

Collaborative Partnership Board

11 November 2016, Birch/Elm Room, Oak House, Rotherham

Decision Summary

Reference	Item	Lead
1	South Yorkshire and Bassetlaw Plan	
05/16	(a) that the South Yorkshire and Bassetlaw Sustainability and Transformation Plan Collaborative Partnership Board (STP CPB) published the plan, supporting the principles, ambition, vision and priorities and to work with the STP partners, noting this would also be discussed by each organisation for a considered response.	ALL
2	Communications approach and publishing the plan	
06/16	(a) that The STP CPB approved the communications and engagement approach to publishing the South Yorkshire and Bassetlaw Sustainability and Transformation Plan.	ALL
3	Independent review of hospital services	
07/16	(a) that Doncaster and Bassetlaw NHS Foundation Trust would share learning and information with WCG from work done to date on sustainability of services (b) GF agreed to lead on PH intelligence regarding the independent review of hospital services with support. Further detail to be discussed with WCG (c) that the Yorkshire Ambulance Service would be included within the terms of reference and further comments be received by the STP CPB by 25 November on the terms of reference (d) that the STP CPB supported the next steps, including the proposal for a summary scope to be developed to be used to invite proposals from external consultant. An update on progress to be delivered at the next meeting.	DAWN JARVIS GREG FELL WILL CLEAY-GRAY, ALL ALL
4	Terms of reference	
08/16	(a) that JS would provide comments on scope of the sustainability funding key responsibilities bullet point. (b) that the terms of reference be brought back to the next meeting as a holding position of governance and that these be kept live to be amended as required.	JOHN SOMERS WILL CLEARY-GRAY

5	Summary Version of the STP	
09/16	(a) that all comments on the summary STP document be received by 15 th November to be published on that date to accompany the main plan.	ALL
6	Strategic Commissioning Intentions	
12/16	(a) that the STP CPB approved the STP Strategic Commissioning Intentions to be shared with the SYB System.	RACHEL GILLOTT
7	Implementation plan and resourcing the approach proposals	
13/16	(a) that the STP CPB noted the immediate resource requirements and capacity gaps and agreed the principle of a fair share approach across SYB providers, commissioners and local authorities to resourcing the STP. (b) that the STP CPB supported delegating the working up of proposals to the Finance Oversight Committee. (c) that the potential risk to delivery as a result of the resource gap was noted. (d) that a fair shares approach to resourcing be brought back to the next meeting	ALL STP PMO ALL STP PMO
8	Governance review	
14/16	(a) that the STP CPB noted the interim governance proposals and supported the approach to establish a Governance Review Group, Chaired by the STP Lead and supported by Jayne Brown, Chair of SHSC.	ALL, STP PMO

South Yorkshire and Bassetlaw Sustainability and Transformation Plan

Collaborative Partnership Board

Minutes of the meeting of 11 November 2016, Birch/Elm Room, Oak House, Rotherham

Present:

Andrew Cash, South Yorkshire and Bassetlaw STP Lead/Chief Executive, Sheffield Teaching Hospital NHS Foundation Trust (CHAIR)
Louise Barnett, Chief Executive, The Rotherham NHS Foundation Trust
Adrian Berry, Medical Director, South West Yorkshire Partnership NHS Foundation Trust
Patrick Birch, Director of Improvement, Doncaster Council
Des Breen, Medical Director, Sheffield Teaching Hospital NHS Foundation Trust
Sandra Crawford, Associate Director of Transformation, Nottinghamshire Healthcare
Will Cleary-Gray, Director of Sustainability and Transformation, South Yorkshire and Bassetlaw STP
Chris Edwards, Accountable Officer, Rotherham Clinical Commissioning Group
Adrian England, Chair, Healthwatch Barnsley
Greg Fell, Director of Public Health, Sheffield City Council
Idris Griffiths, Interim Accountable Officer, Bassetlaw Clinical Commissioning Group
Steve Hackett, Director of Finance, Chesterfield Royal Hospital
Dawn Jarvis, Director of Strategy and Improvement, Doncaster and Bassetlaw Hospitals NHS Foundation Trust
Alison Knowles, Locality Director North of England, NHS England
Wendy Lowder, Acting Executive Director of Communities, Barnsley Council
Ainsley Macdonnell, Service Director – North Nottinghamshire & Direct Services, Adult Social Care, Health and Public Protection, Nottinghamshire County Council
John Mothersole, Chief Executive, Sheffield Council
Jackie Pederson, Accountable Officer, Doncaster Clinical Commissioning Group
Matthew Pows, Interim Director of Commissioning, Sheffield Clinical Commissioning Group
Mathew Sandord, Associate Director of Planning and Development, Yorkshire Ambulance Service
Kathryn Singh, Chief Executive, Rotherham, Doncaster and South Humber NHS Foundation Trust
Steve Shore, Chair, Healthwatch Doncaster
John Somers, Chief Executive, Sheffield Children's Hospital NHS Foundation Trust
Helen Stevens, Associate Director of Communications and Engagement, Commissioners Working Together
Lesley Smith, Accountable Officer, Barnsley CCG
Kevan Taylor, Chief Executive, Sheffield Health and Social Care NHS Foundation Trust
Neil Taylor, Chief Executive, Bassetlaw Council
Diane Wake, Chief Executive, Barnsley Hospital NHS Foundation Trust
Janette Watkins, Programme Director, Provider Working Together Programme
Janet Wheatley, Chief Executive, Voluntary Action Rotherham
Kate Woods, Programme Office Manager, South Yorkshire and Bassetlaw STP

