

# Minutes

**Meeting Title:** STP Transformation Board

**Date:** 30<sup>th</sup> September 2016

**Time:** 8am-10am

**Location:** 2N:03, New County Hall

**Membership:** Joyce Redfearn (Chair), Phil Confue , Kate Kennally, Trevor Doughty, Barbara Vann, Jim McKenna, Rachael Rothero, Christine Savill, Theo Leijser, Kathy Byrne, Christine Quinn, Amanda Fisk, Ann James, Phil Mantay, Joe McEvoy, Iain Chorlton, Jackie Pendleton, Peter Stokes, Dr Phil Dommett, Mairi McLean, Peter Merrin, Donna Abraham (Minutes)

## 1. Apologies

Iain Chorlton, Joe McEvoy, Peter Stokes

### Membership and Minutes

JR advised the group that Peter Merrin from LMC would sit on the Board going forward. JR advised that some additional requests to join the Board from clinical staff side representatives have been received. These were appreciated but it was felt important to keep the Board a small group at this stage to ensure that it is an effective Board. JR however recognised the importance of including clinicians in this work.

JP attended a SW Workforce meeting and would share their process for all staff side organisations on how to include staff in this work.

Discussion took place around whether and how the Board would share papers and minutes. It was suggested that we move to as open an approach as possible and make minutes available for the public.

**AGREED:** The Board agreed that the minutes of this meeting would also now be a public document with a confidential section as required.

## Minutes from the previous meeting

The minutes of the meeting held on 16<sup>th</sup> August 2016 were approved for accuracy.

STP Finance Lead – The Board were advised that Simon Bell has now taken over from Karl Simkins as Finance Lead for STP.

Governance – PC raised an issue around Governance and the need for organisations to ensure that day to day business decisions continue and not wait for the Boards views. JR requested a paper at the next meeting explaining the issue in detail. **ACTION:** PC to provide a paper at the next meeting.

## 2. Organisation Updates

Each Chief Executive gave an update on key issues in their organisations at present.

### JP – CCG

- 16/17 Budget position is the main focus.
- 2 year operational contracts need to be in place at the beginning of December. If we do not meet the deadline mediation will be put in place.
- Letters are going to providers setting out commissioning intentions going forward.
- Current finance position shows a deficit. A new Turnaround Director will be starting on 3<sup>rd</sup> October.

### PC –CFT

- Discharge to assess – some additional support provided from the Council and discussions are ongoing with CCG.
- Model of care for Children's Service are being negotiated.
- Community Hospitals work is moving forward.
- Work continues with RCHT around Urgent Care.

### TL-Isles of Scilly

- Options appraisal for the integration of health and social care has been agreed by Members.
- Work is now beginning on a Governance structure with a timeline in line with the STP.
- Discussions are taking place regarding a long term Assistive Technology programme.
- A One Public Estate bid has been submitted to help support health and social care integration.

### EMc –RCHT

- RCHT finance position remains on track but there is a risk.
- September performance has not met target due to a rising number of delays. Mitigations are being put in place to address this and get back on track in October.
- Rob Parry has stood down as Medical Director and his replacement Malcolm Stewart starts on 10 October.
- Work continues around Urgent Care.
- 20017-2019 planning guidance and contractual guidance has been issued and is being looked at.

#### KK- CC

- In the process of planning the year ahead and planning proposals to put forward for the Autumn Statement including becoming a Business Rates retention pilot site and management of the public health grant.
- A replacement programme to the EU programme is being worked up and will be put to Government.
- The CEG received a presentation from PC and Rachael Wigglesworth around the broader determinants of health and future needs.
- A permanent Director of Public Health for Cornwall & Isles of Scilly is being advertised. A larger restructure is also taking place within CC.
- Budget – EHSC is the biggest financial risk within CC at present and work is taking place to address this. Cabinet on 9 November will receive our 4 year Budget Plan for approval.
- KK and TD have met with Cornwall Care regarding redevelopment opportunities around how they provide community support services into the future.

#### PD – KCIC

- Urgent Care reorganisation discussions are taking place. 111/Our of Hours are included in these discussions.
- Discussions are taking place with CCG regarding localities.
- Kernow CIC have issued their first big contract – the role of CIC is now becoming clearer.

#### PM- LMC

- PM clarified the role of the LMC in representing practices.

