

**South Yorkshire and Bassetlaw Sustainability and Transformation
Partnership**

Collaborative Partnership Board

Minutes of the meeting of

10 November 2017

**Birch and Elm Room, NHS Rotherham CCG,
Oak House, Moorhead Way, Rotherham, S66 1YY**

Decision Summary

Minute reference	Item	Action
114/17	<p>Workstream Priorities: Primary Care</p> <p>Workforce</p> <p>Workstream Charters</p>	<p>The Collaborative Partnership Board did not approve the top 3 priorities for this workstream as presented as they require an out of hospital care model at a place level and at a system level as a result of the clinical strategy from the Hospital Services Review.</p> <p>Mike Curtis acknowledged that the unregistered workforce is a significant element and amendment is required to ensure the focus of the strategy also reflects the unregistered workforce as well as the registered workforce.</p> <p>Mike Curtis added that a narrative will be drawn up that reflects progress in the workstream and then another narrative will be drawn up and used to help attract people into the service.</p> <p>The Collaborative Partnership Board:</p> <ul style="list-style-type: none"> • Would provide feedback to the workstreams. • Would give support for future 'in focus' sessions to enable sharing, further engagement and input to the work.
116/17	Finance Update	<p>The Collaborative Partnership Board:</p> <ul style="list-style-type: none"> • Delegates the decision on the proposed allocation of the £3.2m uncommitted funds to the Executive Steering Group at their meeting on 21st November and Jeremy Cook will report back on the allocations to the December 2017

		Collaborative Partnership Board meeting.
117/17	Hospital Services Review Update	Alexandra Norrish said that she would talk to the communications team about the survey being circulated to the Joint Health Overview and Scrutiny Committees if it had not already been done.
118/17	To consider any other business	Will Cleary-Gray will implement a system to help Collaborative Partnership Board (CPB) members with the dissemination of public and private papers post CPB meetings.

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Name	Organisation	Designation	Present	Apologies	Deputy for
Sir Andrew Cash CHAIR	South Yorkshire and Bassetlaw ACS	ACS Lead/Chair, Sheffield Teaching Hospitals NHS FT, CEO	✓		
Adrian Berry	South West Yorkshire Partnership NHS FT	Deputy Chief Executive		✓	
Adrian England	Healthwatch Barnsley	Chair	✓		
Ainsley Macdonnell	Nottinghamshire County Council	Service Director		✓	Anthony May CEO
Alice Deasy	Health Education England	Leadership Fellow	✓		
Alison Knowles	Locality Director North of England,	NHS England	✓		
Alan Davis	South West Yorkshire Partnership NHS FT	Director of Human Resources	✓		Adrian Berry
Alexandra Norrish	South Yorkshire and Bassetlaw ACS	Programme Director – Hospital Services Review	✓		
Andrew Hilton	Sheffield GP Federation	GP		✓	
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 & Director of Strategy and Transformation	✓		
Des Breen	Working Together Partnership Vanguard	Medical Director	✓		
Diana Terris	Barnsley Metropolitan Borough Council	Chief Executive		✓	
Greg Fell	Sheffield City Council	Director of Public Health		✓	John Mothersole CEO
Frances Cuning	Yorkshire & the Humber PHE Centre	Deputy Director – Health & Wellbeing	✓		

