

**Minutes of the Sheffield Accountable Care Partnership Board Meeting  
Held in Public on June 20<sup>th</sup> 2019  
in Committee Room 2, Sheffield Town Hall**

**Present:** Mr Tony Pedder, Chair, Sheffield Teaching Hospitals (**Chair**)  
Cllr Francyne Johnson, Advisor to the Cabinet Member for Health & Social Care, Sheffield City Council  
Mrs Jayne Brown, Chair, Sheffield Health & Social Care Trust (NHS) Trust  
Ms Sarah Jones, Chair, Sheffield Children's Hospital (NHS) FT  
Mr John Mothersole, Chief Executive, Sheffield City Council.  
Ms Lesley Smith, Accountable Officer, NHS Sheffield CCG  
Ms Maddy Desforges, Chief Executive, Voluntary Action Sheffield  
Mr Greg Fell, Director of Public Health, Sheffield City Council  
Mr John Boyington CBE, Chair, Primary Care Sheffield  
Ms Kirsten Major, Chief Executive, Sheffield City Council  
Ms Jackie Mills, Director of Finance, NHS Sheffield CCG  
Ms Kathryn Robertshaw, Joint Interim Director, Sheffield ACP  
Ms Jane Ginniver, Joint Interim Director, Sheffield ACP  
Ms Yvonne Elliot, Deputy Chief Executive, Primary Care Sheffield

**In Attendance:** Mr Ryan Ealand, Business Manager to Sheffield ACP (Minutes)

**ACTION**

**1 Welcome**

The Chair welcomed members of the Accountable Care Partnership, members of the public and those in attendance to the meeting, clarifying he would be chairing the meeting in the absence of Dr Tim Moorhead who was on leave.

The meeting began with the recording of thanks to Dr Moorhead, who was stepping down as Chair of NHS Sheffield CCG and consequently as chair of the ACP Board. Thanks were also recorded for Councillor Chris Peace, Rebecca Joyce, Julia Newton and Maddy Ruff for their significant contributions to the Sheffield ACP Board.

**2 Apologies for Absence**

Apologies for absence had been received from:  
Dr Tim Moorhead, Chair, NHS Sheffield CCG  
Sir Andrew Cash, Chief Executive, SY&B ICS.  
Dr Andy Hilton, Chief Executive, Primary Care Sheffield  
Mr John Somers, Chief Executive, Sheffield Children's Hospital (NHS) FT

George Lindars Hammond, Cabinet Member for Health & Social Care,  
Sheffield City Council  
Mr Kevan Taylor, Chief Executive, Sheffield Health & Social Care (NHS) FT

### **3 Declarations of Interest:**

No interests were declared for the public section of this meeting

### **4 Questions from Members of the Public:**

None raised

### **5 Minutes of the meeting held on 27 February 2019:**

The minutes of the previous meeting were agreed as an accurate record and signed off by the Board.

It was agreed that matters arising would be covered in later agenda items with the exception of Jane Ginniver's action to meet with Trade Union representatives and link in with them on Workforce Strategy as implementation approaches. It was confirmed that these meetings had taken place and that collective meetings on a monthly basis would be taking place moving forward.

### **6 ACP Director Report:**

Kathryn Robertshaw shared the latest ACP Director's Report with the Board and highlighted key issues from within the paper. These highlights included:

- Ongoing work with the South Yorkshire & Bassetlaw Integrated Care System in developing a response to the NHS Long Term Plan. This was highlighted to board as a work in progress. A timeline and mechanism for ACP partners to input to this work was being developed
- Board were informed that significant work was taking place in reshaping the Long Term Conditions Workstream, with the next meeting of the LTC Board taking place on Monday June 24<sup>th</sup> (to be chaired by Brian Hughes). Changes proposed at this meeting would be taken to the ACP Executive Delivery Group for approval.
- The Digital workstream was flagged as a risk within the system although significant progress was acknowledged with a strategic outline case on a Shared Care Record going to the ACP Digital Delivery Board later this month, with a view to updating the ACP Executive Delivery Group in July.

It was noted that the inaugural ACP Shadow Board had taken place on Thursday June 20<sup>th</sup> and summary recommendations from the meeting would be provided to the Board throughout the meeting.

## 7 Shaping Sheffield:

Kathryn Robertshaw shared the latest iteration of the Shaping Sheffield Plan. It was noted that the Health and Wellbeing Board would hold the ACP to account for delivery of the Shaping Sheffield Plan. ACP partner boards were expected to own the Shaping Sheffield plan jointly and therefore support the delivery of it.

The Board agreed that the paper would be noted as iterative and would move forward to Health & Wellbeing Board for approval, with emphasis that the plan would remain a work in progress with the outcomes within it to be refined and strengthened over time.

