

This meeting of the STP Board was not held in public, however these minutes are being published retrospectively. Business sensitive information has been redacted where necessary.

STP Board

Date: Thursday 14 September 2017
Time: 10.00-12.00
Location: Partnership Suite, Education Centre, Hinchingsbrooke Hospital

Present:

Gary Howsam (GH) Clinical Chair, CCG - Chair
Tracy Dowling (TD) Chief Officer, CPFT
Prof John Wallwork (JW) Chairman, Papworth
Stephen Posey (SP) Chief Executive, Papworth
Rob Hughes (RH) Chairman, NWAngliaFT
Stephen Graves (SG) Chief Executive, NWAngliaFT
Mike More (MM) Chair, CUHFT
Julie Spence (JS) Chair, CPFT
Nicola Scrivings (NS) Chairman, CCS
Mark Turner (MT) Director of Major Projects, Strategy and Transformation, CUHFT
Jess Bawden (JB) Director of Corporate Affairs, CCG
Alex Gimson (AG) CAG Chair
Mark Millar (MM) FPPG Chair
Scott Haldane (SH) Interim Executive Programme Director, SDU

In attendance:

Catherine Pollard (CP) Executive Programme Director, SDU
Gemma McGeachie (GMG) System Strategy, Planning & Development Director
Robin Douglas (RD)
Laura Anthony (LA) Programme Governance Manager, SDU - *Minutes*

Apologies:

Roland Sinker (RS) Chief Executive, CUHFT
Jonathan Dunk, (JD) Interim Chief Officer, CCG
Matthew Winn (MW) Chief Executive, CCS

| Agenda | Action |
|---|---------------|
| 1 Welcome and Introductions | |
| GH welcomed the group and introductions were made. | |
| 2 STP Board Development | |
| Robin Douglas, from the Eastern Academic Health Science Network attended the meeting to present feedback from the Board Development discussions that he had held with members meeting saying over the Summer. | |
| A summary of the discussions with the STP Board members was tabled and provided overall impressions, dilemmas and challenges and proposed actions. | |
| Members reflected on the summary and highlights discussed were: | |

This meeting of the STP Board was not held in public, however these minutes are being published retrospectively. Business sensitive information has been redacted where necessary.

- The STB Board have a key role to play as system leaders and need to demonstrate ambitious tone and attitude.
- Need to have a clear vision and understanding to ensure leadership is confident in the ask.
- Clarity is still required on the role of the Independent Chair.

The STP Board thanked RD his support.

(RD left the meeting at 10.45am)

3 STP Governance and Infrastructure for Delivery

Terms of Reference

STP Board dates have been confirmed and in the diaries until March 2018. Further dates for 2018/19 will be organised in due course. The draft STP Board Terms of Reference were updated following the Chairs and Chief Executive meeting held on 29 June, however further clarity was required on responsibilities, accountability and reporting and membership of the Board.

A proposal of responsibilities was recommended to the STP Board. The Board **agreed** to the proposed responsibilities alongside inclusion of responsibility for the vision of the STP, as well as reinforcing the Board's accountability to public and stakeholders.

AG confirmed alongside the review of the STP Board responsibilities, CAG is also reviewing its Terms of Reference to include impact assessment and review of disinvestments as well as investments. The STP Board discussed the need to ensure there is no duplication across the system as impact assessments are completed by the CCG as part of their Statutory duty when decommissioning services. It was **agreed** that conversations should take place regarding the role of CEC and CAG and whether the CCG Governing Body could delegate authority to CAG to avoid duplication.

It was **agreed** to extend November's STP Board to discuss the medium-term priorities for the next 3-6 months, and have a clear understanding on what had been achieved since the original STP submission. The STP Board also reflected on using this meeting as an opportunity to reflect on the initial vision and whether this still resonates.

The STP Board were asked to consider several proposals on how the STP Board delivers on the need for openness and accountability. The Board discussed how there is further maturity needed in the new Board and holding meetings in public would not be appropriate currently. There was an **agreement** to ensure reporting following each Board is ratified at each public board meeting of individual member organisations.

In terms of trying to achieve fiscal stability across the system, discussion took place on whether an agreed System Control Total and removal of PBR was the right choice or a sensible choice. It was felt that further review of this would be needed to inform such a decision.

This meeting of the STP Board was not held in public, however these minutes are being published retrospectively. Business sensitive information has been redacted where necessary.

(MM left the meeting)

Independent Chair

SH provided a brief update on the Independent Chair appointment process. The job description has been updated following comments received thus far. The STP Board **agreed** that the Chair should have a standing invitation to attend public meetings of each organisational board, but would only be expected to attend if diaries permitted i.e. Attendance would not be prescribed/demanded.

The Board reflected on whether a rotating Chair would be feasible as there is already an investment and ambition to drive the STP from within the existing Chairs. However, it was felt that this would be hard to balance logistically and remain independent.

It was **agreed** to use a local recruitment agency to run a head hunting process across Cambridgeshire and Peterborough alongside the internal system discussions which have been taking place.

It was **agreed** to delegate authority to TD to move forward with the process, confirm WTE and salary, and refine job description to ensure added value.

Due to the number of outstanding decisions and items to discuss it was proposed to hold a further STP Board in October if diaries permit.

Action: LA to review diaries and organise October STP Board meeting.

LA

It was **agreed** for GH to continue chairing the STP Board in the interim prior to and Independent Chair being appointed.

(JW left the meeting at 11.55am)

Remit of Health & Care Executive

At the August HCE meeting, the HCE acknowledged that there is a large overlap in attendees at both the STP Board and HCE, therefore there is an opportunity to review the role and remit of the HCE. The STP Board **agreed** to delegate authority to the HCE to agree a recommendation to the STP Board at the October meeting.

Stakeholder Group

The Chairs and Chief Executives reviewed the draft Terms of Reference for the proposed Stakeholder Group on the 28 June where it was agreed to rescope the Stakeholder Group once the STP Board was established. It was **agreed** that a better process is required for wider patient, public and stakeholder engagement and holding regular events throughout the year may be more appropriate than a smaller Stakeholder Group twice a year. It was therefore **agreed** to move away from a Stakeholder Group and focus on the wider STP engagement strategy.

TD updated the STP Board on a meeting held with Gillian Beasley, Liz Robin and Wendi Ogle-Welbourn to discuss Local Authority representation on the STP Board. It was confirmed Wendi Ogle-

This meeting of the STP Board was not held in public, however these minutes are being published retrospectively. Business sensitive information has been redacted where necessary.

Welbourn will sit on the STP Board as an executive role. The STP Board were also keen to involve Local Authority members in attendance at the STP Board, and this will be discussed further in the October STP Board meeting. It was **agreed** Local Authority members and executive representatives will be non-voting members of the Board.

4 Capped Expenditure Process

This item was not discussed.

5 Medium Term Task and Finish Group

This item was not discussed.

6 Agree agendas for the next STP Board meeting

The following items were agreed to be discussed at the next meeting:

- Finalising the STP Board Terms of Reference
- Setting priorities for the next 3 to 6 months.
- Reflecting on the original STP plan and review what has been achieved.

Action: LA to add items to future meeting agenda planner.

LA

7 AOB

- MM has been invited to attend a National Housing Conference, it was confirmed the HCE meet with the Cambridgeshire Public Service Board on a quarterly basis where housing is discussed.

(JS & MM left the meeting at 12.00)

The meeting closed at 12.05pm

Next meeting: Monday 16th October 2017

Author: Laura Anthony, Programme Governance Manager, September 2017