Helen Stevens	South Yorkshire and Bassetlaw ACS	Associate Director of Communications & Engagement	✓		
Idris Griffiths	NHS Bassetlaw Clinical Commissioning Group	Accountable Officer		✓	
Jackie Pederson	NHS Doncaster Clinical Commissioning Group	Accountable Officer	✓		
Jane Anthony	South Yorkshire and Bassetlaw ACS	Corporate Committee Administrator, Executive PA & Business Manager	✓		
Janette Watkins	Working Together Partnership Vanguard	Director	✓		
Janet Wheatley	Voluntary Action Rotherham	Chief Executive		✓	
Jeremy Cook	South Yorkshire and Bassetlaw ACS	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		✓	
Kevan Taylor	Sheffield Health and Social Care NHS FT	Chief Executive		✓	
Lesley Smith	NHS Barnsley Clinical Commissioning Group	SYB ACS System Reform Lead, Chief Officer, NHS Barnsley CCG	✓		
Lisa Kell	South Yorkshire and Bassetlaw ACS	Director of Commissioning Reform	✓		
Louise Barnett	The Rotherham NHS Foundation Trust	Chief Executive		✓	
Maddy Ruff	NHS Sheffield Clinical Commissioning Group	Accountable Officer		✓	
Matthew Groom	NHS England Specialised Commissioning	Assistant Director	✓		
Matthew Sandford	Yorkshire Ambulance Service NHS Trust	Associate Director of Planning & Development		✓	Rod Barnes
Mike Curtis	Health Education England	Local Director	✓		
Neil Taylor	Bassetlaw District Council	Chief Executive		✓	
Paul Moffat	Doncaster Children's Services Trust	Director of Performance, Quality and Innovation		✓	
Paul Smeeton	Nottinghamshire Healthcare NHS Foundation Trust	Chief Operating Executive		✓	
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	Acting Chief Executive	✓		
Rob Webster	South West Yorkshire Partnership NHS FT	Chief Executive		✓	
Rod Barnes	Yorkshire Ambulance Service NHS Trust	Chief Executive		✓	
Roger Watson	East Midlands Ambulance Service NHS Trust	Consultant Paramedic Operations	✓		Richard Henderson
Rupert Suckling	Doncaster Metropolitan Borough Council	Director of Public Health	✓		
Ruth Hawkins	Nottinghamshire Healthcare NHS FT	Chief Executive		✓	
Sandra Crawford	Nottinghamshire Healthcare NHS FT	Associate Director of Transformation Local Partnerships Division	✓		Paul Smeeton
Sharon Kemp	Rotherham Metropolitan Borough Council	Chief Executive		✓	
Simon Morritt	Chesterfield Royal Hospital	Chief Executive		✓	
Steve Shore	Healthwatch Doncaster	Chair		✓	
Tim Moorhead	NHS Sheffield Clinical Commissioning Group	Clinical Chair		✓	
Victoria McGregor-Riley	NHS Bassetlaw CCG	Director of Primary Care	✓		
Will Cleary-Gray	South Yorkshire and Bassetlaw ACS	Sustainability & Transformation Director	✓		

Minute reference	Item	Action
108/17	<p>Welcome and introductions</p> <p>The Chair welcomed members to the meeting</p>	
109/17	<p>Apologies for absence</p> <p>The Chair noted apologies for absence.</p>	
110/17	<p>Minutes of the previous meeting held 13th October 2017</p> <p>The minutes of the previous meeting were agreed as a true record.</p>	
111/17	<p>Matters arising</p> <p>93/17(a) – Finance Update This is work in progress, a report will be brought back to the next Collaborative Partnership Board meeting.</p> <p>93/17(b) – Finance Update This item will be discussed by the Executive Steering Group on</p>	