Apologies:

Julia Newton, Chief Finance Officer, Sheffield Clinical Commissioning Group
Jo Miller, Chief Executive, Doncaster Council
Diana Terris, Chief Executive, Barnsley Council
Simon Morritt, Chief Executive, Chesterfield Royal Hospital
Anthony May, Chief Executive, Nottinghamshire Council
Frances Cuning, Deputy Director of Health and Wellbeing, Public Health England
Mike Pinkerton, Chief Executive, Doncaster and Bassetlaw Hospitals NHS Foundation Trust
Ruth Hawkins, Chief Executive, Nottinghamshire Healthcare NHS Foundation Trust
Richard Stubbs, Acting Chief Executive, The Yorkshire and Humber Academic Health and Science Network
Maddy Ruff, Accountable Officer, Sheffield Clinical Commissioning Group

Tim Moorhead, Clinical Chair, Sheffield Clinical Commissioning Group
 Mike Curtis, Chief Executive, Health Education England
 Leaf Mobbs, Director of Planning and Development, Yorkshire Ambulance Service
 Richard Henderson, Chief Executive, East Midlands Ambulance Service
 Richard Jenkins, Medical Director, Barnsley Hospital NHS Foundation Trust
 Andy Hilton, GP, Sheffield Clinical Commissioning Group
 Neil Priestley, Director of Finance, Sheffield Teaching Hospital NHS Foundation Trust

Minute reference	Item	ACTION
01/16	<p>Welcome and introductions</p> <p>AC welcomed all to the inaugural meeting of the Sustainability and Transformation Plan Collaborative Partnership Board meeting (STP CPB)</p>	
02/16	<p>Apologies for absence</p> <p>Apologies were noted and recorded as above.</p>	
03/16	<p>Reflections on past 9 months STP development</p> <p>AC outlined the intentions of the first STP CPB; to support the vision, ambition and priorities of the SYB STP.</p> <p>It was advised that following the meeting, the SYB STP would be published in public.</p> <p>All interim governance arrangements would be discussed at the meeting.</p> <p>Reflections were noted by AC as follows:</p> <p>An SYB plan had been compiled in a very short space of time with clear ambition, vision and priorities which was an achievement. The plan was high level and would be followed up with detailed work.</p> <p>Place plans, serving neighborhoods and keeping people close to home with care were fundamental to the SYB STP, connecting centres of health and social care, sectors of choice, opportunity, employment and education with a wider public sector reform programme.</p> <p>The high level ambitions developed to date would lead on to delivery.</p> <p>Some challenges were noted around moving from the current situation to realise the development of the strategic agenda. To achieve this, all leaders must hold their organisations to the plan to serve local neighbourhoods.</p> <p>Reflections were welcomed from the STP CPB.</p> <p>A comment was made around the political sensitivities of the STP process to date, noting that all must be mindful of openness and transparency while engaging stakeholders as the STP developed. The publication of the STP should be viewed as a starting point for politicians. It was felt that it should also be emphasised that the detail of any changes that</p>	

	<p>followed the STP CPB meeting would go through all usual processes for engagement, service change and decision making. It was requested that local councils and politicians be given the time and space required to react to the document.</p> <p>A comment was made that the language being used to date had been helpful that the role of the leaders was clear in supporting the ambitions, visions and priorities of the STP.</p> <p>A comments was made that the STP being centered around place based design would be key moving forward.</p> <p>Chief executives would lead this through individual organisations. AC would also be meeting with key stakeholders after publication.</p>	
<p>04/16</p>	<p>National update from the STP lead</p> <p>The STP CPB noted that all 44 STPs were submitted on 21 October 2016.</p> <p>The SYB STP had been advised that work could commence.</p> <p>Nationally there were 4 cohorts that an STP could be placed within. The SYB STP was in cohort 1 alongside other well established collaborations such as Manchester.</p> <p>All STPs were now beginning to publish.</p> <p>AC reported on a meeting with the Arms Length Bodies (ALB), stating that work would take place with SYB STP on finances, the transformation themes relating to demand and flow, and the interface with social care.</p> <p>Discussions had also taken place nationally around reconfigurations and assistance would be given by the ALBs on this in due course if this was needed. Discussions had also taken place around capital and the need to be realistic on priorities. The STP would align with the contracting and planning round.</p>	
<p>05/16</p>	<p>SYB Plan</p> <p>The STP CPB received the plan that was submitted on 21 October 2016 noting that it had been well received. This would allow the SYB STP to have transparent conversations with wider stakeholders and the approach for this would be outlined further on the STP CPB agenda.</p> <p>The Board noted that initial testing of the plan had taken place with Health and Wellbeing Board Chairs and the feedback had been positive.</p> <p>Work would also take place with associate partnerships outside the SYB STP, noting that the vision, ambition and priorities linked well with other areas, especially supporting people to stay well within communities which was consistent in all the STPs.</p> <p>All noted the need to consider how to use the plan and subsequent supporting documentation around communications and engagement and incorporating existing collaborative work undertaken to date.</p>	

Place feedback was requested from the group.

