

NHS YORKSHIRE AND THE HUMBER

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

**Minutes of the meeting held on Wednesday 1 February 2012 in the
Prince of Wales Meeting Room
National Coal Mining Museum, Wakefield, WF4 4RH**

Present:

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	Mr Pat Crowley
Mr Phillip Marshall	Mrs Kathryn Riddle
Mr Paul Harrison	Ms Fran Mead
Prof Rhiannon Billingsley	Ms Christine Boswell
Mr David Wilkinson	Prof Tony Kendrick
Prof David Cottrell	Mr Tim Gilpin
Mrs Shirley Congdon	Ms Rebecca Smith

In attendance: Mrs Kim Wilshaw

Apologies Received: Mr Chris Butler, Dr Peter Belfield and Mr Phil Morley

1. Welcome and Introduction

Sir Andrew Cash welcomed everyone to the meeting and introductions were made. Sir Andrew then asked Mr Tim Gilpin to provide an update on local and national developments.

Mr Gilpin gave an overview of national progress with the transition process to the new workforce system and stated that Yorkshire and the Humber has made good progress and that the Local Education and Training Board (LETB) now needs to work towards the formal authorisation process.

Two letters were tabled (which are attached), one from Mr Jan Sobieraj, Managing Director, NHS and Social Care Workforce, Department of Health and one from Mr Gilpin, which both outline the next steps in the transition process. The next steps for the Interim Board of the Yorkshire and the Humber LETB include:

- Developing the vision, strategy and operating model as well as brand and identity
- Finalising core and additional functions
- Developing and agreeing the 2012/13 Business Plan
- Reducing running costs and delivering economies of scale
- Developing a multi-professional approach with the Deanery being integral to the LETB
- Building alliances with research networks and supporting translation of research into practice
- Ensuring effective partnerships and stakeholder engagement to include Universities, clinicians, employers, Local Authorities, regulators and Trade Unions

Other points to note were as follows:

- The process for selecting the independent Chairs of LETBs is to be announced in due course

- LETBs must ensure good representation of all stakeholders and make arrangements for multi-professional input, together with ensuring patient and public involvement.
- Mrs Kathryn Riddle has joined the Interim Board of the YHLETB as a Non-Executive representative and that she also holds the position of Chair of NHS North of England

2. Minutes of the meeting held on 13 December 2012

The minutes of the meeting held on 13 December 2012 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. Finance Report

Mr Mike Curtis presented the finance report. It was reported that the finances are in line with expectations, with a plan to end the financial year with a £14 million reserve. There is a cost pressure from the Student Bursary Unit and there has been some slippage in the End of Life Care programme. Interim Board members noted the update on the financial position.

5. Liberating the NHS: Developing the Healthcare Workforce – From Design to Delivery

Mr Adam Wardle presented the key points from *Liberating the NHS: Developing the Healthcare Workforce – From Design to Delivery* (a copy of the presentation is attached). Following the presentation, discussion took place regarding the following areas:

- Clarity is required about engagement of Local Authorities, Health and Wellbeing Boards and public health work streams going forward
- Clarity is required about the professional and managerial accountability of the proposed Director of Education and Quality post
- The relationship to the emerging Academic Health Science networks needs to be considered and developed
- The process for engaging stakeholders in the three localities across Yorkshire and the Humber needs to be developed
- Models and scenarios could be used to help devise a flexible operating model for the LETB to meet service needs

Action: Mr Wardle to devise arrangements for engaging local authorities by the next meeting

STRATEGIC ISSUES

6. Finance Strategy 2012/13

Mr Mike Curtis presented the financial strategic plan for approval prior to it being presented to the SHA Cluster Board (a copy of the presentation is attached). He explained the planning assumptions and priority areas for development. It was stated that there were six financial planning objectives:

- To meet baseline (ongoing) training and education commitments
- To meet requirements of the Department of Health Service Level Agreement and emerging costs pressures
- To ensure recurrent balance with circa 1% recurrent headroom
- To maintain and use a separate strategic reserve for managing non-recurrent funding and costs
- To aim for a stable and predictable financial environment in the medium term for training and placement providers
- To ensure value for money for the NHS

Mr Curtis outlined the proposed spending changes and assumptions with particular reference to rates and volumes, together with baseline budget changes to be accommodated in the 2012/13 budget plan. Discussion took place on how the LETB can best use the planned £2.1 million unallocated reserve for 2012/13 and beyond.

The Board were requested to:

- Approve the proposed outline budget for 2012/13
- Note the proposed Scheme of Delegation
- Note that the medium term financial plan will be updated to reflect any changes in longer term priorities emerging from the review of commissioning plans to be undertaken by the YHLETB in 2012/13
- Consider establishing priorities for the application of short term (non-recurrent) funding

The Board approved the outline budget for 2012/13 and the proposed Scheme of Delegation. The outline budget and proposed Scheme of Delegation will be presented for formal approval by the SHA Cluster Board in March 2012. Mr Curtis was asked to compile a list of priority spending options to be presented at the next meeting.

Action: Mr Curtis to compile a list of priority spending options for the next meeting. He will also write proposals for increasing the flexible spend in the longer term

7. Group Work on Task and Finish Groups

Mr Adam Wardle and Mr Paul Harrison introduced the group work session regarding the three YHLETB Task and Finish Groups. Mr Wardle confirmed that the Chairs of the Task and Finish Groups were:

- Dr Peter Belfield - Implementing the MPET Review across Yorkshire and the Humber
- Prof Rhiannon Billingsley – Developing a Comprehensive Education Commissioning Plan for 2013/14
- Mr Adam Wardle - Developing the Functions of the LETB and its Operating Model

Groups were asked to:

- Discuss and agree the proposed Terms of Reference
- Review and agree the objectives
- Consider and advise on the membership of the Task and Finish Group
- Consider the key elements of an action plan to take forward the work

Discussions took place in each group and the key next steps were agreed. It was agreed that regular reports on progress would be presented to the Board.

Action: Chairs to provide regular updates on progress to the Board

BOARD BRIEFING

8. Workforce Strategy, Planning, Development and Education Commissioning

Mr Jonathan Brown and Mrs Sharon Oliver gave a presentation outlining key strategic priorities and challenges regarding workforce strategy, planning, development and education commissioning for the YHLETB to consider. The Board were reminded about the *Workforce Ambitions* strategic document published by the SHA in 2009 and its refresh publication. The success of existing partnership working arrangements was also highlighted. The challenge for

the LETB is to maintain existing quality standards and workforce supply whilst planning for innovation and continued improvement on a system wide basis in the longer term. A copy of the presentation is attached for information.

INFORMATION ITEMS

9. National Update

This was provided by Mr Tim Gilpin in Item 1.

10. Any Other Business

Dr Mark Purvis reported that the Health Innovation and Education Cluster (HIEC) stakeholder event held on Monday 30 January 2012 had made reference to linkages to the work of the YHLETB, particularly regarding innovation and spread of learning. The HIEC work to date has shown good engagement with a range of stakeholders and an evidence based approach to improvement methodology.

Mr Phillip Marshall requested an update on Leadership and Organisational Development activities across Yorkshire and the Humber. It was agreed that Mr Paul Harrison would provide a detailed update on activities at the next meeting.

Action: Mr Paul Harrison to present an update regarding Leadership and Organisational Development activities across Yorkshire and the Humber at the next meeting

11. Date and time of future meetings

The next meeting will be held on Tuesday 20 March 2012 at 2.00 pm in the Garden Suite, Cedar Court Hotel, Wakefield.

The dates and times of future meetings are as follows:

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