

NHS YORKSHIRE AND THE HUMBER

**INTERIM BOARD OF THE YORKSHIRE AND THE HUMBER
LOCAL EDUCATION AND TRAINING BOARD**

**Minutes of the meeting held on Tuesday 13 December 2011 at 9.30 am
in the Prince of Wales Meeting Room
National Coal Mining Museum, Wakefield, WF4 4RH**

- Present:**
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| Sir Andrew Cash (Chair) | Mr Adam Wardle |
| Mr Jonathan Brown | Ms Juliette Greenwood |
| Mrs Sharon Oliver | Dr Mark Purvis |
| Dr David Brown | Dr Steve Ball |
| Mr Mike Curtis | Dr Peter Belfield |
| Mr Phil Morley | Dr Peter Taylor |
| Mr Paul Harrison | Ms Fran Mead |
| Prof Rhiannon Billingsley | Ms Christine Boswell |
| Dr Mike Holmes | Mr David Wilkinson |
| Prof Nigel Bax (for Tony Kendrick) | Dr Peter Belfield |
| Ms Polly Sladen (for Phillip Marshall) | |
- In attendance:** Ms Kim Montacute, Miss Lauren Phillips
- Apologies Received:** Prof David Cottrell, Mr Tim Gilpin, Mrs Shirley Congdon, Mr Chris Butler and Ms Rebecca Smith

- 1. Welcome and Introduction**
Sir Andrew Cash welcomed everyone to the meeting and introductions were made.
- 2. Minutes of the Meeting held on 22 September 2011**
The minutes were agreed as a correct record.
- 3. Matters Arising**
There were no matters arising that were not included on the agenda.

OPERATIONAL/BUSINESS MATTERS

- 4. Appointment of Chair/Vice Chairs**
Mr Adam Wardle confirmed that Sir Andrew Cash, Chief Executive, Sheffield Teaching Hospitals NHS Foundation Trust had agreed to Chair the Board and that Mr Phil Morley, Chief Executive, Hull and East Yorkshire Hospitals NHS Trust and Mr Chris Butler, Chief Executive, Leeds Partnerships NHS Foundation Trust had agreed to act as Vice Chairs.
- 5. Finance Report**
Mr Mike Curtis presented the finance report. A discussion took place regarding the Strategic Reserve. It was reported that the Strategic Reserve (established mainly from brought forward underspends) currently stands at £18.4m and includes £10m which is being held to support delivery of the regional control total and financial strategy. The "bottom line" forecast surplus is based on the expectation that £5.9m of the Reserve will be utilised for education and training this year. Mr Curtis reported that discussion is taking place with NHS North of England to secure this reserve for training and education in 2012/13. This will be subject to national and regional controls on the rate at which brought forward underspends can be drawn down. Mrs Christine Boswell asked for clarification about the discussions taking place regarding the use of the Strategic Reserve, especially

given the need for workforce transformation in provider organisations. Dr Peter Belfield asked whether the move to NHS North of England would create a different view about the use of Workforce and Education underspends. Mrs Sharon Oliver stated that it was important for the YHLETB to maintain access to a Strategic Reserve in order to manage in year cost pressures and to retain the ability to respond to as yet unknown new costs. Mr Wardle reiterated that it was important for the Board to influence and shape the plans for the use of the Strategic Reserve.

Mr Curtis went on to explain that the 2012/13 Multi-Professional Education and Training (MPET) allocation from the Department of Health has not been confirmed but that further information was expected in early January 2012. With respect to the 2012/13 funding position, Mr Curtis stated that it was expected to be based on a “flat cash” position. This means that there will be baseline cost pressures. It was stated that the 2012/13 budget position will be discussed in greater detail at the February Board meeting. Professor Rhiannon Billingsley stated that it was important for Health Education England (HEE) and the Higher Education Funding Council for England (HEFCE) to have a strategic discussion about funding for health training and that the YHLETB should actively encourage this type of discussion. Professor Box asked about the status on SIFT non-tariff budget. Mr Curtis replied that SIFT non-tariff (education support) costs were currently not classed as part of the management costs and not subject to management costs reduction. They would however be reported separately and be expected to demonstrate value for money.

In conclusion and noting other points raised in the finance paper, Sir Andrew asked the Board to support the following key recommendations for approval by the SHA Board:

- The need to enter into new contracts with GP Practices and other training providers that extend beyond 31 March 2013, where these are required in order to sustain planned and funded training commitments, and to secure the training capacity required
- To approve the updated contract values to NHS organisations with a value over £250,000 and NHS organisations over £1 million
- To note the estimated requirement for cost reductions as a result of identified cost pressures and to develop a detailed budget plan for 2012/13

It was also stated that it was important for the NHS North of England Board to be aware that the YHLETB wishes to be actively involved in the plans for the use of the Strategic Reserve.

