

<b>Meeting: Governing Body</b>			
<b>Meeting Date</b>	22 November 2017	<b>Action</b>	Receive
<b>Item No.</b>	10	<b>Confidential</b>	No
<b>Title</b>	Transformation Programme Board Minutes from the 24 <sup>th</sup> October 2017		
<b>Presented By</b>	Stuart North, Chief Officer Bury CCG		

<b>Executive Summary</b>	
The minutes are presented as an accurate reflection of the Transformation Programme Board 24 <sup>th</sup> October 2017 Meeting, reflecting the discussion, decisions and actions agreed.	
<b>Recommendations</b>	
It is recommended that the Governing Body:	
<ul style="list-style-type: none"> <li>• Receive the minutes as an accurate record; and</li> <li>• Note the updates provided against the actions</li> </ul>	

<b>Links to CCG Strategic Objectives</b>	
To empower patients so that they want to, and do, take responsibility for their own healthcare. This includes prevention, self-care and navigation of the system.	<input type="checkbox"/>
To deliver system wide transformation in priority areas through innovation	<input checked="" type="checkbox"/>
To develop Primary Care to become excellent and high performing commissioners	<input type="checkbox"/>
To work with the Local Authority to establish a single commissioning organisation	<input type="checkbox"/>
To maintain and further develop robust and effective working relationships with all stakeholders and partners to drive integrated commissioning.	<input type="checkbox"/>
To deliver long term financial sustainability in partnership with all stakeholders through innovative investment which will benefit the whole Bury economy.	<input type="checkbox"/>
To develop the Locality Care Organisation to a level of maturity such that it can consistently deliver high quality services in line with Commissioner's intentions.	<input type="checkbox"/>
Supports NHS Bury CCG Governance arrangements	<input type="checkbox"/>
Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:	No
GBAF – n/a	

<b>Implications</b>						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any financial Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has an Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Is an Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any associated risks?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Failure to have up to date policies in place could impact on the reputation of the CCG through legal challenge and poor practice.						

Governance and Reporting		
Meeting	Date	Outcome

<b>Title</b>	<b>Minutes of the Transformation Programme Board 24 October 2017</b>		
<b>Author</b>	Debbie Halpern		
<b>Version</b>	0.3		
<b>Target Audience</b>			
<b>Date Created</b>	2/11/2017		
<b>Date of Issue</b>			
<b>To be Agreed</b>			
<b>Document Status (Draft/Final)</b>	Final		
<b>Document History:</b>			
<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Notes</b>
09/11/2017	0.1	D Halpern	Draft minutes submitted to MOD
16/11/2017	0.2	D Halpern	MOD amendments
21/11/17	0.3	D Halpern	Meeting amendments
<b>Approved:</b>			
<b>Signature:</b>			
			..... <b>Councillor Andrea Simpson</b>

**Bury Health and Social Care  
Transformation Programme Board**

**MINUTES OF MEETING**

Tuesday 24 October 2017 1300 – 1500hrs

**Chair – Councillor Simpson**

**ATTENDANCE**

**Members**

Stuart North, Chief Officer, Bury CCG, 21 Silver Street, Bury  
Margaret O'Dwyer, Deputy Chief Officer, Bury CCG, 21 Silver Street, Bury  
Mike Woodhead, Chief Finance Officer, Bury CCG, 21 Silver Street, Bury  
Howard Hughes (HH), Clinical Director, Bury CCG, 21 Silver Street, Bury  
Jeff Schryer (JS), Clinical Director, Bury CCG, 21 Silver Street, Bury,  
Cathy Fines (CF) Clinical Director, Bury CCG, 21 Silver Street, Buy  
Chris O'Gorman (CO'G), Chair, Locality Care Organisation  
Tracy Minshull (TM), Interim Assistant Director (Strategy, Procurement & Finance)  
Bury Council, Town Hall, Knowsley Street Bury  
Shona McCallum, Medical Director, Bury and Rochdale Care Organisation  
Councillor Andrea Simpson (AS) Chair. Deputy Leader and Cabinet Member for Health and Wellbeing  
Bury Council, Town Hall, Knowsley Street, Bury

**Others in attendance:** Debbie Halpern, Administrator, Bury CCG (Minutes)

**Apologies**

Rishi Shori (RS), Leader, Bury Council, Town Hall, Knowsley Street, Bury  
Dr Kiran Patel (KP), Chair, Chair & Clinical Lead, Bury CCG, 21 Silver Street, Bury  
Pat Jones-Greenhalgh, Interim Chief Executive, Bury Council, Town Hall, Knowsley Street, Bury  
Jeff Schryer (JS), Clinical Director, Bury CCG, 21 Silver Street, Bury,  
Steve Kenyon (SK), Interim Executive Director of Resources & Regulation, Bury Council, Town Hall,  
Knowsley Street, Bury  
Julie Gonda (JG), Acting Executive Director - Communities & Wellbeing  
Bury Council, Town Hall, Knowsley Street Bury

**MEETING NARRATIVE & OUTCOMES**

<b>1</b>	<b>WELCOME AND APOLOGIES</b>
1.1	The Chair welcomed those present at the meeting.
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>
2.1	There were no new declarations of interest.
2.2	DH to forward Declaration of Interest form to SMC following the meeting.