Barnsley

It was reported that the STP was built upon place based plans that had been developed with colleagues across the system and were in the process of being signed off. The principles of co design and coproduction would result in the right solutions for local people. The group was asked to consider the involvement of the police force in the STP particularly in relation to Mental Health.

Bassetlaw

The group noted that an accountable care partnership was in place and therefore place based plans fitted well with the STP. All local systems were sighted on the ambition and priorities and supportive of it. Some local issues were noted around how to engage the public on this. A good correlation between the SYB STP and the Nottinghamshire STP was noted. IG would be presenting the place based plan to Nottinghamshire Health and Well Being Board in December. It was noted that meetings with the MPs would be a key component of the consultation process. Language being used in the STP was also important as part of the communication with the public.

Doncaster

Integrated commissioning with an accountable care partnership approach had been agreed in Doncaster. This had been codesigned across the system and had been a positive experience. Place plans had been discussed across the system, and the STP would be taken to Doncaster GB.

Rotherham

A joint plan, designed by the whole system was well established. A briefing session had taken place for councilors, MPs and stakeholders. Next steps would be to move to an accountable care system and work was taking place with Capsticks to design this.

Sheffield

A joint plan had been produced with a collaborative approach across the system. Two large stakeholder events had taken place in Sheffield. The local system was signed up to the plan. Governance arrangements were being worked through. Useful and robust sessions had taken place with scrutiny committee. Detailed work on clinical systems would be the next step.

LS highlighted to all that there may be some local interest in Barnsley when the STP was taken public with some potential opposition to the changes which would need careful management.

The SYB CPB agreed to publish the plan, supporting the principles, ambition, vision and priorities and to work with STP partners, noting this would also be discussed by each organisation for a considered response.

<p>06/16</p>	<p>Communications approach and publishing the plan</p> <p>All noted that a supporting pack had been circulated for all to use locally, including a Board level paper to amend as required. This was to ensure a planned and consistent approach to publishing the SYB STP across the footprint.</p> <p>An email had been circulated to all MPs in SYB alerting them to the fact that the STP was being published. Joint OSC Chairs and local Healthwatch and Health and Wellbeing Board Chairs had also been contacted.</p> <p>The STP would be published on 11 November 2016 at 3pm. This would be placed on the website alongside videos from stakeholder events.</p> <p>Each organisation would be handling the management of the information on a local level.</p> <p>All communications leads from Local Authorities, Providers and Commissioners would input into the communication and engagement of the STP and all were asked to note a resource implication for individual organisations on this.</p> <p>Wider engagement with staff and public would take place December to March 2017.</p> <p>The dates for publication of other STPs was outlined to the group as well as the timeline for publication across the SYB STP. Any inaccuracies in the dates circulated should be highlighted to HS or KW.</p> <p>A reactive approach to handling the media until the plan had been discussed at boards would be adopted. A media protocol was in place and all enquiries should be directed to the STP PMO.</p> <p>A comment was raised around the decision to take a reactive approach to media enquiries, rather than proactive. It was highlighted that discussions should take place across all originations initially and then a proactive approach would take place with key partners.</p> <p>A query was raised around circulating the plan to regional unions and it was agreed that this would be a positive step, and the plan would be circulated when live with accompanying correspondence from AC.</p> <p>In response to a query around publication of place plans, it was noted that the STP been developed using local place plans and were therefore integrated. The communications and engagement around the STP would articulate this.</p> <p>The STP CPB approved the communications and engagement approach to publishing the South Yorkshire and Bassetlaw Sustainability and Transformation Plan.</p>	<p>ALL</p>
<p>07/16</p>	<p>Independent review of hospital services</p> <p>The STP CPB noted the work to date, that trusts had collectively identified undertaking a review of hospital services to be able to plan and mitigate and identify sustainable models of provision, supported by commissioners. It was proposed that the SYB STP with wider partners</p>	

