

NHS England

Minutes of the Board Meeting held in Public
20 November 2015
Rooms 401 – 405, Southside, London

Present:

Professor Sir Malcolm Grant	Chairman
Simon Stevens	Chief Executive
Lord Victor Adebawale	Non-Executive Director
Professor Sir John Burn	Non-Executive Director
Margaret Casely-Hayford	Non-Executive Director
Dame Moira Gibb	Non-Executive Director
Noel Gordon	Non-Executive Director
David Roberts	Non-Executive Director
Jane Cummings	Chief Nursing Officer
Tim Kelsey	National Director for Patients and Information
Sir Bruce Keogh	National Medical Director
Ian Dodge	National Director: Commissioning Strategy
Dame Barbara Hakin	National Director: Commissioning Operations
Karen Wheeler	National Director: Transformation and Corporate Operations

Apologies:

Sir Ciaran Devane	Non-Executive Director
Paul Baumann	Chief Financial Officer

Secretariat:

Steve Verdon	Director of Governance and Assurance
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Ref	Minute
1.0	Welcome and Introduction
1.1	The Chairman welcomed everyone to the meeting and reminded members of the public and press that, although the Board was meeting in public, it was not a public meeting.
1.2	Apologies were received from Sir Ciaran Devane.
1.3	The Chairman invited members of the Board to declare any interests in respect of specific items on this meeting's agenda: Sir John Burn declared that he received remuneration from Astra Zeneca in relation to a cancer drug in development; and Dame Moira Gibb confirmed her standing declaration of remuneration from Skills for Care.
2.0	Minutes of Previous Meetings
2.1	The minutes of the meeting held on 24 September 2015 were accepted as an accurate record. There were no matters arising.
2.2	The Chairman noted that the Annual General Meeting (AGM) had been held since the last Board meeting. The AGM had provided an opportunity not only to reflect on the previous year, and formally receive the Annual Report and Accounts, but also to look prospectively to the year ahead and the work already in train with our partners.
2.3	Board members would be attending the NHS Citizen Assembly on 25 November 2015.
3.0	Chief Executive's Report
3.1	The Chief Executive, Simon Stevens, updated the Board on actions since the previous meeting and focused on the following: i. He thanked the team for organising the recent AGM which had coincided

	<ul style="list-style-type: none"> ii. Visits to frontline services across the country to see how initiatives were being implemented. iii. