

APPROVED MINUTES OF THE NCL STP PROGRAMME DELIVERY BOARD
15:00-17:00 on Tuesday 08 May 2018
Room 11.10-11.12, 5 Pancras Square, London, N1C 4AG

Members	Role and job title	Attended	Deputy sent	Apologies
Helen Pettersen (HP)	STP Convenor (Chair) and SRO Lead for CCGs			✓
Charlotte Pomery (CP)	SRO Children and Young People Workstream; Assistant Director Commissioning (Haringey Council)	✓		
Dawn Wakeling (DW)	Director Social Services Representative ; Strategic Director, Adults, Communities and Health, Barnet Council			✓
Jo Olson (JO)	NHSE Director of Commissioning/ Transformation	✓		
Jo Sauvage (JS)	STP Co-Clinical Lead; Chair Islington CCG	✓		
Julie Billett (JB)	SRO Prevention Workstream; Director of Public Health, Camden and Islington	✓		
Kathy Pritchard-Jones (KPJ)	SRO Cancer Workstream; CMO UCLH Cancer Collaborative	✓		
Marcel Levi (ML)	SRO Planned Care; Chief Executive, UCLH			✓
Martin Pratt (MP)	Executive Director support People, Camden Council			✓
Mike Clowes	GP Federation Representative, Interim Chief Executive	✓		
Mike Cooke (MC)	Vice Chair and SRO Lead for Local Authorities; CEO Camden Council	✓		
Paul Jenkins (PJ)	SRO Mental Health Workstream; CEO T&P FT	✓		
Rachel Lissauer (RL)	SRO Maternity Workstream; Director, Wellbeing Partnership	✓		
Richard Jennings (RJ)	STP Co-Clinical Lead; Co-SRO Planned Care Workstream; Medical Director, Whittington Health NHS Trust	✓		
Sarah Mansuralli (SM)	SRO Urgent & Emergency Care Workstream; Chief Operating Officer, Camden CCG			✓
Simon Goodwin (SG)	Chief Financial Officer, NCL CCGs	✓		
Siobhan Harrington (SH)	SRO Workforce Workstream; CEO Whittington Health			✓
Sir David Sloman (DS)	SRO Digital Workstream; Vice Chair and SRO Lead for Providers; CEO Royal Free London NHS Foundation Trust	✓		
Tim Jaggard (TJ)	SRO Productivity Workstream; Finance Director UCLH	✓		



Tony Hoolaghan (TH)	SRO Care Closer to Home Workstream; COO Islington and Haringey CCGs			✓
Will Huxter (WH)	Director of Strategy, NCL CCGs	✓		
Charlie Davie (CD)	Managing Director, UCL Partners	✓		
Gary Sired (GS)	STP Deputy Director of Finance	✓		

Attendees	Job Title	Reason for attendance
Alex Pinches	Royal Free Group Programme Director – Clinical Services	Invited by Chair
Richard Dale	Head of Programme Management, PMO	Attendee
Jonathan Fisher	Programme Manager (STP PMO)	Minutes
Alex Faulkes	Programme Director – UEC	Agenda item and deputising
Chris Dzikiti	Programme Director – Mental Health	Agenda item
Sam Rostom	Programme Director – CYP	Agenda item
Donal Markey	Programme Director – Planned Care	Agenda item
Naser Turabi	Programme Director - Cancer	Agenda item

No.	Agenda Item	Action owner
1.0	General Business	
1.1	Welcome and Apologies	
	David Sloman (DSI) welcomed everyone to the meeting. Introductions were made and apologies noted. The meeting was QUORATE.	
1.2	Review of minutes from the previous meeting	
	The minutes from the previous meeting (held on 10 April 2018) were reviewed and APPROVED without amendment.	
1.3	Review of action log	
	The Programme Delivery Board (PDB) REVIEWED the action log and NOTED the updates against each outstanding action.	
1.4	Interests declared in relation to items on the agenda	
	No interests were declared in relation to items on the day's agenda.	
2.0	2017/18 Delivery	
2.1	STP Month 12 financial report	
	The key discussion points on M12 were as follows:	



	<ul style="list-style-type: none"> • A system surplus of £91m had been achieved for 2017/18. DSI congratulated all STP partners on achieving the system control total, however it was acknowledged that surplus included non-recurrent savings of £250-£300m. • In response to a query from DSI, TJ advised that the paper on the underlying position would be submitted to the June meeting. The PDB requested that this include some narrative on the position of different organisations and an outline of where productivity improvements had been made and where there was further opportunities. • There was a brief discussion on the way that STF funding is awarded and limitations on its use. <p>The key points from the discussion on 18/19 were as follows:</p> <ul style="list-style-type: none"> • There was detailed update on the contracting round, the submissions of operating plans and the amount of risk within the plans (£50m-70m); • Following on from the above, there was a discussion on how the contractual round had not facilitated system working and had promoted a focus on individual organisational positions [<i>this was further discussed and related actions were agreed in agenda item 3.2 below</i>]. MC noted that relationships between CCGs and Local Authorities was also an area that required collective work - as system working could be improved. <p>The PDB NOTED the update on the M12 financial position.</p> <p>Actions:</p> <p>1) GS to include in the June paper on the underlying financial position some narrative on why some organisations were in worse positions than others and an outline of where productivity improvements (Carter) had been made</p>	<p>GS</p> <p>GS</p>
<p>2.2</p>	<p>Bi-monthly Workstream Highlight Reports</p> <p>DSI invited workstream SROs to present their workstream reports and highlight any particular areas requiring PDB input and/or action. The following section provides a summary of the key discussion points for each workstream:</p> <p><u>Digital workstream (Will Huxter)</u></p> <ul style="list-style-type: none"> • WH highlighted that there was ongoing work to ensure that clinical and care leadership input into the two priority projects was as strong as possible; <p><u>Estates workstream (Simon Goodwin)</u></p> <ul style="list-style-type: none"> • SG highlighted that the final Estates workbook was due for submission to NHSE on 16 July. It was agreed that there would be an initial item on the June PDB agenda 	





	<p>approved the business case and Barnet and Enfield had requested revisions. He noted that the current expectation was that this would be fully signed off in May;</p> <ul style="list-style-type: none"> • Detailed updates were also provided on the Integrated Urgent Care, Simplified Discharge and Admission Avoidance priority projects; • Following a query on whether there had been any learning on 'winter readiness' following the recent winter, AF noted that the A&E boards were reviewing winter performance and forward plans and agreed to submit to the July meeting a summary of the learning from these reviews, including an outline of key themes and related recommendations (where appropriate); <p><u>Workforce (Will Huxter)</u></p> <ul style="list-style-type: none"> • WH provided a brief update on Workforce, highlighting in particular that recruitment for a permanent Workforce Programme Director was currently underway. On a related point, JS highlighted that ending the contract with the supplier that had been supporting the workforce workstream to date would mean that key interfaces (e.g. with CEPNs and the Health and Care Closer to Home workstream) would need to be maintained by another means. It was agreed that JS would discuss this further with WH. <p>The PDB REVIEWED the highlight reports and NOTED the updates from SROs</p> <p>Actions:</p> <ol style="list-style-type: none"> 2) A review of the Estates workbook should be added to the June PDB agenda to enable the PDB to input into the prioritisation of the capital schemes. Following this, the final estates workbook is to be submitted to PDB in July, prior to being submitted to NHSE 3) JB is to contact Geraldine Wingfield-Hill to provide clinical input relating to Prevention to the Digital Priority Projects; 4) TJ is to ensure alignment between the work the provider productivity workstream is doing on Medicine's Optimisation and that being undertaken by NHSE; 5) TJ, CD and JS to discuss UCLP support for the Provider Productivity Workstream's Diagnostic, Digital and Medicines Optimisation work; 6) Alex Faulkes to submit to the July meeting a summary of the learning from these reviews, including an outline of key themes and related recommendations (where appropriate); 7) JS to discuss with WH concerns around maintaining the Workforce Workstream's interface with CPENs and Health and Care Closer to home once the current supplier contract ends. 	<p>AF</p> <p>JS</p> <p>SG</p> <p>JB</p> <p>TJ</p> <p>TJ</p> <p>Alex Faulkes</p> <p>JS</p>
3.0	2017/18 Delivery	
3.1	Delivery Plan: Health and Care Closer to Home	