<p>undertake a review of hospital services:</p> <ul style="list-style-type: none"> - To define and agree a set of criteria for what constituted “sustainable hospital services” for each place and for SYB, ND and MY in the contract of the SYB STP - To identify any services that are unsustainable, short, medium and long-term including tertiary services - To put forward future services delivered within and beyond the STP - To consider the role of the District General Hospital in the context of the aspirations outlined in the SYB STP and emergent models of sustainable service provision. <p>Draft terms of reference (ToR) were circulated to the STP CPB to enable providers to have a discussion around what a review might look like and to engage discussions around next steps. The ToR would remain draft until objectives had been developed.</p> <p>The timeframe identified for this work was ambitious, noted as December 2016 to September 2017, however this work would enable and develop a better understanding and new thinking about acute services for a number of key areas of the STP.</p> <p>The resource implications were highlighted as well as the benefits of this review in terms of developing an understanding and improving equity and access and quality for all.</p> <p>The STP CPB was invited to comment.</p> <p>AC highlighted that this had been discussed at a meeting of the CEOs and chairs of provider organisations and was supportive.</p> <p>A comment was made around the current drivers for providing hospital services. With a tier 1, 2, 3 service approach, the tiers would need to be agreed and to then agree how to deliver in a safe and sustainable way to a local population. This work would address the whole range of services.</p> <p>A comment was made that supporting services in the context of a wider plan will be beneficial. Services provided outside of hospitals must be considered as part of this work.</p> <p>It was suggested that calls for additional resources were not sustainable for CCGs and therefore must look ways of working together to support the STP in terms of resourcing.</p> <p>It was noted that Doncaster and Bassetlaw Hospital NHS Foundation Trust had undertaken work around sustainability of services and findings of the work done to date would be shared with WCG.</p> <p>Some concerns were noted around the timescales for this work and that scrutiny must be involved.</p> <p>GF agreed to lead on PH intelligence regarding the independent review of hospital services with support. Further detail to be discussed with WCG</p> <p>A request was made for YAS to be included within the ToR and this was agreed.</p>	<p>DAWN JARVIS</p> <p>GREG FELL</p> <p>WILL CLEARY-GRAY</p>
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	<p>the meeting.</p> <p>All were asked to comment on the document and this would be published Tuesday 15th November.</p>	<p>SMITH</p> <p>ALL</p>
10/16	<p>NHS E arm's length bodies feedback on SYB plan</p> <p>It was reported that each ALB in Yorkshire and the Humber had been asked to assess the plans independently and agree the assessment collectively. There had been consensus around how well the plan was presented with a clear level of ambition and clear strategic priorities.</p> <p>The overall rating was that the SYB STP was ready to progress.</p> <p>Medium confidence was noted in delivery of the plan. This was due to the work still to be undertaken to develop business cases and strategic priorities.</p> <p>The STP CPB noted the formal feedback from NHS England and the ALBS and the feedback on the plan which had been shared with the centre.</p>	
11/16	<p>NHS planning round</p> <p>An update was delivered on the operational planning round which would be the first step in moving from the plan to implementation.</p> <p>Key messages and must be done were outlined to the group; milestones and metrics, finance including control totals, demand management, financial balance and other efficiencies including Right Care and carter, primary care with a GP Forward View emphasis, urgent and emergency care, referral to treatment times and elective care, cancer with a 62 day standard, mental health with a mental health forward view emphasis, people with learning disabilities and improving quality in organisations</p> <p>STPs would provide the basis for operational plans with a 2 year timeline for activity, workforce, finance and performance assumptions. The timetable had been brought forward so that all plans and contracts would be completed by 23 December 2016. The plans offered the opportunity for financial control totals for each STP.</p> <p>Local principles were being developed for how operational plans would be tested:</p> <ul style="list-style-type: none"> - Each CCG and provider need to plan for level of growth articulated in the STPs - Operational plans must reflect milestones for the next two years - The figures from the STP must follow through into contracts <p>Activity growth was outlined for the STP with big ambitions in terms of activity reductions. Local systems must work together to deliver.</p> <p>The timetable was outlined to all.</p> <p>The STP CPB noted the contents of the NHS England presentation.</p>	

<p>12/16</p>	<p>Strategic Commissioning Intentions</p> <p>The purpose of the Commissioning Intentions was to provide a commissioning dimension of the STP ambition, to signal strategic intent to providers and stakeholders and to inform 17 – 19 contract discussions (in-year change). The CPB noted that there was a gap between scale of ambition and current business as usual, that this work was at a transitional stage of planning timeline and was evolutionary and that change would be implemented within the contract period. Alignment of CCG operational plans to the STP and inclusions in contract agreements would be required.</p> <p>In response to a query, it was confirmed that with an SYB control total, each organisation would still retain its own control total. The CPB noted the recommendation of the Finance Oversight Committee in response to NHS England that flexibility on control totals would not be required at this point in time, however the SYB STP would wish to reserve the right to revisit this at a later date.</p> <p>The STP CPB approved the STP Strategic Commissioning Intentions to be shared with the SYB system.</p>	
<p>13/16</p>	<p>Implementation plan and resourcing the approach proposals</p> <p>A draft implementation plan had been circulated, addressing moving into implementation of the STP, highlighting that to date, work had been undertaken by the WTP teams as additional work and a robust mechanism to undertake the STP would be required.</p> <p>An immediate resource issue around senior finance capacity into the STP was noted and the roll forward of additional support to ensure the work continued to progress.</p> <p>A query was raised around involvement in the Finance Oversight Committee and it was noted that there was representation from each group at those meetings as per the terms of reference.</p> <p>The STP CPB noted the immediate resource requirements and capacity gaps and agreed the principle of a fair share approach across SYB providers, commissioners and local authorities to resourcing the STP. The STP CPB supported delegating the working up of proposals to the Finance Oversight Committee. The potential risk to delivery as a result of the resource gap was noted. The fair shares approach to resourcing would be brought back to the next meeting.</p>	
<p>14/16</p>	<p>Governance review</p> <p>The STP CPB noted a summary of the agreed interim governance for SYB STP, confirming the STP's commitment to undertake a review of governance between the point of reporting and the end of March 2017.</p> <p>It was noted that reshaped governance arrangements would run in parallel with partner's organisational statutory governance to help make decisions to deliver the STP ambitions at SYB level.</p> <p>LS advised that an aspect of the interim governance would be an</p>	

