

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

**Collaborative Partnership Board**

**Minutes of the meeting of**

**14 September 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>74/18</b>	<p><b>Matters arising</b></p> <p><b>Digital/IT update against funding awards</b> The Board was informed that the Executive Steering Board would receive a detailed presentation on Tuesday 18<sup>th</sup> September.</p> <p>The Board requested clarity on the following:</p> <ul style="list-style-type: none"> <li>• funds relating to the digital pathology system</li> <li>• funding priority bids submitted</li> </ul> <p>All other matters arising are on this agenda.</p>	NHA
<b>75/18</b>	<p><b>National Update</b></p> <p><b>CEO ICS Report</b></p> <p>The Board was asked to note that the ICS is mindful of time pressures and the number of meetings CEOs are expected to attend. Therefore a review of the current meeting structures will take place over the coming weeks. HS will produce a summary of all meetings generated by programme directors for review by the SMT.</p>	HS
<b>76/18</b>	<p><b>Place Updates</b></p> <p>The Chair requested for Alison Knowles to prepare a report for the next meeting in October to include the following:</p> <ul style="list-style-type: none"> <li>- The integration journey each of our places is on</li> <li>- The timeline for each place</li> <li>- Key system consideration this may require</li> </ul> <p>Following discussion, on microsystem coaching, the Board asked Kirsten Major to oversee a scoping exercise on what is offered at a national level and report back to members.</p>	AK  KM
<b>77/18</b>	<p><b>Engagement on the Long Term Plan for the NHS</b></p> <p>It was noted that the timeframe had been extended in order to collate themes at a Place level. The Board was informed that more responses are expected and a final collated report would be presented to the Collaborative Partnership Board in October.</p>	LS

<b>81/18</b>	<b>ICS Highlight Report</b> The Board requested that future reports include a summary cover sheet capturing the main highlights on progress for the ICS workstreams and major associated risks.	<b>LK</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		✓	
Greg Fell	Sheffield City Council	Director of Public Health	✓		
Frances Cuning	Yorkshire & the Humber PHE Centre	Deputy Director – Health and Wellbeing	✓		
Helen Stevens	South Yorkshire and	Associate Director of		✓	