JMc raised concern about some of the decommissioning of services decisions being made and the effect they may have on other organisations. JP explained that CCG have shared details of any changes with CC and have a robust process in place as well as consultation planned before anything is taken to Governing Body for approval. CCG will be limiting the impact on other organisations and providers as much as possible.

### **3 Programme Update and Next Steps**

The latest Programme Highlight report was provided to the Board.

RR set out the planned timeline to the end of October. We had hoped to have the OBC by the end of October which would set out priorities, options and impacts for each organisation and a roadmap for change. A lot of scoping work has been taking place and SROs will now be submitting their detailed proposals.

PwC have been brought in to provide some additional capacity for financial modelling.

The Scrutiny Sub Committee has now been established.

A Clinical Engagement Group will be set up in October to set out our emerging STP proposals with Clinicians.

The next submission to NHSE has been confirmed as 21st October and guidance has been issued regarding their expectations. This should be a final STP however we have agreed to continue to develop our plan and it will not be final until we have gone out to engagement and taken on board the feedback in early 2017.

There is a workshop planned with Chief Officers for 6 October to present the draft OBC. It was planned to present the STP submission to them on 20<sup>th</sup> October and to the Transformation Board on 21 October. RR explained that due to the volume of work required the Board are asked to approve a new timeline. It is proposed that engagement on the OBC takes place in November and December and the final version comes for approval in January. This change in timetable does not affect what is submitted on 21 October.

The Board **AGREED** this approach.

It was agreed that the 21 October submission should be published prior to engagement in November and December, that it would be submitted as planned to Boards for information and that the draft OBC would form the base for the engagement approach.

#### 4 **Strategic Outline Case**

The draft SOC was provided for approval. This will be the public facing document that has been formed from the version presented to scrutiny. The Board were asked to approve this documents which will then be made available to the public.

**ACTION:** RR to check the names of the hospitals listed on the map for accuracy.

**RR**

JP added that the original submission was not approved at CCG Governing Body but was happy that this version took into account their feedback. JP therefore approved the document on the understanding that it continues to be a work in progress. JP will feed back to the Governing Body.

The Board **AGREED** the document.

## 5 Communication and Engagement Strategy

GD provided the Communications and Engagement Strategy and gave an overview of the 3 phases. The Board were asked to approve the next phase of the strategy.

The detail of what we will take out to engagement in November and December is still being worked on. It is felt that the key areas of concern to the public will be Community Hospitals, GPs and Urgent Care. We need to ensure that we make a clear case around what we propose to change and why.

It is agreed that we will be engaging on the OBC with the 21 October submission being available as a background document.

We want to ensure that we engage with young people, hard to reach groups and those who will use services in the future as well as those who regularly currently use services. A Public and Patient Reference Group has therefore been established to shape our engagement plan. The SW Clinical Senate will also be part of discussions and we will also consider national guidance.

GD will shortly be setting dates, arranging invites and agreeing materials to be used. A brand ID also needs to be agreed. GD will be presenting some ideas to EDG and will then circulate to the Board for their views **ACTION:** GD to circulate some branding options to the Board via email for their preferred option. **GD**

KK noted that the strategy does not reflect what the Councils duty, processes and obligations are when changes are being proposed. **ACTION:** GD to ensure this is clear in the document and circulate the final document for agreement. **GD**

**ACTION:** GD to provide a detailed engagement plan for November and December and circulate to the Board. **GD**

## 6 Any Other Business

### CQC

PC has met with CQC to update them on progress with the STP. They wish to keep updated but to not wish to be part of design work or the Board.

### STP Explorer Area for Specialised Commissioning

KK sought clarity around what this required of us. PC explained that they are using Cornwall to explore options for services and moving funding responsibilities from national to local responsibility. We are still in discussion with NHS around what this offer will be.

**ACTION:** JR requested that PC provide a SRO Update report to each Board to ensure that the Board are sighted on wider issues and discussions. **PC/Agenda**

### October Transformation Board

RR suggested that the 21 October Board is moved forward to allow consideration of the submission required to be made on the same day.

The Board **AGREED** that a draft submission is circulated by email on 14<sup>th</sup> October to allow for feedback to be considered and the final document to be signed off at the meeting on 21<sup>st</sup> October. Any final amendments can be made following the meeting.

### **Date of the next meeting:**

- 31st October – 1.00-3.00, Grenville room, New County Hall