

## Minutes from STP Board meeting

Tuesday 18<sup>th</sup> April 2017 3.00pm – 5.00pm

Location: **Kinetic, Francis Crick House**

Chair: Tansi Harper

### Attendees

| Name                         | Role                                       | Organisation                      |
|------------------------------|--|-----------------------------------|
| Tansi Harper (TH)            | Chair/ Lay Member                          | Corby CCG                         |
| Carole Dehghani (CD)         | Accountable Officer                        | Corby CCG                         |
| John Wardell (JW)            | Accountable Officer, STP SRO               | Nene CCG                          |
| Mike Coupe (MC)              | STP & Corporate Programme Director         | Nene CCG                          |
| Dr Sonia Swart (SS)          | Chief Executive                            | Northampton General Hospital      |
| Richard Wheeler (RW)         | Director of Finance                        | NHFT                              |
| Matthew Davies (MD)          | Medical Director                           | Nene CCG                          |
| Fiona Wise (FW)              | Interim Chief Executive                    | Kettering General Hospital        |
| Paul Blantern (PaB)          | Chief Executive                            | Northamptonshire County Council   |
| Jonathan Ireland (JI)        | Chair                                      | LMC                               |
| Christine de Quervain (CdeQ) | Minute Taker                               | Nene CCG                          |
|                              |  |                                   |
| Apologies                    |  |                                   |
| Angela Hillery               | Chief Executive                            | NHFT                              |
| Roz Lindridge (RL)           | Locality Director Central                  | NHS England                       |
| Peter Barker (PB)            | Acting Director of Public Health           | Northamptonshire County Council   |
| Nicki Price (NP)             | Director                                   | 3Sixty Care Partnership           |
| Dawn Cummins (DC)            | Chief Executive                            | Voluntary Impact Northamptonshire |
| Clare Hodgson (CH)           | Deputy Director STP & Corporate Programmes | Nene CCG                          |
| Prof Robert Harris (RH)      | Chief Executive Officer                    | Lakeside Super Practice           |

| No |  | Action |
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| 1  | <p><b>Welcome and introductions</b></p> <p>The group was welcomed to the STP Board meeting with a particular welcome to Mike Coupe, new in post as STP &amp; Corporate Director.</p> <p><b>Apologies were noted.</b></p> |        |
| 2  | <p><b>Declarations of Interest</b></p> <p>JI declared he is running for election to the BMA.</p> <p>RW declared he is a Director of 3Sixty partnership.</p>  |        |

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| <p><b>3</b></p> <p><b>Minutes of the Last Meeting held on 14<sup>th</sup> March 2017</b> <span style="float: right;"><b>STPB-17-24</b></span></p> <p>The minutes were agreed and accepted as a true record of the meeting.</p> <p><b>3.1 Action Log</b> <span style="float: right;"><b>STPB-17-25</b></span></p> <p>The action log was received, reviewed and the contents noted.</p> <p><b>3.2 Matters Arising</b></p> <p>None</p>  |  |                                     |
| <p><b>4</b></p> <p><b>Chair's Report</b></p> <p><b>4.1 Lay Scrutiny Update</b> <span style="float: right;"><b>STPB-17-26</b></span></p> <p>Minutes from the last meeting were noted and their concern regarding lack of progress made by the STP Finance Group. Concern was also expressed regarding their request for additional resourcing.</p> <p><b>4.2 HWB Update</b></p> <p>The recent Development Day had been very well facilitated and TH had requested a place on the HWB Board in order to provide a link with the STP Board. She urged colleagues, especially those that were not present, to study the slides of the workshop. These identified significant areas for further work to enable collaboration and integration of services across Northamptonshire to be achieved.</p> <p>The facilitator identified three areas of finance, workforce and estates which evidence shows need comprehensive plans prior to any transformation.</p> <p><b>Action: JW will enquire as to what message had been agreed.</b></p> <p><b>4.3 Conflicts of Interest</b></p> <p>SS has been in conversation with Capsticks for advice regarding Dols as the STP moves into its implementation phase, it is important for all Board decisions to be made in complete transparency. CdeQ will re-circulate the Dol form to members who have not completed a form.</p> <p><b>Action: CdeQ to re-circulate the Dol form.</b></p> |  | <p><b>JW</b></p> <p><b>CdeQ</b></p> |
| <p><b>5</b></p> <p><b>Programme SROs report</b></p> <p><b>5.1</b></p> <p>Mike Coupe introduction</p> <p>Mike was warmly welcomed to his first Board meeting. MC has extensive experience within the provider sector and his aim will be to put in place structures and systems to assist implementation of the STP Plan. In order to exchange ideas, he has invited all SROs to a workshop on 26<sup>th</sup> April at FCH. The revised 5 Year Forward View and the consequences of a June election will frame that workshop and any issues will be brought to the Board meeting in May.</p>   |  |                                     |