	Bassetlaw ICS	Communications and Engagement			
Ian Atkinson	NHS Rotherham CCG	Deputy Chief Officer	✓		Chris Edwards
Idris Griffiths	NHS Bassetlaw Clinical Commissioning Group	Accountable Officer	✓		
Jackie Pederson	NHS Doncaster Clinical Commissioning Group	Accountable Officer	✓		
James Scott	South Yorkshire and Bassetlaw Shadow ICS	Senior Programme Manager		✓	
Janet Wheatley	Voluntary Action Rotherham	Chief Executive		✓	
Jeremy Cook	South Yorkshire and Bassetlaw Shadow 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 Hospital 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	✓		
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 Shadow ICS	Corporate Committee Administrator, Executive PA and Business Manager	✓		
Matthew Groom	NHS England Specialised Commissioning	Assistant Director	✓		Sarah Halstead
Matthew Sandford	Yorkshire Ambulance Service NHS Trust	Associate Director of Planning and Development		✓	
Mark Janvier	NHS England - North	Head of Operations and Delivery	✓		Alison Knowles
Mike Curtis	Health Education England	Local Director		✓	
Moira Dumma	NHS England	Director of Commissioning Operations		✓	
Neil Priestly	Sheffield Teaching Hospital 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	✓		Paul Smeeton
Sarah Halstead	NHS England Specialised Commissioning	Senior Service Specialist and RightCare Associate		✓	
Sharon Kemp	Rotherham Metropolitan Borough Council	Chief Executive		✓	
Simon Morritt	Chesterfield Royal Hospital NHS FT	Chief Executive	✓		
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
71/18	<p><b>Welcome and introductions</b></p> <p>The Chair welcomed members to the meeting.</p>	
72/18	<p><b>Apologies for absence</b></p> <p>The Chair noted the apologies for absence.</p>	
73/18	<p><b>Minutes of the previous meeting held 8<sup>th</sup> June 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>	
74/18	<p><b>Matters arising</b></p> <p><b>Digital/IT update against funding awards</b>  The Board was informed that the Executive Steering Board would receive a detailed presentation on Tuesday 18<sup>th</sup> September.</p> <p>The Board requested clarity on the following:</p> <ul style="list-style-type: none"> <li>• funds relating to the digital pathology system</li> <li>• funding priority bids submitted</li> </ul> <p>All other matters arising are on this agenda.</p>	<b>NHA</b>
75/18	<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>This monthly report provided an update on:</p> <ul style="list-style-type: none"> <li>• The work on of the ICS CEO over the last month</li> <li>• The number of key priorities not covered elsewhere on the agenda.</li> </ul> <p>The report gave a concise update to members regarding the following:</p> <ul style="list-style-type: none"> <li>• Memorandum of Understanding (MOU)</li> <li>• ICS ways of working / governance review</li> <li>• Commissioning Review</li> <li>• Chief Executive System Leads</li> <li>• Hospital Services – Strategic Outline Case (SOC)</li> <li>• Long Term Plan</li> </ul> <p>The Chair provided feedback to the Board of the ICS Leads Development Day which he attended on 12<sup>th</sup> September. The main objectives of the day were:</p> <ul style="list-style-type: none"> <li>• Inspecting Systems – insight from the CQC</li> <li>• NHS 10 year plan – presented by Ben Dyson and Ivan Ellul</li> <li>• Financial regime 2019/20</li> <li>• Deep Dive – Mental Health</li> <li>• Learning from the ICS</li> </ul> <p>The Board was informed that ICS Leads had the opportunity to input to the emerging system architecture with NHS England and NHS Improvement. The Board discussed in detail the key themes of the day and in particular workforce issues, primary care and the establishment of neighbourhood and the financial framework.</p> <p>It was noted that Sheffield Teaching Hospitals NHS Trust are hosting a visit from NHS Improvement in 1<sup>st</sup> October to establish a clear view of the benefits of group</p>	