	<p>17th October 2017 and will then be brought back to the next Collaborative Partnership Board meeting.</p> <p>94/17(a) – Cancer 62 day assurance At the Executive Steering Group it was agreed to look more closely at the 62 days cancer performance target. The approach taken will be the preparation of a performance report that will be collated from data available and this will be combined with visits by a peer review service report (the team is currently being selected and will have input from NHSE and NHSI).</p> <p>94/17(b) – Cancer 62 day assurance Chesterfield Royal Hospital Foundation Trust and Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust have responded regarding their Cancer Alliance Board membership.</p> <p>All other items were either completed or would be picked up as part of the agenda.</p>	
112/17	<p>National Update</p> <p>CEO ACS Report</p> <p>The Chair gave his Chief Executive Officer report to the meeting.</p> <p>This monthly report provides members with an update on:</p> <ul style="list-style-type: none"> • The work on the ACS CEO over the last month. • A number of key priorities not covered elsewhere on the agenda. <p>In addition to the report the Chair added:</p> <ul style="list-style-type: none"> • The Autumn Budget on 22/11/17 will be important. • The UK Life Sciences Industrial Strategy has recently been launched and there is potentially funding in the region of £4billion that could be available. The Chair asked members to consider how we as an ACS approach research and development and industry link-ups in the future. Richard Stubbs added that the health aspect of the UK Life Sciences Industrial Strategy is important in relation to research and development. • There will be a second wave of ACSs in April 2018; ACSs are a system with a large geographical footprint with responsibilities for provision, commissioning and regulation. • Lesley Smith has chaired the first of the Staff Partnership Forum meetings between SYB ACS and staff trade unions. Future meetings will progress on a bi-monthly meeting basis between both parties. • Chris Ham of the King’s Fund will be working with SYB ACS regarding governance for phase one (01.04.18 – 	

31.03.19.). There are meetings arranged for discussion with the Local Authorities on 30th November 2017, the SYB ACS Governance Group and the Audit Chairs, 1st December 2017 and the Health and Wellbeing Chairs.

- The SYB ACS workstreams are agreeing their top 3 priorities which will result in 45 priorities. These 45 will next be streamlined and a workshop will be arranged in January 2018 for Chief Executive Officers and Accountable Officers to undertake this task.

The Chair requested a brief update from each place on their Accountable Care Partnerships(ACP):

Barnsley

Lesley Smith informed members that the ACP Partnership Board is in place and will be moving to shadow board in 2018. The ACP and Board will be meeting in public for the first time next month and will be the accountable organisation for Barnsley in 2019. A Programme Director has been appointed.

Doncaster

Jackie Pederson informed members that the ACP has refreshed its governance. The ACP consists of the town's leadership team. A memorandum of understanding has been drawn up and this will go to NHS Doncaster CCGs Governing Body. Delegated authority will be given to the provider alliance and a framework is being drawn up for this agreement. Contracting will commence from 1st April 2018. . There is currently an interim Programme Manager in place.

Rotherham

Chris Edwards informed members that an ACP board will be the accountable organisation for Rotherham. Place plans are currently being aligned. The ACP has identified its 3 key priorities identified which are:

- Locality development
- Rotherham health record
- Development of the Rotherham ACP agreement.

There is no Programme Director in place however as an interim measure the executive team is managing matters.

Sheffield

John Somers informed members that the Sheffield ACP has a development board and programme board. A Programme Director is in post. The ACP had a workshop on 12th October which resulted in their 3 key areas being identified (children and maternity, long term conditions and urgent care). The ACP may have to form a virtual team to ensure progress of transformational change.

	<p>Bassetlaw Victoria McGregor-Riley informed members that the Bassetlaw ACP has made good progress and is reviewing its priorities. It has established a primary care approach model and is seeking a Programme Director.</p> <p>The Chair highlighted that information from NHSE and NHSI regarding contract disputes for 2018-2019 would be circulated today and advised colleagues to look out for this information.</p> <p>The Chair noted that finances across the system was a challenge this financial year.</p> <p>The Collaborative Partnership Board noted the update.</p>	
113/17	<p>Integrated Operational Report</p> <p>Alison Knowles requested members to note the current published performance against key national indicators for the South Yorkshire and Bassetlaw Accountable Care System.</p> <p>She highlighted that SYB ACS had achieved the national standard targets across 7 of the 10 indicators.</p> <p>The Executive Steering Group has discussed the 62 day Cancer target earlier in this meeting and Lesley Smith has identified earlier in this meeting this is being dealt with.</p> <p>Richard Jenkins added that the Echocardiograph Diagnostic Target Performance will be discussed at the next Executive Steering Group meeting on 21st November 2017.</p> <p>Alison Knowles said that the granular reporting will be taken to December and January meetings, the architecture is in place but we need clarification regarding next year and this information will help to finalise the scorecards.</p> <p>Alison Knowles would investigate the Chairs request of having the data available in 'real time'.</p> <p>The Chair thanked Alison Knowles for her report.</p>	
114/17	<p>Workstream Priorities – slides will be circulated to members after this meeting</p> <p>Mental Health and Learning Disabilities Jackie Pederson presented the Mental Health and Learning Disabilities workstreams top 3 priorities for the Collaborative Partnership Boards approval as:</p> <ul style="list-style-type: none"> • Integrated IAPT and Liaison Mental Health • Perinatal Mental Health 	