	<p>This item was not discussed as the SRO had been unable to attend the meeting as he had sustained an injury on the day.</p> <p>This item was DEFERRED to the next meeting.</p>	
3.2	<p>Delivery Plan: Planned Care</p> <p>The PDB discussed the revised plan in detail. The key points from the discussion were as follows:</p> <ul style="list-style-type: none"> DM highlighted a perceived need to ensure appropriate resource to effectively manage the governance process around Procedures of Limited Clinical Effectiveness; JS outlined the importance of linking effectively with the London wide work. There was a general discussion around the challenges involved in the recent contracting round and clinical review process and it was agreed that a review session (including Finance Directors, Chief Executives, Medical Directors and regulators) should be arranged to learn lessons and improve the process for future years. <p>The PDB APPROVED the revised Planned Care delivery plan</p> <p>Actions:</p> <p>8) A review session (including Finance Directors, Chief Executives, Medical Directors and regulators) is be arranged to learn lessons and improve the contracting and clinical review process for future years</p>	<p>WH</p> <p>WH</p>
3.3	<p>Delivery Plan: Mental Health</p> <p>The PDB discussed the revised plan in detail. There was a key discussion on mental health A&E liaison services and the need to sign off 2018/19 contracts so that work could progress.</p> <p>The PDB APPROVED the revised Mental Health delivery plan</p>	
3.4	<p>Programme Review & Next Steps: Children and YP</p> <p>CPo provided a detailed update on progress and requested endorsement of the overall direction of travel.</p> <p>The PDB NOTED the update and ENDORSED the direction of travel and next steps</p>	
3.5	<p>Delivery Plan: Cancer</p> <p>The PDB discussed the revised plan in detail. The key points from the discussion were as follows:</p>	





	<ul style="list-style-type: none"> • The PDB were introduced to the new Programme Director for the Cancer workstream (Naser Turabi); • KPJ informed the PDB that cancer transformation funding had now been confirmed but that this would be contingent on achieving 85% performance against the 62 day waiting target. She highlighted a risk relating to the fact that the target date for measuring whether the 85% was being achieved coincided with a deadline for changing the systems in place for monitoring waiting times; • An additional risk was raised around workforce priorities relating to the cancer workstream and an action was agreed for KPJ to contact SH discuss how to take these forward; • There was a brief discussion on the links between the Cancer and Health and Care Closer to Home workstreams. KPJ highlighted that she was expecting some additional funding for community nurses who will help embed new models of care for cancer survivors; • KPJ outlined the diagnostic hub that was being taken forward in North East London and it was agreed that prior to a detailed paper being submitted to the June PDB meeting, KPJ would send TJ a summary of the initiative so that the implications for the Provider Productivity workstream could be considered; • It was agreed that KPJ and JB would get in contact to explore further work and opportunities around smoking cessation. <p>The PDB APPROVED the Cancer delivery plan</p> <p>Actions:</p> <p>9) KPJ to contact SH discuss how to take forward the cancer workstream's workforce priorities;</p> <p>10) KPJ is to send TJ a summary of the diagnostic hub initiative so that the implications for the Provider Productivity workstream could be considered;</p> <p>11) KPJ and JB would get in contact to coordinate work around smoking cessation.</p>	<p>KPJ</p> <p>KPJ/TJ</p> <p>KPJ/JB</p> <p>KPJ</p> <p>KPJ and TJ</p> <p>KPJ/JB</p>
4.	Any Other Business	
5.1	<p>Any other business</p> <p>No further business was discussed.</p>	
5.2	<p>Date and time of the next meeting</p> <p>The next meeting of the Programme Delivery Board was confirmed as 12th June 2018 3-5pm at 5 Pancras Square.</p>	
CLOSE:		