	<p>Oversight Group of members and chairs that would sit above the STP CPB and be in place by January 2017.</p> <p>The establishment of a governance review group would also take place, involving Jayne Brown, Chair of Sheffield Health and Social Care who had offered to assist with work around longer term governance.</p> <p>The STP CPB noted the interim governance proposals and supported the approach to establish a Governance Review Group, Chaired by the STP Lead and supported by Jayne Brown, Chair of SHSC.</p>	
15/16	<p>STP work in progress</p> <p>Item for noting</p>	
16/16	<p>Unadopted minutes of the STP finance oversight committee meeting 31 October</p> <p>Item for noting.</p>	

South Yorkshire and Bassetlaw Sustainability and Transformation Plan

Collaborative Partnership Board

16 December 2016, The Boardroom, 722 Prince of Wales Road

Decision Summary

Ref	Item	Lead
1	Minutes of the previous meeting held 11 November 2016	
19/16	(a) that we take a consistent approach of all partners taking Sustainability and Transformation Plan Collaborative Partnership Board (STP CPB) ratified minutes through their organisations Boards and Governing Bodies was agreed	ALL
	(b) that all would review the 11 November 2016 minutes and provide comments to WCG by 22 December with a view to ratifying at the 13 January 2017 STP CPB and publishing thereafter	ALL
	(c) that all future minutes would be routinely ratified at each meeting and published	ALL
2	Summary update to the Collaborative Partnership Board	
22/16	(a) that work stream leads and membership would be shared with the STP CPB	STP PMO
	(b) that the summary update was agreed and to be used to inform local discussions and form part of a consistent approach of partners taking through their organisations	ALL
3	Terms of reference	
23/16	(a) that amendments from the meeting be made to the Terms of Reference (TOR) and any further comments to be received from all by 24 December 2016	WILL CLEARY-GRAY, ALL
4	Sustainable Hospital Services Review	
24/16	(a) that the STP CPB approved the TOR and specification for the review, subject to amendments and discussion at the meeting	JAMES SCOTT
5	SYB STP resources	
26/16	(a) that all participating organisations were included in the resource plans	JEREMY COOK
	(b) that local authorities would take away and consider a proposal in due course which would be based on focusing support in each local place and therefore be removed from the SYB fair shares approach	JEREMY COOK, LOCAL AUTHORITY LEADS
	(c) that the STP CPB noted the fair shares approach and supported the proposal and the STP budget, subject to confirmation of actual	ALL JERMEY COOK

	costs and the reworking of the fair shares approach, following the decision above	
6	Social Kinetic 3d Proposal for Leadership Analysis	
29/16	(a) that the STP CPB would take the project forward in principle with a smaller leadership group to consider the detail. A meeting would be arranged for January 2016 for this	STP PMO
	(b) that Social Kinetic would discuss via WCG in further detail with a view to starting in February 2017	SOCIAL KINETIC/WILL CLEARY-GRAY

South Yorkshire and Bassetlaw Sustainability and Transformation Plan

Collaborative Partnership Board

Minutes of the meeting of 16 December 2016, The Boardroom, 722 Prince of Wales Road, Sheffield

Present:

Andrew Cash, South Yorkshire and Bassetlaw STP Lead/Chief Executive, Sheffield Teaching Hospital NHS Foundation Trust (CHAIR)
Louise Barnett, Chief Executive, The Rotherham NHS Foundation Trust
Des Breen, Medical Director, Provider Working Together Programme
Catherine Burn, Director, Voluntary Action Barnsley
Julia Burrows, Director of Public Health, Barnsley Council
Tracey Clarke, Associate Director of Strategy and Commercial Development, Rotherham, Doncaster and South Humber NHS Foundation Trust
Will Cleary-Gray, Director of Sustainability and Transformation, South Yorkshire and Bassetlaw STP
Frances Cuning, Deputy Director of Health and Wellbeing, Public Health England
Jeremy Cook, Interim Director of Finance, South Yorkshire and Bassetlaw STP
Mike Curtis, Local Director, Health Education England
Chris Edwards, Accountable Officer, Rotherham Clinical Commissioning Group
Greg Fell, Director of Public Health, Sheffield City Council
Idris Griffiths, Interim Accountable Officer, Bassetlaw Clinical Commissioning Group
Sharon Kemp, Chief Executive, Rotherham Council
Alison Knowles, Locality Director North of England, NHS England
Ainsley Macdonnell, Service Director – North Nottinghamshire & Direct Services, Adult Social Care, Health and Public Protection, Nottinghamshire County Council
Simon Morritt, Chief Executive, Chesterfield Royal Hospital
John Mothersole, Chief Executive, Sheffield Council
Jackie Pederson, Accountable Officer, Doncaster Clinical Commissioning Group
Mike Pinkerton, Chief Executive, Doncaster and Bassetlaw Hospitals NHS Foundation Trust
Matthew Powls, Interim Director of Commissioning, Sheffield Clinical Commissioning Group
Sean Raynor, District Director, South West Yorkshire Partnership NHS Foundation Trust
Jade Rose, Head of Strategy, Barnsley Clinical Commissioning Group
Mathew Sandord, Associate Director of Planning and Development, Yorkshire Ambulance Service
Steve Shore, Chair, Healthwatch Doncaster
John Somers, Chief Executive, Sheffield Children's Hospital NHS Foundation Trust
Helen Stevens, Associate Director of Communications and Engagement, Commissioners Working Together
Richard Stubbs, Acting Chief Executive, The Yorkshire and Humber Academic Health and Science Network
Lesley Smith, Accountable Officer, Barnsley Clinical Commissioning Group
Kevan Taylor, Chief Executive, Sheffield Health and Social Care NHS Foundation Trust
Neil Taylor, Chief Executive, Bassetlaw Council
Jon Tomlinson, Assistant Director of Commissioning, Doncaster Council
Diane Wake, Chief Executive, Barnsley Hospital NHS Foundation Trust
Janette Watkins, Programme Director, Provider Working Together Programme
Kate Woods, Programme Office Manager, South Yorkshire and Bassetlaw STP

Apologies:

Adrian Berry, Medical Director, South West Yorkshire Partnership NHS Foundation Trust
Moirra Dumma, Director of Commissioning Operations, NHS England
Adrian England, Chair, Healthwatch Barnsley
Matthew Groom, Assistant Director of Specialised Commissioning, NHS England
Specialised Commissioning Services
Ruth Hawkins, Chief Executive, Nottinghamshire Healthcare NHS Foundation Trust

Richard Jenkins, Medical Director, Barnsley Hospital NHS Foundation Trust
 Jo Miller, Chief Executive, Doncaster Council
 Tim Moorhead, Clinical Chair, Sheffield Clinical Commissioning Group
 Leaf Mobbs, Director of Planning and Development, Yorkshire Ambulance Service
 David Pearson, Corporate Director Adult Social Care, Health and Public Protection, Nottinghamshire County Council
 Maddy Ruff, Accountable Officer, Sheffield Clinical Commissioning Group
 Kathryn Singh, Chief Executive, Rotherham Doncaster and South Humber NHS Foundation Trust
 Rob Webster, Chief Executive, South West Yorkshire Partnership NHS Foundation Trust

Minute reference	Item	ACTION
17/16	<p>Welcome and introductions</p> <p>The Chair welcomed all members of the STP CPB. The aim of the session was noted;</p> <ul style="list-style-type: none"> - to update all on the national position and place - to collectively debate resourcing for the STP - to welcome Social Kinetic 3de to receive information around the development of the STP - to receive information on core business. 	
18/16	<p>Apologies for absence</p> <p>Apologies were recorded as above.</p>	
19/16	<p>Minutes of the meeting held 11 November 2016</p> <p>The minutes of the meeting were accepted as a true and accurate record subject to the following:</p> <ul style="list-style-type: none"> - Item 05/16 refers: South Yorkshire and Bassetlaw Plan, amend supported the plan to published the plan - Item 07/16 refers: Independent review of hospital services, amend to state that GF would lead on PH intelligence, with support, further detail to be discussed with WCG <p>The STP CPB noted the intention to publish ratified minutes to be available to the public and all partners. A discussion took place around this. It was felt that that the minutes should be publically available. To enable all partners to have discussions with their organisations, the minutes would be published after the next STP CPB meeting on 13 January 2017.</p> <p>It was agreed that we take a consistent approach of all partners taking STP CPB minutes through their organisations Boards and Governing Bodies was agreed. In response to this a query was raised around briefings for boards and WCG confirmed that at the time of reporting, the STP was still being taken through key meetings. A further update and briefing would follow when this had been through all meetings across the patch.</p> <p>The STP CPB agreed to review the 11 November 2016 minutes and provide comments to WCG by 22 December. The November meeting minutes would be ratified at the 13th January 2017 STP CPB and</p>	<p>ALL</p> <p>ALL</p>

	<p>published thereafter.</p> <p>All future minutes would be routinely ratified at each meeting.</p> <p>It was confirmed that minutes only would be made public at this stage.</p>	
20/16	<p>National STP Update</p> <p>AJC delivered an update, noting that the South Yorkshire and Bassetlaw STP (SYB STP) had been well received nationally.</p> <p>There would be no further progression on STPs nationally until the new year.</p> <p>It was noted that discussions had taken place with the national team around funding for the plan and capital. This was being favorably received and feedback would be given in due course.</p> <p>Contracts and delivery were being confirmed locally by 23 December 2016. Some issues were reported around operational delivery plans at place level not matching the STP. These were being worked through.</p> <p>The STP would assist in doing things differently and moving all into different ways of working and would be a health and care plan for all. A discussion followed around some concerns that had been raised; these were around governance, local decision making and local accountability.</p> <p>It was noted that the governance of the STP was a key area to develop and would be considered carefully. A crucial piece of work would be on communications and engagement and how messages were put across must be considered by all. Due process must be in place to engage and a scrutiny process was required. All leaders were asked to support the process around how place plans connected to the STP and facilitate local conversations.</p> <p>The importance of the STP collaboration for system resilience and sustainability of services was noted by all.</p>	
21/16	<p>Update from local place plans</p> <p>The STP CPB were updated on local place plans, noting visions and principles of system collaboration, priority work areas, engagement, and next steps across the footprint. The presentations would be shared with all.</p>	
22/16	<p>Update from the Collaborative</p> <p>Commissioners Working Together</p> <p>The STP CPB were briefed on commissioning collaborative working, noting the key business of the Joint Committee of CCGs (JCCC) around the Hyper Acute Stroke Unit and Children’s Surgery and Anaesthesia consultation and the Acutely Ill Child case for change. This group was evolving and anticipated that this would become the forum for collective commissioning decisions with delegated authority around STP transformation.</p>	

	<p>Providers Working Together The STP CPB were updated on progress of the three hub model – with further work being undertaken around localised theatre procedures. Radiology workforce challenges were being focused on, developing education and recruitment programmes. Engagement across the trusts was taking place. Responses to the consultation to ensure this fitted together with children’s provision were being compiled. Work was taking place around a pilot across Rotherham and Sheffield regarding integration of the community through to relationship with children’s. This was being undertaken, interfacing with other elements of the AIC work as well as elective work. Work to drive out further savings regarding procurement was taking place. Some savings had been made to date. Cancer pathway reviews were taking place. Links were being made with the STP digital work stream to ensure road map activity came together. Work was also taking place around corporate services the principles of working together, noting some difficulties around the practicalities of implementation. A governance proposal around estates would be brought to the next meeting.</p> <p>Combined Authorities The STP CPB noted that the Combined Authority was focusing on the economy. CE would be a member of this Board bringing together all partners system wide from January 2017.</p> <p>Mental Health Alliance The mental health work stream would be up implemented from January 2017, supporting vulnerable services and addressing workforce issues and back office opportunities. The alliance would develop from this. An initial meeting between the two executive teams of Sheffield Health and Social Care and Rotherham, Doncaster and South Humber Foundation Trusts would take place in January 2017.</p>	
22/16	<p>Summary Update to the Collaborative Board</p> <p>A summary document had been compiled by work stream leads. The STP CPB agreed that the format was useful and be adopted for updates to individual organisations. It was anticipated that programme leads would produce these updates for timely sign off by SROs.</p> <p>The STP CPB noted an offer from the Leadership Academy regarding funding for leadership development. The STP had been asked to outline the proposals to utilise this funding and this was being developed by WCG and LB. The STP CPB were asked to join this small working group if of interest.</p> <p>It was reported that funding had been made available from NHS England to support the primary care work stream to work with local place on primary care to support the implementation of the GP Five Year Forward View (GPFV) and a recruitment process was completed on this.</p> <p>It was agreed that work stream leads and membership would be shared with the STP CPB.</p> <p>A workshop was planned for January to review working together, with a piece of work taking place to look at how the collaboratives were working. All areas of commonality would be addressed as part of this.</p>	STP PMO

	<p>The intention was for private boards to use these as part of communications out to organisations.</p> <p>It was noted that a session around governance to include the Local Authority Chief Executives would be useful and would be considered.</p> <p>The STP CPB noted the summary update and agreed this would be used to inform local discussions and form part of a consistent approach of partners taking through their organisations.</p>	ALL
23/16	<p>Terms of reference</p> <p>The STP CPB noted the revisions to the interim ToR since the previous meeting. WCG highlighted discussions that had taken place around primary care representation at the meetings and this may impact on governance and the ToR when resolved. The ToR would be brought back to the next meeting as final.</p> <p>Further comments were received by the STP CPB as follows:</p> <ul style="list-style-type: none"> - that Doncaster Children’s Trust be added to the TOR. - that the key responsibility of the STP CPB was to engage with patients and the public in the work of the STP and this be added. - that engaging trade unions be considered further - that “consider” replace “adopt” under paragraph 2. <p>Any further comments were requested by 24 December 2016.</p>	ALL
24/16	<p>Independent review of hospital services</p> <p>A summary of the comments received since the 11 November STP CPB was delivered and the group was invited to comment further.</p> <p>It was requested that resilience be added to theme and scope as many rotas, currently sustainable, were close to being unsustainable and this needed addressing.</p> <p>It was noted that themes should focus on outcomes as well as effectiveness.</p> <p>It was requested that governance links be made across with this work and membership across the groups (this work, the JCCC, the STP CPB) should be consistent.</p> <p>It was noted that a clinical chair on the steering group was positive however this should also have a commissioning officer as support and a link through to the commissioning review.</p> <p>A comment was made that the review should be cognisant of other reviews taking place across the region and the knock-on impact across trusts and factor in impact of other reconfigurations.</p> <p>A discussion took place around research as a key driver within the sustainable hospital review terms of reference and how this might unduly impact on the scope of the review. A comment was made that research</p>	