Action: The Board supported the key recommendations detailed above

6. Education Commissioning Report

Mrs Oliver presented the education commissioning report and tabled several other papers for information, including a diagram of the education commissioning and workforce planning cycle, diagrams of existing teams and relationships with key stakeholders, together with some examples of current development activities. It was stated that the key issue is to avoid a “boom and bust” cycle and that the aim of the commissioning intentions for 2012/13 was to achieve a steady baseline output. Mrs Oliver stated that there is an opportunity for NHS organisations to engage more actively in the commissioning cycle and to be more explicit in their requirements relating to skill mix and training for new roles. A discussion took place regarding the problems with short term planning and the need for long term workforce planning. It was stated that the bulk of education commissioning work was currently done via the existing Partnership Groups across Yorkshire and the Humber. It was recognised that there is a need to ensure the right representation from all organisations on these groups. The aim is to achieve more employer input into commissioning decisions and prioritisation. It was agreed that the YHLETB needs to

develop a long term view of what is important for staff development so that education commissions can match that need.

It was noted that a large proportion of the current education commissioning work also focuses around quality management and quality assurance, especially with regard to placement provision. It was acknowledged that training in the work place has a high impact on the quality of patient care being delivered.

Action: The Board agreed to endorse the education commissioning intentions for 2012/13

STRATEGIC ISSUES

7. Role and Method of Working of the LETB Board and Strategic Priorities

Mr Wardle introduced this item stating that the aim was to start developing thinking regarding the role and method of working of the LETB Board and identifying the key strategic priorities to focus on over the next 12 months. Mr Paul Harrison then introduced the Board Development session focusing on the development of the YHLETB in the following key areas:

- Shared Purpose
- Roles and Behaviours
- Objectives

The Board then worked in three groups to discuss one of the above areas and then provided feedback to the entire Board.

- **Shared Purpose**

The group provided the following feedback:

- Focusing on security of workforce supply is critical
- The YHLETB needs to take a long term focus and ensure that there are the right numbers of staff in the right place with the right skills
- The YHLETB needs to ensure that there is appropriate engagement from all providers of NHS services in its work
- The development of the 2013/14 commissioning plan needs fully engagement with all key NHS and non-NHS partners
- It is important to consider the skills set of the existing workforce
- The YHLETB needs to produce a compelling vision and engagement strategy

- **Roles and Behaviours**

The group provided the following feedback:

- The YHLETB needs to undertake collective decision making and respect the skills and experience of all Board members
- The Board needs to recognise conflicts of interest and implement effective resolution methods
- The YHLETB needs to work for the greater good of the system
- The YHLETB needs to develop a set of principles and code of behaviour based on fairness, equity and transparent decision making
- There needs to be a strong evidence base for decision making

- **Objectives**

The group provided the following feedback:

- A Task and Finish Group should be established to develop a MPET Review implementation plan for Yorkshire and the Humber

- A comprehensive education commissioning plan for 2013/14 should be established which takes full account of clinical workforce needs, together with the impact of new information technology
- To develop the functions of the YHLETB and its operating model

Following discussion the Board agreed the following three key objectives:

- Implementing the MPET Review across Yorkshire and the Humber
- Developing a comprehensive Education Commissioning Plan for 2013/14
- Developing the functions of the LETB and its operating model

Action: It was agreed that three Task and Finish Groups need to be established for each of the three objectives with appropriate Terms of Reference. At the next meeting of the Interim Board of the LETB, further work could be done to develop and refine the Terms of Reference and action plan. Mr Wardle agreed to co-ordinate the production of the three Terms of Reference.

8. Appointment of Postgraduate Dean

Mr Wardle informed the Board that Mr David Wilkinson has been appointed to the post of Postgraduate Dean. Mr Wilkinson is currently the Deputy Postgraduate Dean for West Yorkshire and Consultant Vascular Surgeon, Bradford Teaching Hospitals NHS Foundation Trust. The Board extended its congratulations to Mr Wilkinson on his appointment.

9. Yorkshire and the Humber Deanery (Presentation)

Mr Wilkinson gave a presentation regarding the key functions of the Yorkshire and the Humber Deanery and highlighted a number of current issues. A copy of the presentation is attached for information.

INFORMATION ITEMS

10. National Update

Mr Wardle informed the Interim Board that the Department of Health guidance relating to the development of LETBs is expected in late December/early January. The next Future Forum response led by Julia Moore is also expected to be published in December.

11. Key Recommendations Arising from Primary Care Think Tank

Dr Purvis outlined the key recommendations from the Primary Care Think Tank held on 29 June 2011. Dr Purvis proposed that a Primary Care Reference Group would be a good engagement mechanism and this was supported by the Board.

Action: It was agreed that Dr Purvis would establish a Primary Care Reference Group

12. Yorkshire and the Humber Health Innovation and Education Cluster (HIEC) Event

The HIEC stakeholder event scheduled for Monday 30 January 2012 in the Metropolitan Hotel, Leeds was noted.

13. Any Other Business

There was no further business to discuss.

14. Future Meetings

The next meeting will be held on Wednesday 1 February 2012 at 2.00 pm in the Prince of Wales Meeting Room, National Coal Mining Museum, Wakefield.

The dates and times of future meetings are as follows:

Tuesday 20 March 2012	2.00 pm	Venue to be advised
Wednesday 23 May 2012	2.00 pm	National Coal Mining Museum
Tuesday 17 July 2012	2.00 pm	National Coal Mining Museum
Wednesday 26 September 2012	2.00 pm	Normanton Golf Club
Thursday 22 November 2012	2.00 pm	National Coal Mining Museum