

MINUTES

Meeting	STP/ICS Partnership Board
Date and time	10am to 12noon, Tuesday, 5 November 2019
Location	Motivation Room, Village Hotel, Castle View, Forstal Road, Maidstone, ME14 3AQ
Chair	David Highton, Interim Chair of Kent and Medway STP

Discussion points and key decisions

1. Welcome, introductions and declarations of interests

- 1.1. David Highton welcomed members to the meeting.
- 1.2. There were no declarations of interest.
- 1.3. Apologies were noted as per page 10 of this document.

2. Minutes and actions (previous from 3 October 2019)

- 2.1. The previous minutes were agreed by the group.
- 2.2. The outstanding actions have been completed and closed.

3. Long Term Plan – Kent and Medway Strategic Delivery Plan for 2019/20 to 2023/24

- 3.1 The ICS/STP Partnership Board was asked to endorse the Kent and Medway Strategic Delivery Plan for 2019/20 to 2023/24.
- 3.2 Lisa Keslake gave an update on the changes made to the plan, following feedback from the last Partnership Board. It has been agreed with NHSE/I that the plan will be formally submitted on 7 November, following discussions at Partnership Board. The plan will form the strategy for the single Clinical Commissioning Group and it will be the framework that underlines both the strategic and operational principles.
- 3.3 Michael Ridgwell thanked and praised the team that had produced the strategic delivery plan. He added three points that following feedback from NHSE/I more clarity maybe sought on:
 - finance
 - trajectories for constitutional targets
 - current performance.

Discussion points and key decisions

3.4 Bob Bowes said the plan needed to reflect the journey of the case for change more clearly.

3.5 Ian Ayres suggested the anchor point was population health. He said this needed more focus after the plan was submitted and it was for the four ICP footprints to take forward delivery.

3.6 David Highton said we should not lose sight of the 1 April deadline for the single CCG and the amount of work that needs to be completed to get to the point of merger. David also responded by saying that we should recognise what has been achieved getting the document to NHSE/I by the deadline, however there is still further work to be done.

3.7 There were three actions in terms of changes to the plan, of which all have been actioned. These were to provide more detail about:

- the significance of capital in East Kent
- the limitations of the plan at this point in time
- LD and autism.

3.8 David Highton suggested including an executive summary of the five year plan and a plan on a page. Julia Rogers said a summary and easy read version had already been drafted and would be published alongside the plan, she agreed to produce a plan on a page to accompany these. She said due to Purdah, publication was unlikely now until January.

3.9 Members **AGREED** to endorse the Kent and Medway Strategic Delivery Plan for 2019/20 to 2023/24.

ACTION: Julia Rogers to produce a plan on a page to publish alongside five year plan.

4. East Kent - Pre-consultation Business Case – (PCBC)

4.1. Victoria Nystrom-Marshall gave members an update on the East Kent PCBC supported by slides previously circulated. Victoria described the evaluation process of the two options for the configuration of hospital services against five criteria, which were then assessed independently of the other against a 'Do minimum' control option.

Discussion points and key decisions

- 4.2. Victoria Nystrom-Marshall explained the timeframe for the submission of the draft pre-consultation business case (PCBC) to NHSI/E following the endorsements from the relevant boards.
- 4.3. Caroline Selkirk added there will be nothing going out into the public domain at this stage due to Purdah.
- 4.4. Michael Ridgwell agreed it was positive to have produced the draft East Kent PCBC, which was in a good position.
- 4.5. Steve Innett questioned how the next steps were going to be communicated to the public and said lessons could be learned from the stroke review. Caroline Selkirk said the team was working closely with Julia Rogers and communications and engagement teams on this.