3	MINUTES OF LAST MEETING/ACTION LOG		
3.1	The Transformation Programme Board agreed the minutes from the meeting held on 26 September 2017, to be a true and correct record, with the exception of including MW as a registered attendee.		
	DH to amend Minutes from 26/09/2017 to reflect MW and CF attendance.		
	<b>Item</b>	<b>Progress Update/Discussion at meeting</b>	<b>Status</b>
	<b>Actions from meeting held on 07/06/17</b>		
	Action 5: Draft specification for requirements of external provider	<b>August:</b> Draft Spec not yet produced. Thought and planning “what the Programme should look like” underway. Work in progress. To remain open	Open
	<b>Actions from meeting held on 04/07/17</b>		
	Action 6: MW/SK to advise on funding streams, including BCF to support new developments included in the report (reablement, Bealeys community beds)	A meeting had taken place between LA and CCG finance and commissioning colleagues looking at the financial positions including approach to use of “contingency”.	Open
	<b>Actions from meeting held on 26 September 2017</b>		
	Action 7: Declarations of Interest	MOD to circulate Declarations of Interest form with a view to establishing a register of interests for Transformation Board members.	Open
	<b>Actions from meeting held on 24 October 2017</b>		
	Action 8 : Minutes	DH to amend minutes of meeting 26.09.2017 to reflect MW attendance	Open
	Action 9: DoI form	DH to forward DoI form to SMc	Open
	Action 10: PMO Specification	COG confirmed that he would share the PMO specification with the commissioners	Open
	Action 11: Implementation Workshop	Justine Palin to co-ordinate	Open

4	Transformation Fund Update
4.1	<p><u>Bury's Digital Proposal</u>. SN confirmed that Bury's I M &amp; T bid was signed-off on 13 October 2017 at the Health and Social Care Strategic Partnership Board. Informally it was said that Bury's bid was the second best out of 14. The bid focused on out of hospital care. The full amount was awarded in response to Bury's bid and this was very positive news for Bury.</p>
4.2	<p>Bury has committed to link in with Datawell International and to support sector wide governance.</p>
4.3	<p>SN explained that P A Consulting, the external consultancy firm brought in to assist with the bid presented Bury's bid. MOD noted that a letter of thanks should be written to P A Consulting.</p>
4.4	<p>AS asked if Vision currently links to Datawell. SN explained that a link has not been established but using an integration engine, a link could be established.</p>
4.5	<p><u>Transformation Proposal Heads of Terms</u>. The Investment Agreement HoTs are being finalised for sign-off. For Governance/Audit purposes a copy of the Agreement signed by all parties is required and this is being progressed. GM has requested details of investment phasing for Year 1. This is now in progress and is due at the end of November/December. For the purposes of the Heads of Terms, MW proposed to include 6 month's slippage for Year 1 on the provision that GM would accept a revised figure on Year 1 requirements in December 2017, when plans are more joined up. COG confirmed that it was necessary to protect slippage spend as any delayed spending may result in losing this funding.</p>

5	LCO UPDATE
5.1	<p>COG presented an update of the last month's LCO activity.</p>
5.2	<p>COG drew attention to the following:</p>
5.3	<p><u>Programme Mobilisation</u>. The LCO is keen progress the Home First scheme. Focus is currently on selecting the most appropriate model of care for Bury to meet the transformation goals.</p>
5.4	<p><u>Mutually binding contract</u>. The LCO has confirmed that the final Agreement will be in place by the end of January 2018. The Task and Finish group have reviewed approximately half of the draft which is now in version 8. The areas highlighted for analysis will be completed by the end of November/early December. The updated clauses and procedures will be shared once the whole of the document has been reviewed. Legal and financial advice will be sought towards the end of November/early December.</p>
5.5	<p><u>Clinical Engagement</u> The LCO is considering how to take forward clinical leadership. Focus is on what needs to be developed and open dialogue. The LCO appreciated the opportunity offered by Bury to discuss these issues at the Clinical Cabinet and the GP Sector Meetings.</p>
5.6	<ul style="list-style-type: none"> <li>As Transforming Emergency Care is one of our priorities, SN advised that he has taken over as Chair of the NES Urgent Care Delivery Board. There is also</li> </ul>