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| <p>5.2</p> <p>5.3</p> <p>5.4</p> | <p><b>NHSE/NHSI Stocktake Letter</b> <span style="float: right;"><b>STPB-17-28</b></span></p> <p>The overall message was that more granular detail on the work programmes with particular emphasis on the financial aspect would be required by the end of April ahead of a meeting in May. In light of this the SROs will provide the detail.</p> <p>Following discussion on the Next Steps Item 5.4 it was decided that JW will request if it is possible to move the follow up feedback meeting to after the next STP Board on 23<sup>rd</sup> May.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>JW to request follow up meeting with NHSE/NHSI for after 23<sup>rd</sup> May.</b></li> </ul> <p><b>Programme Update</b></p> <p>JW stressed the importance of clinical engagement earlier in care pathway design and the relevance in governance structure to facilitate clinical scrutiny of all pathways.</p> <p><b>Next Steps on Five Year Forward View</b> <span style="float: right;"><b>STPB-17-29</b></span></p> <p>As this was an extremely detailed document, it was agreed that this would form the basis for discussion at the next STP Board in May. Ahead of the meeting JW and MC will draw up a synopsis of the Next Steps document .</p> <p>As the STP Plan moves into implementation phase , there will be a need for discussion regarding membership of the Board needing to change to reflect the requirement for more detailed and broader conversations. JI requested the inclusion of LMC to all STP meetings. JW/TH will discuss.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>JW and MC to draw up a summary.</b></li> <li>• <b>The STP Board on 23<sup>rd</sup> May will discuss in detail.</b></li> <li>• <b>JW and TH to discuss if Board membership needs to be altered.</b></li> </ul> | <p>JW</p> <p>JW/MC</p> <p>JW/TH</p> |
| <p>6</p>                         | <p><b>Finance Report</b> <span style="float: right;"><b>STPB-17-30</b></span></p> <p>RW presented the Finance report produced after the STP Finance Group meeting on 13<sup>th</sup> April. RW has written this month's report and future reports will be written by a different DoF in order to give the report a different nuance.</p> <p>The Board were asked to agree ownership of the top ten financial risks and to confirm availability of next steps from workstreams.</p> <p>Although the report contained activity and finance figures but the Board felt it needed to also include system capacity plan. The control total for KGH was questioned and the Board requested that Nicci Briggs ensures the most up to date figures for KGH are used in future reports. A number of other observations were made which will require the table to be slightly revised particularly the owners of risk.</p> <p>The Board emphasised that it was important to get more granularity to ensure there is no double counting which would give NHSE/NHSI assurance of delivery. Therefore there must be more engagement with the SROs/PMO office since the SROs are working on more granularity for their programmes by the end of April.</p>   |                                     |

