

System Management Board

29th January 2020, 15.00-17.00 Room 3, Education Centre, North West Boroughs FT, Hollins Park, Winwick, Warrington WA2 8WA

Final MINUTES

Present:

Alan Yates (AY)	Chair	HCP Executive Team	
Sam Proffitt (SP)	Interim Lead	HCP Executive Team	
Steven Broomhead (SBr)	Chief Executive	Warrington Borough Council	
Linda Buckley (LB)	Director of Strategic Transformation, Locality Director (C&M)	NHS North West/HCP Executive Team	
Ben Wright (BW)	Director of Strategy & Governance	HCP Executive Team	
Mel Sirotkin (MS)	Director PHE Northwest	Public Health England	
Edna Boampong (EB)	Communications Lead	C&M Health & Care Partnership	
Sarah O'Brien (SO'B)	Chief Officer	NHS St Helens CCG	
Clare Watson (CW)	Chief Officer	NHS South Cheshire & Vale Royal and Eastern Cheshire and West Cheshire CCGs	
Kath O'Dwyer (KO'D)	Chief Executive	Cheshire East Council	
Gerald Meehan (GM)	C&M Advisor	HCP Executive Team	
Ann Marr (AM)	Chief Executive	St Helens & Knowsley Teaching Hospitals NHS FT	
Marie Boles (MB)	Director of Nursing	HCP Executive Team	
Jan Ledward (JL)	Chief Officer	NHS Liverpool CCG	
Raj Kumar (RK)	GP Federation Representative	Eric Moore Health Centre	
Ann Marr (AM) Chief Executive St Helens & Knowsley Hospitals NHS FT		St Helens & Knowsley Teaching Hospitals NHS FT	

In attendance:

Heidi Swann (HS)	Executive Assistant (minutes)	C&M Health & Care Partnership
Diane Whittingham (DW)	Senior Associate	HCP Executive Team
Michael West		PA Consulting
John Rooke		PA Consulting
Phil Wadeson	Advisor	C&M Health & Care Partnership

Eileen O'Meara	C&M Population Health	Director of Public Health and Public
	Clinical Lead Protection for Halton and W	

Apologies:

Dwayne Johnson (DJ)	Chief Executive	Sefton Borough Council
Warren Escadale (WE)	Chief Executive	Voluntary Sector North West
Terry Whalley (TW)	Director of Delivery	HCP Executive Team
Simon Barber (SBa)	Chief Executive	NW Boroughs NHS FT
Dave Sweeney (DS)	Implementation Director	HCP Executive Team
Kieran Murphy (KM)	Clinical Lead	HCP Executive Team

Agenda No	Item	Action		
SMB/20/01	Welcome, Introduction and Apologies			
	AY welcomed the board members and introductions were made. John Rooke and Michael West from PA Consulting are in attendance for the Governance MOU discussion.			
	Apologies were received and noted as above.			
	It was noted that Steve Broomhead must leave at 16.00pm			
SMB/20/02	Minutes/Actions of the last meeting			
	The minutes of the meeting held on 18 th December were accepted as an accurate reflection of the meeting and all actions were marked as complete.	ALL		
SMB/20/03	H&CP Lead Update			
	Operational Plan	SP/AY		
	SP updated on the operational plan which will require further work to reduce the financial gap across Cheshire and Merseyside.			
	Chief Officer Update			
	AY confirmed that we have received 3 applicants to date for the Chief Officer post and interviews are scheduled for Thursday 13 th February.			
	Publication of Plans			
	AY addressed members to advise that the date for publication of plans is March 2020.			

Place & Programme Updates					
SMB/20/03	Reducing Health Inequalities	EOM			
	Eileen Omeara advised members the purpose of this paper is to set out the benefits of Cheshire and Merseyside adopting an evidence based approach to tackling health inequalities by exploring the opportunity of becoming a Marmot Community.				
	AY addressed members to gauge the level of support for this approach. EOM confirmed that it has been well received in Place and has already been agreed and adopted in Warrington, Cheshire East and Halton. K O'D supported the need for this to be led by place but said that C & M could adopt to ensure more benefit for system. SBr queried the cost involved to take this forward. EOM confirmed that £62K funding has been received from the Innovation Agency to implement this.				
	JL confirmed that she will need to address this with Liverpool HWB before making decisions.				
	The board agreed that this should be led by Place.				
	The System Management Board agreed to support this and for Place to take this forward.				
ICS Governance Steering Group					
SMB/20/04 Acute Sustainability					
	DW explained the work being done to undertake a stocktake and discussed the next steps which would produce a case for change, the necessary governance and the clinical priorities.	DW			
	DW confirmed it was important to get the right leadership and ownership to take forward to implementation. A standardised approach and defined processes are needed. Continued working with NHSE/I, CCGs, Place & Partnership is crucial for decision making.				
	DW advised that further information will come to March board. Relaunch April.				
	The System Management Board noted the progress to date and the looked forward for a further update at the March Board.				
Strategy, Planning & Governance					
	Governance Group Update	AY			