	<p>helped to attract and maintain workforce and therefore whilst research was not the main criterion for assessing sustainability it was non the less an important criterion to consider.</p> <p>The STP CPB approved the TOR and specification, subject to amendments and discussion at the meeting.</p>	
<p>25/16</p>	<p>Communications and engagement approach to public consultation</p> <p>This item would be deferred until the next meeting.</p>	
<p>26/16</p>	<p>SYB STP resources</p> <p>The STP CPB noted the action from the previous meeting for the STP Finance Oversight Committee (FOC) to consider a fair shares proposal and provide clarity around the impact of this. A possible additional funding requested from NHS E/I was noted that could reduce the contribution requirements from partners. An indicative budget for 17/18 was put forward noting final budgets to be brought back to the STP CPB in March around 17/18.</p> <p>This paper had been shared widely with finance colleagues.</p> <p>The STP CPB noted principles and activity taking place that may impact on 17/18:</p> <ul style="list-style-type: none"> - National transformation funding - Review of how work together - Review of NHS E around resource, ALB support the STPs - Review of commissioning <p>The STP CPB were invited to comment.</p> <p>It was noted that Nottinghamshire County Council be added into the proposals. A query was also raised around some omitted providers, to be addressed.</p> <p>The proposal was made to the group that local authorities would take away and consider a proposal in due course which would be based on focusing support in each local place and therefore be removed from the SYB fair shares approach. This was agreed.</p> <p>In response to a query raised, it was confirmed that money for 16/17 would come out of cost pressures immediately and further work was required for future years. The timeline for further development of the 17/18 indicative plan would be brought back to March 2017 board.</p> <p>The STP CPB were asked to note that system commissioning must be regarded as core business moving forward and to consider existing resources differently.</p> <p>In response to a query it was confirmed that the repurposing of some existing resource was taking place to support communal aims of the STP.</p> <p>The STP CPB noted the fair shares approach and supported the proposal and the STP budget, subject to confirmation of actual costs and</p>	<p>JEREMY COOK, LA CEOS</p>

	the reworking of the fair shares approach, following the decision above.	
27/16	<p>Healthy Lives</p> <p>This item would be deferred until the next meeting.</p>	
28/16	<p>Health disability and employment</p> <p>This item would be deferred until the next meeting.</p>	
29/16	<p>Social Kinetic 3De proposal for leadership analysis</p> <p>A presentation was delivered to the STP CPB, noting that a change readiness tool was being developed with NHS E and had been piloted successfully. The Social Kinetic were looking to test this pilot in its second phase with the SYB STP.</p> <p>The background to the 3d framework and tool was outlined to the STP CPB, including opportunities for the SYB STP.</p> <p>As part of this work, a facilitated workshop would take place to map the ecosystem, the data would be analysed and a further workshop to dissect the data would follow. The action plan was collaboratively created. Post event support was also given.</p> <p>The SYB STP leadership team would work together on the vision for the ecosystem blueprint for change to develop a blue print of the ecosystem and how it fitted together.</p> <p>The STP CPB were invited to comment.</p> <p>It was noted that this was an effective organisational development tool and applying to a whole ecosystem would be interesting. Some concerns were noted around the commitment of senior leader's time.</p> <p>It was confirmed that the Y&H Academic Health and Science Network were paying for the academic evaluation by York Health Economic Consortium that will support the activity.</p> <p>In response to a query, it was confirmed that the programme had been designed around working within the NHS and the workshops were interactive to enable a clear and collaborative understanding of the issues. Extra time was also built into the schedule to refine and work with all to ensure the best possible outputs, outcomes and return of investment.</p> <p>A discussion took place around the future potential of rolling this out to the wider workforce however this would have to be a separate activity.</p> <p>The STP CPB discussed the possibility of creating an OD work stream and this linked to early discussions around leadership development that were taking place.</p> <p>The STP CPB would take this forward in principle with a smaller leadership group to consider the detail. A meeting would be arranged for January 2016 for this. Social Kinetic would discuss via WCG in further detail with a view to starting in February 2017.</p>	STP PMO

30/16	Review of Commissioning This paper was formally noted by the STP CPB.	
31/16	Specialised Commissioning Transformation Programmes in Yorkshire and the Humber This paper was formally noted by the STP CPB.	
32/16	Next steps on STPs and the 17-19 planning round This paper was formally noted by the STP CPB.	
33/16	Unadopted minutes of the STP Finance Oversight Committee meeting on 13 December 2016 This paper was formally noted by the STP CPB.	