- Children and Young People's Mental Health

Chris Edwards added that the linkages should be noted between the Perinatal Mental Health priority and the Children and Maternity workstream. There will be many areas where the Children and Maternity workstream could offer help and support. It should also be noted that Urgent and Emergency Care could offer support to the first priority and Children and Maternity workstream to the third priority.

Matthew Groom stated that discussion should start now regarding Child and Adolescent Mental Health Services (CAMS) and new models of care as there will be a new wave of funding to bid into in the New Year. The deadlines are tight so the ACS should be prepared and progress the work required now.

Jackie Pederson informed members that she was keen to understand the new architecture across SYB and specifically from an Improving Access to Psychological Therapies (IAPT) perspective how we commission as CCGs to mental health providers. She added that the workstreams need to get a co-ordinated approach across the SYB ACS area in terms of consistent monitoring and progress.

Members discussed the Transition Care Programme (TCP) and it being a financial risk to SYB ACS therefore a system approach was required to try and alleviate this risk. Jackie Pederson replied that the TCP is a £100m issue nationally and a £4.5m issue in the SYB area. A future discussion session on TCP is required.

The Collaborative Partnership Board approved the top 3 priorities for this workstream as presented.

Primary Care

Will Cleary-Gray presented the Primary Care workstreams top 3 priorities for the Collaborative Partnership Boards approval as:

- Implementation of GP Forward View
- Local Care Networks
- Digital

Will Cleary-Gray highlighted that this workstream has connections across all the other workstreams. He added that there is a risk to the transformational programme of not giving the focus that the development of primary care required. There is a national workstream for primary care which this workstream is connected with. Karen Curran is supporting Maddy and Tim with the development of this workstream. The workstream is having discussions regarding urgent and emergency care and the primary care agenda and how we approach the agendas at a national level and then at a local level. There is an event on

	<p>priorities for this workstream as presented.</p> <p>Workstream Charters</p> <p>Will Cleary-Gray presented the Workstream Charters report that introduced the Medicines Optimisation charter (which can be accessed via the ACS website):</p> <p>The Collaborative Partnership Board:</p> <ul style="list-style-type: none"> • Noted and would provide comment taken to develop more detailed plans. • Received programme Medicines Optimisation Programme Charter as a work in progress, accessed via the web link • Would provide feedback to the workstreams. • Would give support for future 'in focus' sessions to enable sharing, further engagement and input to the work. 	<p>ALL</p> <p>ALL</p>
<p>115/17</p>	<p>Communications and Engagement</p> <p>Helen Stevens introduced the ACS Awareness Campaign (“honest and clear”) presentation to the meeting (a copy has been circulated to members previously).</p> <p>Some members stated that being “honest” should be a given as it is an affirmation of one of the organisations core values.</p> <p>Helen Stevens added that:</p> <ul style="list-style-type: none"> • This campaign has been built on feedback from patients and clinicians and revised based on further comments from staff and the public. • The “honest and clear” logo would sit within the NHS branding it is not intended to be used as a standalone brand. • Patients and the public recruited to the focus groups have given the ACS Awareness Campaign their approval. <p>The Collaborative Partnership Board approved the ACS Awareness Campaign as presented.</p> <p>Adrian England stated that Healthwatch and its stakeholders have been involved in a lot of the work regarding this campaign and by the feedback received the stakeholders involved do comprehend that SYB ACS is being honest and clear in its approach.</p>	
<p>116/17</p>	<p>Finance Update</p> <p>Jeremy Cook, Interim Director of Finance SYB ACS, presented his finance report to the meeting. The report updated members</p>	