	<p>models.</p> <p>The Board was asked to note that the ICS is mindful of time pressures and the number of meetings CEOs are expected to attend. Therefore a review of the current meeting structures will take place over the coming weeks. HS will produce a summary of all meetings generated by programme directors for review by the SMT.</p> <p>The Chair added that the South Yorkshire and Bassetlaw ICS needs to consider new ways of working to respond to changes nationally, in line with new governance arrangements. It was noted that new arrangements from April 2019 would consider a Guiding Coalition to include an inclusive cohort of all provider and CCG Boards, Governing bodies, Healthwatch, local councils and the Citizens' Panel. The Chair advised that members would have the opportunity to contribute to the new ICS structure over the coming month.</p>	<p><b>HS</b></p>
<p><b>76/18</b></p>	<p><b>Place Updates</b></p> <p>The Chair requested a representative from each 'place' to provide a brief verbal update on progress:</p> <p><u>Doncaster</u></p> <ul style="list-style-type: none"> <li>- System transformation arrangements are now in place</li> <li>- Currently reviewing governance</li> <li>- Testing new models of service delivery</li> <li>- Moving towards integration with joint partners and progressing to look at teams.</li> <li>- Ongoing work with the local authority on neighbourhood model</li> <li>- Progress to support new contracting arrangements</li> <li>- Some front line staff are now using a new Integrated Digital Care Record and hope to roll this out further</li> <li>- Progressing with streamlining and simplifying commissioning.</li> </ul> <p><u>Bassetlaw</u></p> <ul style="list-style-type: none"> <li>- Established a programme team. Programme Directors (job share) in post, currently appointing administration and project manager to support. Posts jointly funded by partners to the place partnership</li> <li>- Springboard event held identifying population health priorities and supporting workstreams</li> <li>- Social care commitment with alignment of staff with Primary Care Homes (PCH).</li> <li>- Exemplified of PCH initiatives include the establishment of a Citizens Advice service in a GP practice; children's counselling service and a social prescribing triage clinic</li> <li>- Collaborative working with local authorities to establish accommodation units linked to hospital discharge to support vulnerable patients</li> <li>- Progressing the integration of community and mental health services alongside patient centred care and use of patient activation</li> </ul> <p><u>Rotherham</u></p> <ul style="list-style-type: none"> <li>- Rotherham Place Plan updated – to be agreed by partners</li> <li>- 24/7 Mental Health liaison service planned to go live from October</li> <li>- Integrating physical and mental health care e.g. Care Co-ordination</li> <li>- Established a new intermediate care vision</li> </ul> <p><u>Sheffield</u></p> <ul style="list-style-type: none"> <li>- Workstream update – ongoing</li> <li>- Prioritising: reduce smoking; reduce obesity; improve older care</li> <li>- Sheffield outcomes project; early parenting; hospital admissions</li> <li>- Working through financial reforms</li> <li>- Ongoing reviewing of commissioning</li> </ul> <p><u>Barnsley</u></p> <ul style="list-style-type: none"> <li>- Noted the place based approach to integrating service provision and commissioning activities and the publication of the Strategic Outline Case outlining that vision for Barnsley. Currently exploring the novel</li> </ul>	

