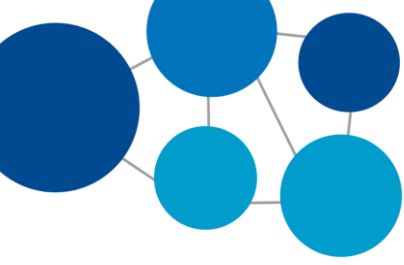


Programme Board

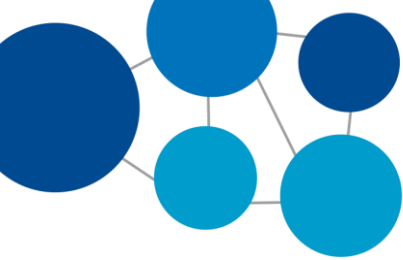
Meeting Agenda

Wednesday 25th April 2018 | 10am – 12pm | Syndicate Rooms 3&4 | SECC Building RSH

	Item	Lead	Papers
1.	Apologies		
2.	Declaration of Interests	SROs	
3.	Minutes of meeting held on 31 st January 2018	SROs	Enc. 1
4.	Matters Arising – Action List from the last meeting	SROs	Enc. 2
5.	Programme Directors report <ul style="list-style-type: none"> • Public consultation documents survey and marketing materials • Future Fit Timeline for discussion 	Phil Evans	Dropbox Links Enc.4
6.	Priority Action Plan resulting from External Assurance/Reviews and CCG Approval caveats	Phil Evans	Enc. 5
7.	Draft Future Fit Consultation Schedule	Pam Schreier	Tabled
8.	Future Fit Equality and diversity considerations	Pam Schreier	Enc.6
9.	Programme Risk Register	Phil Evans	Enc. 7
10.	Publication of Board Papers	SROs	
11.	Any Other Business	All	
12.	Dates of Next Meeting: <i>Wednesday 23rd May 2018 11am – 1pm Meeting Room A Education Centre PRH</i>		



Enclosure 1



Future Fit Programme Board

Wednesday 31st January 2018 | 2:30pm – 5:00pm | Syndicate Room 2 SECC

Attendance:

Dr Simon Freeman (Chair)	<i>Accountable Officer Shropshire CCG</i>
David Bell	<i>Healthwatch Telford</i>
Dr Stephen James	<i>Clinical Director of Information & Enhanced Technologies Shropshire CCG</i>
Phil Evans	<i>STP/ Future Fit Programme Director</i>
Haley Barton	<i>STP Project Support / Future Fit Programme Administrator</i>
Claire Skidmore	<i>Director of Finance Shropshire CCG</i>
Jan Ditheridge	<i>CEO Shropshire Community Health</i>
Graham Shephard	<i>Shropshire Patient Representative</i>
Daphne Lewis	<i>Healthwatch Shropshire</i>
Pam Schreier	<i>STP Communications and Engagement Lead</i>
Rod Thomson	<i>Director of Public Health Shropshire</i>
Cathy Riley	<i>SSSFT</i>
Andy Burford	<i>Telford & Wrekin Council</i>
Andrea Blayney	<i>Monitoring and Scrutiny Management Officer Powys CHC</i>
Liz Noakes	<i>Telford & Wrekin Council</i>
Sam Tilley	<i>Director of Corporate Affairs Shropshire CCG</i>

Teleconference:

Adrian Osbourne	<i>Communications and Engagement Powys Teaching Health Board</i>
Dave Evans	<i>Accountable Officer Telford and Wrekin CCG</i>

Apologies:

Mr Edwin Borman	<i>Medical Director SaTH</i>
Dr Julian Povey	<i>Clinical Chair Shropshire CCG</i>
Simon Wright	<i>CEO SaTH</i>
Kate Shaw	<i>Sustainability and Transformation SaTH</i>
Dr Jo Leahy	<i>Clinical Chair Telford & Wrekin CCG</i>
Mark Brandreth	<i>CEO RJAH</i>
Neil Nisbet	<i>Deputy CEO SaTH</i>
Emma Pyrah	<i>Programme Manager Future Fit</i>
Frances Hunt	<i>Powys CHC Chair</i>
Jane Randall Smith	<i>Healthwatch Shropshire</i>
Gill Stewart	<i>Healthwatch Telford</i>