	<p>on a number of items e.g. recent meetings of Directors of Finance, system control total and payment reform, transformation funds and ACS budget – 2017/18, transformation funds and budget 2018/19 and financial reporting.</p> <p>The Collaborative Partnership Board:</p> <ul style="list-style-type: none"> • Noted the contents of the report. • Delegates the decision on the proposed allocation of the £3.2m uncommitted funds to the Executive Steering Group at their meeting on 21st November. This will be reported back to the December 2017 Collaborative Partnership Board meeting. <p>The Chair thanked Jeremy Cook for his report and for presenting the information contained therein.</p> <p>The Chair informed members that the Collaborative Partnership Board will not receive the same level of detail in future finance reports as the detail will be reported and discussed by the Executive Steering Group.</p>	<p>Jeremy Cook</p>
<p>117/17</p>	<p>Hospital Services Review Update</p> <p>Alexandra Norrish updated the group on progress on the Hospital Services Review. She said that the first report of the Review had been published on the 27th October and the launch had some media interest. There had been a five day period for the hospitals to brief their own staff before the publication of the report.</p> <p>She also updated the group on the progress of the Clinical Working Groups. The first round of meetings for each of the five groups was now complete, and the second round was underway. The first round had focused on the problems with the services; the themes which had emerged had included workforce, and inconsistency in clinical standards and protocols, and variation in the services offered on different sites. The Review team felt that themes which needed further exploration included efficiency and consultant numbers.</p> <p>Alexandra Norrish said that the Overarching Group had also met. This was a small group of individuals who have a cross-system role, e.g. NHSE, HEE and the ACS. The conversation had focused around testing the conclusions of the CWG conversations, and beginning to think through what the workstrand on the role of the DGH might look like, including how SYB works as a single footprint, and the implications of the ACS for the acute sector.</p> <p>Alexandra Norrish said that the evaluation criteria would be used to narrow down the longlist of options that the Review team were developing from the CWG input. She flagged to the group that their organisations had (via the Oversight and</p>	

	<p>Assurance Group) been asked to give their views on which were the most important evaluation criteria. The most important criteria would be applied in a first 'gateway' process that would begin in November and last into the New Year, as options were initially assessed. The options which were kept in would then be assessed more rigorously against all of the criteria.</p> <p>Alexandra Norrish said that the public had also been asked to give their views on a simplified version of the criteria, which summarised the 23 criteria into 10. She said that these had been published in an online survey: there had been two changes to the survey since it was published, to add a free text box and to change the definition of one of the criteria around travel times to define it as a 'safe' travelling distance.</p> <p>The Chair stated the launch had gone well and invited comments.</p> <p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> • whether the survey had been circulated to the Joint Health Overview and Scrutiny Committees. Alexandra Norrish said that she would talk to the communications team about doing this if it had not already been done. • Whether the evaluation criteria would be made public. Alexandra Norrish said that the summarised version was already on the public survey, and that the full list would be made public in the second interim report of the Review (to be published in the New Year). <p>The Chair thanked Alexandra Norrish for her presentation and attendance at this meeting.</p>	<p>Alexandra Norrish</p>
<p>118/17</p>	<p>To consider any other business</p> <p>Will Cleary-Gray informed members that there will shortly be a system in place to help Collaborative Partnership Board (CPB) members with the dissemination of public and private papers post CPB meetings. This will ensure that there is consistency in the distribution of papers and information across the system.</p> <p>There was no other business brought before the meeting.</p>	<p>Will Cleary-Gray</p>
<p>119/17</p>	<p>Date and Time of Next Meeting</p> <p>The next meeting will take place on 8th December 2017 at 9.30am to 11.30am in The Boardroom at 722 Prince of Wales Road, NHS Sheffield CCG.</p>	