5. Full business case and contract award recommendation for Kent and Medway Care Record (KMCR).

- 5.1. Evelyn White gave an overview of the full business case for the KMCR requesting endorsement of the Partnership Board members. She highlighted an area for attention being safeguarding and vulnerable adults information, not being held previously on the record for these groups. She then invited any further questions.
- 5.2. Andrew Scott-Clark asked about the timescale for the key decisions and to align these with the KCC/Medway Council process. He also asked about drug and alcohol support providers that are not in scope, and will this be articulated in the second round.
- 5.3. Ian Ayres asked if providers will use this and is the understanding that if a provider is involved it can be taken that they will be using this system. Evelyn White said any provider that has been commissioned for it will be using the system, but agreed there was a need for better internal dialogue. Susan Acott mentioned that hospital providers have all been involved.
- 5.4. Martin Riley asked if there was a risk share if an organisation did not sign up. Evelyn White said the greatest risk will be everyone involved but not all having been set up until September. Primary care and social care could be interlinked. Community level of interfacing is to be concentrated on. There will be a need for more detailed discussions with the preferred supplier.

Discussion points and key decisions

5.5. There was a view from Dr Gaurav Gupta that digitalisation needs to be equal across all GPs and acute settings, otherwise GPs will not be on board. EMIS is the system used by the GPs currently, but hospitals are still using patient notes.

5.6. Bob Bowes suggested four points for consideration – semantics, use of different language, technical issues, receipt of action will be required.

5.7. Bob Bowes asked for clarity on the cost of the programme, noting an error on one of the reported figures. Evelyn White agreed to adjust these to show the correct figures.

ACTION – Evelyn White to make adjustment to the slide to rectify the figures.

5.8. Ian Ayres asked if on slide 51 the £19 million included the contingency costs. There was a view raised by David Brake that the word contingency be taken out, because there is a risk of this allowance being run away with and used up in the development of the project.

5.9. Michael Ridgwell recapped on the things that had been highlighted as concerns and expressed these will need to be refreshed in the detailed implementation plan, and will form part of the future discussions.

5.10. The Partnership Board endorsed the business case and contract award for the KMCR.

6. Analytics Strategy Update

6.1. Marc Farr has brought this to the Partnership Board group to endorse the strategy. He gave an overview of the strategy.

6.2. David Highton asked if the previously spoken about shared record KMCR would link with the analytic strategy, and asked how this all fits together. Marc explained data will be acquired from the KMCR and the strategy sets out how that information will be used more effectively.

6.3. Members **AGREED** the strategy.

Discussion points and key decisions

7. Kent County Council Strategic Statement

7.1. Debra Exall presented slides previously circulated. She explained Kent County Council's 5 year plan translating the political priorities into an organisational strategy. There is a desire to align this strategy with those of the partners' strategic plans and priorities, to have clear outcomes for Kent residents, clear objectives for what Kent County Council will do and how they will work, and be clear about what they want to achieve in collaboration with partners.

7.2. Debra Exall outlined the timeframes within the strategy, with the approvals scheduled for March 2020 and communications and delivery being achieved in April 2020 and onwards.

7.3. Susan Acott mentioned good experience is to link borough councils and local councils and work together.

7.4. Bob Bowes expressed it is written in different language to that used in health.

7.5. Lisa Keslake said the themes align with the Long Term Plan, but a discussion on a need to have an umbrella strategy rather than the many strategies which causes confusion to the public, would be welcomed.

8. Chief Executive's update

8.1. Glenn Douglas gave an update to the group on the slides that had been previously circulated for the Estates Strategy check in noting that the strategy was well received by NHS E/I.

8.2. Glenn Douglas updated members on the system year-to-date financial position, which is showing a £1.2million positive variance noting that the figures do not include CSF, PSF, MRET and FRF funding.