	<p>contract route via the ISAP process versus how far can we go towards full integration through collaboration and partnership working.</p> <p>Following discussion the Board agreed that it would be helpful to put some structure around the 'place' updates.</p> <p>The Chair requested for Alison Knowles to prepare a report for the next meeting in October to include the following:</p> <ul style="list-style-type: none"> <li>- The integration journey each of our places is on</li> <li>- The timeline for each place</li> <li>- Key system consideration this may require</li> </ul> <p>Following discussion, on microsystem coaching, the Board asked Kirsten Major to oversee a scoping exercise on what is offered at a national level and report back to members.</p>	<p><b>AK</b></p> <p><b>KM</b></p>
<p><b>77/18</b></p>	<p><b>Engagement on the Long Term Plan for the NHS</b></p> <p>The Collaborative Partnership Board received this report from Lesley Smith, Deputy System Lead and Chief Executive System Lead for the Strategy, Planning and Transformation Delivery.</p> <p>The report provided a high level overview of the key themes emerging from system partners as part of the engagement on the Long Term Plan for the NHS from system partners.</p> <p>The Board was asked to note the need to develop and establish a workforce that is equipped to deliver the national and local priorities to support integrated service delivery.</p> <p>It was noted that the timeframe had been extended in order to collate themes at a Place level. The Board was informed that more responses are expected and a final collated report would be presented to the Collaborative Partnership Board in October.</p> <p>The Chair thanked Lesley Smith for her report.</p>	<p><b>LS</b></p>
<p><b>78/18</b></p>	<p><b>Hospital Services Review Strategic Outline Case</b></p> <p>The Collaborative Partnership Board received the report from Alexandra Norrish, Programme Director, Hospital Services Review, SYB ICS.</p> <p>Boards, Governing Bodies and members of the public have now given their feedback on the recommendations within the report. Partner organisations largely support the recommendations and therefore the Strategic Outline Case (SOC) reflects this support with two main changes:</p> <ul style="list-style-type: none"> <li>• It gives greater emphasis and focus to the need for transformation of the workforce.</li> <li>• It outlines that the Clinical Working Groups on maternity and paediatrics will be asked to explore a wider range of clinical models that could satisfy interdependencies between maternity and paediatrics.</li> </ul> <p>The SOC had been discussed and approved at the Governing Bodies of Bassetlaw; Doncaster, Rotherham, Barnsley and Sheffield CCGs. Governing Bodies had been asked to confirm in writing their formal sign off of the SOC.</p> <p>The Chair thanked Alexandra Norrish for her report.</p> <p>The Collaborative Partnership Board noted the contents of the report.</p>	
<p><b>79/18</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 there is a risk of loss of system provider sustainability funding (PSF) if the system does not meet its quarterly phased system improvement plan value up to an annual cap of £5.7m. As Q1 is confirmed the residual risk for the remainder of the year is £4.8m.</p> <p>It was noted that both the year-to-date and the forecast position before PSF are showing favourable variances, however, there is a need to improve the current run-rate in order to deliver the system improvement plan value – the current forecast is £0.840 million better than plan. Year to date position at Month 4 is also a favourable variance against plan of £4.2m excluding PSF, all organisations are forecasting break even or better against plan before PSF. CIP and QIPP schemes are behind plan year-to-date and forecast. There is a need to ensure that a strong focus remains on CIP and QIPP delivery:</p> <p>The key financial risks were noted as follows:</p> <ul style="list-style-type: none"> <li>• Plan Alignment Gap: There is a £15.6m plan alignment gap between commissioners and provider within the Doncaster and Bassetlaw and Sheffield systems;</li> <li>• CIP / QIPP delivery gap: There is a £29.2m stretch on CIP/QIPP delivery compared to 2017-18 out-turn;</li> <li>• CIP / QIPP phasing: CIP plans are phased 67% in the last six months and QIPP plans are phased 55% in the last six months.</li> </ul> <p>The ICS Director of Finance informed the Board that he will be visiting local-systems in September to review risk and mitigation plans on a place-basis where risk is considered to be high. The proposed Finance and Activity Committee will provide ICS-level scrutiny of risks, mitigations and recovery plans.</p> <p>The Collaborative Partnership Board was asked to note the contents of the report and in particular the position at Month 4 and the risks to achievement of the system improvement plan.</p> <p>The Chair thanked Jeremy Cook for his report.</p>	
80/18	<p><b>Memorandum of Understanding</b></p> <p>The Collaborative Partnership Board received the report from Will Cleary-Gray, Chief Operating Officer, SYB ICS.</p> <p>The Board was asked to note the final version of the national Memorandum of Understanding (MOU) for South Yorkshire and Bassetlaw Integrated Care System. The MOU is consistent with previous drafts which were shared with partner organisations for discussion. The MOU will now be considered in context of feedback from partner discussions and review of governance and ways of working across the South Yorkshire and Bassetlaw system. The Board was asked to note the date for final sign off is 1<sup>st</sup> October 2018.</p> <p>The Collaborative Partnership Board noted the contents of the report.</p> <p>The Chair thanked Will Cleary-Gray for his report.</p>	
81/18	<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>Unfortunately, as the meeting had overrun, the report was not discussed in detail.</p> <p>The Chair requested that this agenda item appear at the beginning of future Collaborative Partnership Board agendas.</p>	

	<p>The Board requested that future reports include a summary cover sheet capturing the main highlights on progress for the ICS workstreams and major associated risks.</p> <p>The Chair thanked Lisa Kell for her report.</p>	<b>LK</b>
<b>82/18</b>	<p><b>SYB ICS Yorkshire and Humber Applied Research Collaboration (ARC) bid</b></p> <p>Richard Stubbs, Chief Executive, The Yorkshire and Humber Academic Health Science Network provided a verbal update to the Board.</p> <p>The Board were informed that the bid was submitted and anticipating a response by the end of September 2018.</p> <p>The Chair thanked Richard Stubbs for the update.</p>	
<b>83/18</b>	<p><b>Any Other Business</b></p> <p>There was no other business to consider.</p>	
<b>84/18</b>	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting will take place at 9.30am to 11.30am on 19<sup>th</sup> October 2018 in the Boardroom, 722 Prince of Wales Road, Sheffield, S9 4EU.</p>	