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|                  | <p>JW identified a big risk area will be QIPP and CIP plans and anticipates this being part of the focus for the next NHSE/NHSI meeting.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board accepted the finance report and actions discussed.</b></li> <li>• <b>The request from RW for technical support needs to be considered by the PMO office.</b></li> <li>• <b>NCC data will be added in future reports.</b></li> </ul>  | <p>PMO</p> <p>Finance Group</p> |
| <p><b>7</b></p>  | <p><b>Clinical Scrutiny Report</b></p> <p>MD provided a verbal update for the Board. An OD workshop led by Holos has been arranged, supported by HEE for the Clinical Scrutiny Group. Discussions are planned regarding building the clinical engagement model for the work programmes and how the Group can instigate a clear assurance and checkpoint process for them. The Board requested that the requirement for pace was also included in the workshop. SS requested that the invite for the workshop also be sent to the CEOs to ensure the clinicians realise the importance of this meeting within the STP Plan.</p> <p>The Board requested an update paper from this group to include strategic direction for the May Board meeting.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>CH to invite CEOs to 16<sup>th</sup> May workshop</b></li> <li>• <b>MD/MC draft a paper for May STP Board.</b></li> </ul>   | <p>CH</p> <p>MD/MC</p>          |
| <p><b>8.</b></p> | <p><b>LDR Presentation</b></p> <p>The presentation put in context how IT should/will have an impact on all of the STP work programmes.</p> <p>Compared to other industries the use of any digitally enabled interaction with the NHS is extremely low. In order for this to increase then a revised governance structure is required across each work programme for information sharing. This would ensure an increase in safety of care. It is recognised that going forward there is a need to bring all the different systems used by partners on to the same level as some systems are more outdated than others and this inhibits the sharing of information.</p> <p>It is important that there is clinical steering and involve the Caldicot Guardians in order to ensure information is shared securely across partners. The workstream feel there is a need to establish a Chief Information Officer (CIO) wte to cover this.</p> <p>It is recognised that technical expertise within the NHS is limited when compared to private organisations and therefore a strategic alliance to an IT partner should be considered, which other Trusts/CCGs are using.</p> <p>The Board acknowledged the importance of this work programme in influencing changes across all workstreams.</p> |                                 |

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|     | <p><b>The Board</b></p> <ul style="list-style-type: none"> <li>• Agreed commitment to a revised governance structure for the LDR.</li> <li>• Agreed the need to recruit a CIO for the STP but realised there was need for further discussion.</li> <li>• Recommended the LDR Group to explore the possibilities of using an IT partner.</li> <li>• Requested the LDR Group work the programme up to ask for funding.</li> <li>• Agreed commitment and support for information sharing principles and requested the group consider not only IT personnel but also members of staff who use the systems.</li> </ul>  |            |
| 9.  | <p><b>Managing Programme Risk</b> <span style="float: right;"><b>STPB-17-31</b></span></p> <p>The Board welcomed the proposed model for reporting but in order to support the delivery of the programme the Board requested more detail. The question was raised as to where Finance sat.</p>  |            |
| 10. | <p><b>LWAB Letter to STP Board</b> <span style="float: right;"><b>STPB-17-32</b></span></p> <p>The Board supported the consideration of the allocation of continued funding to support the workforce component of the STP.</p>   |            |
| 11. | <p><b>Quarterly Report</b> <span style="float: right;"><b>STPB-17-33</b></span></p> <p>This is a new report that is intended to be used by all partner organisations at their Boards in order to provide consistency of message and information. In future it is intended that the report will be presented at the SRO meeting for signing off, then presented at the STP Board for final ratification.</p> <p>The Board welcomed the report and proposed that once they have ratified the report it should be sent to the SROs/CEOs for them to circulate within their organisations.</p> <p>The Board recognised that this first report will possibly miss a lot of board meetings but felt it was important to get the report correct. Members are asked to feedback comments to CH by end of April.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• All to feedback comments to CH</li> </ul> | <b>All</b> |
| 12. | <p><b>Key Messages</b></p> <ul style="list-style-type: none"> <li>• Noting the implications of the forthcoming General Election it is important to continue the impetus of the STP Plan</li> <li>• It will become more important for the communication and engagement to have a united approach and corporate message.</li> <li>• More detailed plans underpinned by financial plans are required as a matter of urgency.</li> <li>• The Board welcomed the significant work done by the LDR and are committed to their request for additional resourcing as quickly as possible to enable leadership of their plan to be realised.</li> </ul>   |            |
|     | <p><b>Next Meeting:</b><br/> <b>Tuesday 23<sup>rd</sup> May, Boardroom, FCH 3-5pm</b></p>  |            |