1.0 Declarations of Interest:

1.1 There have been no declarations of interest from the Future Fit Programme Board Members.

2.0 Previous Mins:

2.1 The previous minutes on the 13th November 2017 have been accepted as an accurate record.

3.0 Actions:

3.1 Risk 4: This item is to be picked on the agenda.

4.0 Programme Directors Report:

4.1 New terms of reference is being revised for the Integrated Impact Assessment Workstream with a new chair which is Bev Tabernacle who is the Director of Nursing of RJAH. This group will be feeding back to the Future Fit Programme Board in regards to their IIA Mitigation plan.

ACTION: Future Fit critical path needs to be reviewed and the months are to be removed and replaced with "Months 1-12"

4.2 The consultation period is a 12 week process, It is important to note that any public holidays will add 2 weeks to the consultation.

4.3 Jan Ditheridge: Jan has asked the question of if we get the go ahead is there anything else that is required from this group?

4.4 Simon Freeman: As far as Simon is concerned there is nothing left for this board to approve.

5.0 Update on the consultation documents:

5.1 Pam Schreier: Pam would like the group to note that the consultation documents have been approved by both CCG boards, reviewed by the HOSC and these documents have also gone through the NHSE Assurance Process. This has also gone through the NHSE sign off. The HOSC challenged us on our engagement with the public.

5.2 Pam Schreier: Given that this health economy hasn't done a consultation of this scale we have linked up with The Consultation Institute that are guiding us throughout this process in terms of our communications and engagement.

5.3 Pam Schreier: There is a new Future Fit website being developed that will go live once consultation start, this is currently being tested through the Stakeholder Reference Group, this website will be shared widely prior to going out to consultation.

5.4 David Bell: We have all got to be equal in terms of what information and access is given to Shropshire and Telford & Wrekin, also taking into consideration North Wales.



5.5 David Bell: No information has been given in Telford since the last FF Programme Board. We need to ensure that

ACTION: Pam Scherier needs to have a conversation with David Bell and Andrea Blayney prior to consultation to ensure that sufficient engagement has been done.

5.6 Pam Schreier: Public exhibitions are being organised, there are currently 8 market place events and around 50 pop up events that have been planned in. More of this engagement can be developed if need be. We have an independent organisation who will be doing the collation of the feedback from the surveys.

5.7 Liz Noakes: Public exhibition events, in terms of looking at the size of population Pam would need to ensure that she is representing the size of the population for instance in Telford there are a lot of smaller burrows other than just Wellington.

ACTION: Rod and Liz to feedback to Pam Schreier in regards to public exhibition events.

5.8 Simon Freeman: For the purpose of informing the board, what is the process following consultation?

5.9 Pam Schreier: Following consultation we will receive a lot of FOI's and a lot of questions. The website will be continued to be updated with these queries. There will be an independent organisation that will be doing the analysis and providing a formal report post consultation. This feedback will be sent back to the boards for consideration, this will be including the FF Programme Board.

5.10 David Bell: David would like to see patient representatives like healthwatch invited to the public events in order to facilitate consultation.

5.11 Liz Noakes: Have you procured the independent company who will be providing the analysis and have they been appointed?

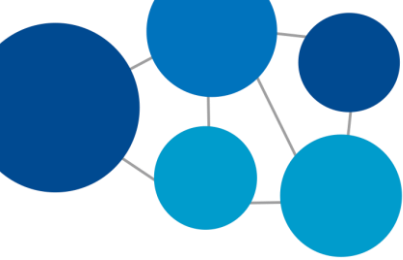
5.12 Pam Schreier: This Company is separate from the consultation institute and yes they have already been appointed and we are working closely with them prior to consultation.