It was noted that a clear communications strategy should be developed with a focus on what the plan would mean to all staff. It was agreed this action would be taken forward by the core ACP Team to meet with Communications Leads across the system.

**Kathryn  
Robertshaw  
/Jane  
Ginniver**

## 8 Workforce Strategy Update:

Jane Ginniver updated the ACP Board on the developments of the workforce strategy since the previous meeting, in particular the expansion of the work to become all age. It was emphasised that workforce was an all-encompassing term spanning across sectors including voluntary workers and unpaid carers. It was also acknowledged that ICS and place responsibilities needed to be more clearly identified and that workforce was a key enabler for all workstreams, signifying the highest importance across the system.

The chair reflected that the importance of this work needed to be emphasised with particular focus on leadership and culture and making Sheffield a great place to work.

Other questions posed by the board included the representation of schools and universities in the process and how well Children's services were represented within the ongoing work. Jane Ginniver provided assurance on both points, explaining contact with universities and colleges was in place. It was noted that a workshop would be taking place on July 4<sup>th</sup> on the all age strategy, incorporating a large number of the children's workforce and other groups within the city, who may not have been captured in the original workshops.

Kirsten Major updated the board that Paula Ward and Dean Wilson had been appointed as co-chairs of the ACP Workforce Transformation Group and would be providing leadership on the work.

It was concluded that more tangible targets and timescales were needed with the implementation and development of the workforce strategy, with measurable outcomes and progress points, it was agreed an item on this would be brought to the next ACP Board in October, which would also

**Jane  
Ginniver**

consider ICS involvement and specific asks of partner organisations.

## 9 Voluntary Sector Update:

Kathryn Robertshaw and Maddy Desforges updated the ACP board on the latest proposals for additional infrastructure to develop the Sheffield system relationship with the voluntary sector.

The ACP Executive Delivery Group had given support to a proposal for funding of £50k per year for 5 years to invest in voluntary sector infrastructure. The Board raised some questions in relation to the funding, specifically discussing whether it should be used to fund a single post or wider infrastructure. Jayne Brown questioned whether the funding would be sufficient to affect change. It was acknowledged that resource would represent only the start of improved working with the voluntary sector

Maddy Desforges outlined that her expectation from the additional resource would be that it would provide support to strategically identify gaps and capacity within the system, and relationship building.

The Board agreed to fund the function (rather than a specific role) for 12 months, then review whether that was working. It was agreed that the ACP would revert to funding a specific post if the function was not able to deliver the outcomes (to be specified). The need for cultural change within organisations and for organisational sponsors to be identified to support the work was noted

Maddy Desforges was asked to work with Greg Fell and a representative from STH (to be nominated by Kirsten Major) to provide a proposal to ACP EDG on specific outcomes for the work before funding would be released.

All

Kirsten Major/  
Maddy Desforges/  
Greg Fell

## 10 System Financial Update:

Jackie Mills provided an update on the financial position of the system. 2018/19 ended in a stronger position than forecast, it was noted that a significant reason for this was the injection of non-recurrent funding.

Sarah Jones raised current financial challenges faced by Sheffield Children's Hospital and asked if the Long Term Plan could emphasise the need to use money differently, e.g. do more around prevention to take cost out of the system in the future.

It was agreed that a future report would contain detail on how the efficiency targets are planned to be achieved? E.g. Is it through moving to a prevention model? The Board also asked for information about whether organisational CIPs could be better aligned. Jackie Mills to develop the report to this effect for the October update

It was agreed that a future meeting, more time should be spent to understand how specialist commissioning impacts on the Sheffield system.

**11 CQC Quarterly Update:**

Jane Ginniver provided the board with an update on the CQC Action Plan, noting that DTOC had progressed well and was currently sustained, acknowledging this winter would come as a real test.

Board noted that significant progress was being made with developments on the workforce strategy, cross-system complaints processes and the creation of the joint commissioning committee as well as the work beginning to take place around the ACP's relationship with the voluntary sector.

It was acknowledged that work should be undertaken on the formatting of the action plan prior to the next update in October and ensuring time scales against actions were up to date. It was also requested that the impact of the emerging PCNs should be taken into account in the action plan refresh.

**Jane  
Ginniver**

**12 ACP Performance Report**

The board were asked to note the latest ACP Performance Report. It was clarified that this agenda item was planned to include a deep dive on Children's and Young People's Services but that this had been moved to a later date.

Feedback on the report was broadly positive and the board agreed that it the next iteration included some information on how and where targets were set (e.g. nationally or locally) and to note alignment into strategies such as prevention across organisations.

**13 AOB:**

None