3. Equality</li> </ol> <p>Following discussion, the Collaborative Partnership Board agreed to the refresh of the evaluation criteria for the Hospital Services Programme as detailed within the report.</p> <p>The Board received an update on the progress of the HSP Reference Group from their meeting on 22<sup>nd</sup> September 2018 and the Board will continue to receive progress reports.</p> <p>The Board was asked to formally approve the new name for the HSP going forward as “Working Together on Hospital Services”. The Board approved the recommendation.</p> <p>The Chair thanked Alexander Norrish for her reports.</p>	
<p><b>96/18</b></p>	<p><b>Finance Update</b></p> <p>The Collaborative Partnership Board received the report from Jeremy Cook, Finance Director SYB ICS.</p> <p>The Board noted that the planning guidance for 2019/20 is due in November 2018. A System Efficiency Board workshop was held on 29<sup>th</sup> September with a further workshop scheduled for 16<sup>th</sup> November.</p> <p>The Board was advised that the financial position at month 5 is a favourable variance against plan of £2.3m with all organisations forecasting achievement against plan. This is despite efficiency savings showing an adverse variance against plan at month 5 of £1.8 m and a forecast adverse variance of £2.7m. The key financial risks are in delivery of the efficiency savings in the second half of the year as a number of plans are back end loaded.</p> <p>The Board received an update on the financial framework 2019/20 and the workshop attended by Jeremy Cook on 21<sup>st</sup> September. A co-ordinated response collated from feedback from South Yorkshire and Bassetlaw Directors of Finance and Chief Operating Officers was submitted to NHSE/I on 4<sup>th</sup> October for consideration. The planning guidance for 2018/20 is due to be published in November.</p> <p>The Chair thanked Jeremy Cook for his report.</p>	
<p><b>97/18</b></p>	<p><b>Any Other Business</b></p> <p>There was no other business to consider.</p>	
<p><b>98/18</b></p>	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting will take place at 9.30am to 11.30am on 9<sup>th</sup> November 2018 in the Boardroom, 722 Prince of Wales Road, Sheffield, S9 4EU.</p>	