6.0 Draft action plan resulting from External Assurance / Reviews and CCG Approval caveats:

6.1 The group have asked that this action plan be kept separate from any other action plan due to the scale of work

ACTION: Phil Evans to look at procurement for the WMAS modelling before the February 2018 meeting.

6.2 Simon Freeman: Simon advised the group that is important that the HOSC sees this specification and the final report as soon as possible.



7.0 Governance arrangements for the next stage of programme decision making post consultation:

7.1 The two CCG's are committed to having a joint committee in month 9, it is not yet clear on the exact make up of this joint committee or the membership. This is currently being evaluated and looked into by the two CCG's.

8.0 Feedback from STP Workstream- STP Director's report January 2018:

8.1 This document has been circulated to the board, this is a snapshot that is produced and circulated on the second week of the month. This is for information in order to keep the group updated of the work going on in the STP.

9.0 Programme Risk Register:

Number 16: Simon Freeman is dealing with a parliament hub request at the moment in regards to this, on Friday the 19th January 8 Simon met with... There is regular engagement with the HOSC on engagement

10.0 Publication of Board paper:

We have agreed to publish board papers following the meetings along with the approved meeting minutes and the updated critical path with the moths changed to month 1,2,3,4 etc.

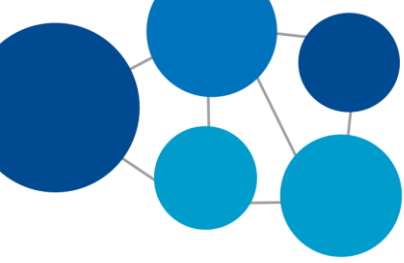
11.0 Any other business:

11.1 David Bell: There may be public questions as to why there has been a delay in going out to consultation.

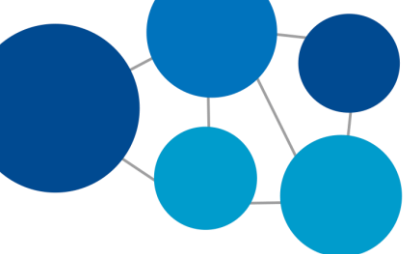
11.2 Simon Freeman: We have pressed significantly to advise that this programme needs to go out to public consultation, without answers. Simon has advised that we remain waiting for an answer on the go ahead to go out to consultation, along with a number of reconfigurations in the UK. Hopefully we will have an answer fairly.

12.0 Dates of the next meeting:

The date of: 26th February 2018 has been suggested by the membership.



Enclosure 2



	Open
	Item due at this meeting
	Closed

Item No.	Meeting Date	Agenda Item	Action Point	Owner	Agreed Due Date	Revised Due Date	Comments/ Updates	RAG	Status
1.	31.01.2018	4	Future Fit critical path needs to be reviewed and the months are to be removed and replaced with "Months 1-12"	Pam Schreier	25.04.2018				Closed
2.	31.01.2018	5	Pam Scherier needs to have a conversation with David Bell and Andrea Blayney prior to consultation to ensure that sufficient engagement has been done.	Pam Schreier	25.04.2018				Open
3.	31.01.2018	5	Rod Thomson and Liz Noakes to feedback to Pam Schreier in regards to Future Fit public exhibition events	Rod Thomson /Liz Noakes/ Pam Schreier	25.04.2018				Open
4.	31.01.2018	6	Phil Evans to look at procurement for the WMAS modelling before the February 2018 meeting.	Phil Evans	25.04.2018				Open
5.	31.01.2018	4	Future Fit critical path needs to be reviewed and the months are to be removed and replaced with "Months 1-12"	Pam Schreier	25.04.2018				Closed

6.	31.01.2018	5	Pam Scherier needs to have a conversation with David Bell and Andrea Blayney prior to consultation to ensure that sufficient engagement has been done.	Pam Schreier	25.04.2018				Open
7.	31.01.2018	5	Rod Thomson and Liz Noakes to feedback to Pam Schreier in regards to Future Fit public exhibition events	Rod Thomson /Liz Noakes/ Pam Schreier	25.04.2018				Open