<p>5.7</p> <p>5.8</p> <p>5.9</p>	<p>now a dedicated Director working across the NES to support this complex agenda. It is important that each local urgent care delivery focusses on operational matters. The NES Board will have a strategic focus.</p> <ul style="list-style-type: none"> <li>• SN commented that in terms of Executive input, it is good that that the LCO Partners have found someone to lead and suggested that this should be communicated to the wider audience. COG confirmed that there is a good partnership in place in Bury.</li> </ul> <p>MW advised that there needs to be jointly agreed expectations in respect of the PMO which would have an element in it to support OCO assurance. COG confirmed that the LCO would share the PMO specification with the commissioners. It was also agreed that commissioners would meet with Engine 13 and LM would put this in place.</p> <p>MOD confirmed that the Board to Board talked about the £19.2 million plus the additional £4 million and explained that GM had also stripped out mental health services to reduce down the £27 million originally asked for. In terms of Mental Health the original ask was for circa £2M in Year 1 and latest indication is that the CCG will receive circa £850,000 from the GM Transformation Fund locality monies. This leaves a significant gap, so there is a need to look at where we are in terms of all Transformational programmes and to re-prioritise and re-phase as necessary.</p> <p>A workshop is to be arranged in November to commence this stock take, which Justine Palin will co-ordinate.</p>
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6	Recommendations from the October Board to Board meeting
6.1	COG summarised the October Board to Board meeting for the benefit of those who were not present at that meeting and to also ratify recommendations from a governance perspective.
6.2	COG confirmed that the Health and Social Care Transformation Board approved the establishment of the transformation Programme Manager Office (PMO) under the leadership of the LCO. Approval was also given for the recruitment of PMO staff.
6.3	COG confirmed that the LCO would share the PMO specification with the commissioners.
6.4	COG reported that recruitment for PMO staff was now underway via Expressions of Interest. Applications from commissioners were welcomed. All managers will need to ensure that business delivery can be maintained when secondments are being discussed.
6.5	TM explained that that there could be pressure on existing teams and leaving gaps across the system that we must be mindful of. SN confirmed that whilst it is a challenge to release staff it is important to remember that this is all our business which requires a new way of working.
6.6	COG confirmed that there had been a poor response to the recruitment for the Head of PMO. This vacancy has now been openly advertised.
6.7	Reference was also made to GM review meetings on specific areas to confirm that

	attendance from Bury was appropriate:
6.8	A meeting to look at progress around dementia in Bury is imminent.
6.9	MOD advised that the GM Partnership is holding peer to peer reviews and that a provisional date of 29 <sup>th</sup> November has been identified for Bury.
6.10	In terms of the Bury workforce strategy, TM agreed to assess the current position with Tracey Murphy to determine when the local strategy is likely to be sufficiently developed to come to the Transformation Board.

<b>7</b>	<b>MANAGEMENT GROUP HIGHLIGHT REPORT</b>
7.1	TM presented the newly re-formatted Highlight Report and provided the following summary:
7.2	The Head of PMO post has now been advertised generally following a poor response to the initial advert.
7.3	Justine Palin has been appointed on an interim basis and is in this post on a 3 month contract as Programme Director for Transformation and the OCO.
7.4	Meetings between Justine and key leaders from across the system are scheduled.
7.5	Partners are asked to be flexible with their diaries to aid Justine.
7.6	Implementation Workshop is to be arranged with Justine Palin taking the lead

<b>8</b>	<b>CLOSING MATTERS</b>
8.1	The Chair thanked everyone for their attendance and closed the meeting.
8.2	The next meeting is due to take place from 10am to noon on 21 November 2017 in meeting room 503 Townside.



BURY HEALTH SOCIAL CARE  
TRANSFORMATION PROGRAMME BOARD  
Action Log  
Updated 24 October 2017

Meeting Date	Action	Progress Update	Open/Closed
06/07/2017	Action 5: Draft specification for requirements of external provider	<b>August:</b> Draft Spec not yet produced. Planning "what the programme should look like" underway.	Open
07/04/2017	Action 6: MW/SK to advise on funding streams, including BCF to support new developments included in the report (reablement, Bealeys community beds)	A meeting had taken place between LA and CCG finance and commissioning colleagues looking at the financial positions including approach to use of "contingency". The figures are to be revised but could change depending on transformation funding decisions.	Open
26.09.2017	Action 7: Declarations of Interest	MOD to circulate Declarations of Interest at next meeting.	Open
24.110.2017	Action 8 : Minutes of last meeting	DH to amend minutes to reflect MW attendance at the meeting on 26 September 20178	Open
24.10.2017	Action 9: Declaration of Interest Form	DH to forward DoI form to SMC	Open
24.10.2017	Action 10: PMO Specification	COG confirmed that he would share the PMO specification with the commissioners	Open
24.10.2017	Action 11: Implementation workshop	Justine Palin to co-ordinate	Open