9. Any other business

9.1. There was no other business.

The meeting closed at 12.03pm

ACTIONS – to be reviewed at the next meeting

Action	Owner	Deadline
Julia Rogers to produce a plan on a page to accompany the summary versions of the Long Term Plan/K&M strategic delivery plan for 2019/20 – 2023/24 to be published early next year.	Julia Rogers	January 2020
From the KMCR update there was a discrepancy raised on the figures that were displayed on slide 49 of the presentation – adjustments to be made to rectify these figures	Evelyn White	January 2020

ATTENDEES

Name	Role	Organisation
David Highton	Interim Chair	Kent & Medway Sustainability & Transformation Partnership
Andrew Scott-Clark (and representing Penny Southern)	Director of Public Health, Prevention SRO	Kent County Council
Bob Bowes	CCG Clinical Chair	NHS West Kent CCG
Bob Cook	Head of Strategy & System Intergration	Maidstone and Tunbridge Wells NHS Trust
Caroline Selkirk	Managing Director – East Kent CCGs	NHS East Kent CCGs
Claire Lloyd-Cowtan	Programme Administrator	Kent and Medway Sustainability & Transformation Partnership
David Brake	Portfolio Holder for Adult Services/Chairman	Medway Council/Medway Health & Wellbeing Board
Diane Marsh (cldr.)	Deputy Cabinet Member for Adult Social Care and Public Health	Kent County Council
Faye Rye	Programme Manager	Kent & Medway Sustainability & Transformation Partnership
Gaurav Gupta	Chair	Kent Local Medical Committee
Glenn Douglas	Chief Executive and Accountable Officer for Kent & Medway CCGs	Kent & Medway Sustainability & Transformation Partnership

Name	Role	Organisation
Harvey McEnroe	COO	Medway NHS Foundation Trust
Ian Ayres	Managing Director - Medway, North & West Kent CCGs	Medway, North & West Kent CCGs
James Devine	Chief Executive	Medway NHS Foundation Trust
James Williams	Director of Public Health, Prevention SRO	Medway Council
Julia Rogers	Director of Comms and Engagement	Kent & Medway Sustainability & Transformation Partnership
Leslieann Osborn (Deputising for Louise Ashley)	Director of Strategy & Planning	Dartford and Gravesham Trust
Lisa Keslake	Director of Strategy & Planning	Kent & Medway Sustainability & Transformation Partnership
Martin Riley	Chief Executive	Medway Community Healthcare
Michael Ridgwell	Deputy Chief Executive	Kent & Medway Sustainability & Transformation Partnership
Mike Parks	Senior Primary Care Advisor	Kent & Medway Sustainability & Transformation Partnership
Neil Davis	Chief Executive	Medway Council
Paul Bentley	Chief Executive	Kent Community Health NHS Foundation Trust
Ravi Baghirathan	Director of Operations	Kent & Medway Sustainability & Transformation Partnership
Rebecca Bradd	Director of Workforce	Kent & Medway Sustainability & Transformation Partnership

Steve Inett	Chief Officer	HealthWatch
Susan Acott	Chief Executive, Digital SRO	East Kent Hospitals University NHS Foundation Trust
Victoria Nystrom-Marshall	East Kent Transformation Programme Lead	East Kent CCG

APOLOGIES

Name	Role	Organisation
Alan Jarrett	Leader of the Council	Medway Unitary Authority
Clair Bell (Cllr.)	Cabinet Member for Adult Social Care and Public Health (Diane Marsh deputising)	Kent County Council
Louise Ashley	Chief Executive (Leslie Ann Osbourne deputising)	Dartford and Gravesham NHS Trust
Fiona Armstrong	Clinical Chair, STP Clinical and Professional Board Co-Chair	NHS Swale CCG
Penny Southern (Andrew Scott – Clark deputising)	Director of Adult Social Care	Kent County Council
Lexy Young	Programme Administrator	Kent & Medway Sustainability & Transformation Partnership
John Potts	Chair and patient representation	STP Patient and Public Advisory Group (PPAG)
Miles Scott	Chief Executive	Maidstone & Tunbridge Wells NHS Trust
Phil Cave	Director of Finance	East Kent Hospitals University Foundation Trust