Draft MOU

The board reviewed the draft MOU and a detailed discussion took place about how this might be taken forward for agreement across the system. It was clear from the discussion that further work will be required to discuss the detail of the document and gain wider agreement within each place. It was acknowledged that places are at different stages of readiness to sign up to the MOU. Some members felt that there needs to be a little less detail in the document whilst other felt that a bit more clarity in terms of process for area such as capital prioritisation should be included. It was agreed that the main part will be to agree to principles but it was generally agreed that the document itself was quite robust but the work required would be to engage further in each place including local authority colleagues

Action: SP to establish an approach to take the work forward and update at the February meeting The board supported a purposeful pause and agreed to review progress at the SMB in March

Scheme of Delegation

SP advised the purpose of this paper is to establish a broad Scheme of Delegation covering direct expenditure incurred in the management of the Health and Care Partnership and the transfer of funds to partner organisations.

This is to protect officers and have transparency on transactions that occur and set out thresholds and decision-making points.

The Board agreed to:

Approve and adopt the attached Scheme of Delegation for the Cheshire & Merseyside Health and Care Partnership to have immediate effect

Review the Scheme of Delegation at least on an annual basis.

Hosting Proposal

Jan Ledward declared a conflict of interest at this point which was noted by the board.

PW updated members on the work done to date with the hosting arrangements. He confirmed that the "Liverpool System" Liverpool CCG and Liverpool University Hospitals NHS FT are the preferred bidder and discussions are ongoing. PW advised that he is expecting a fully costed implementation plan which will be brought

SP

SP

	back to board when received to discuss with hosting going live from 1st April 2020.			
	The Board Agreed the following;			
	To note progress to date			
	Agree and ratify the process for selecting the new host			
	Confirmed with Liverpool CCG and Liverpool University Hospitals NHS FT as the preferred partner subject to finalisation of the contractual arrangements			
SMB/20/06 Finance & Pe	rformance			
ONED/00/07	Due announce Doubenness on the date. Marrie O	O.D.		
SMB/20/07	Programme Performance Update – Month 9	SP		
	The Board noted the report			
SMB/20/08	FY 20/21 Programme Funding	SP		
	SP updated the board on the FY 20/21 programme funding paper to advise SMB of the need to now approve some initial spend on Collaboration at Scale and Core PMO assurance resources to ensure we're well placed to deliver from April. The PDO roles will be funded within the £350k PMO allocation.			
	The Board approved the following recommendations;			
	The commitment with MIAA will be non-recurrent for FY 20/21 only.			
	 PDO roles will be funded within the £350k PMO allocation set out above, as this is not dependent upon the further definition of scope / precise allocations to projects. 			
	We will, as we did in 19/20, assume an element of Collaboration at Scale budget will fund enabling / delivery resources to be leveraged across all agreed programmes / projects. This will amount to no more than 10% of the allocation to CaS set out above until and unless more detailed allocations have been confirmed.			
SMB/20/09	2019/20 Investment Funding Update	SP		

	SP advised the purpose of this paper is to advise SMB of December scheduled drawdowns of funding and amendments to funding allocations in 2019/20 based on most recent programme reviews. The Board noted the report	
SMB/20/10	Month 8 Position Report	
	The purpose of the paper was to provide an update on the C&M month 8 finance position as well as the forecast outturn.	SP
	The Board noted this report.	
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SMB/20/11	Communications Update	EB
	The purpose of the paper was to provide an update to the System Management Board about the communications and engagement activity delivered by the Partnership over the December 2019 period. The Board noted this report.	
SMB/20/12	AOB	
	None	
	Date and Time of the next meeting	
	Wednesday 26 th February 2020 - Time: 15.00pm to 17.00pm	

Action No.	Date Allocated	Owner	Actions	Status	Update
1	18.12.19	SP	Draft MOU Discussion. SP to bring back an approach for taking the work forward	Due	On agenda
2	18.12.19	BW	Next Steps time line for LTP requested by Steve Broomhead	Due	On Agenda
3	18.12.19	SP	Sam to request Louise Shepherd and Kate Warriner attend a future SMB Board to address the Health System Led Investment (HSLI) Funding Requirement	Due	Completed and on Agenda
4	18.12.19	TW	TW to develop a more detailed Programme funding proposal based on agreed provisional funding allocations, with associated statement of benefits and governance proposals.	Due	On Agenda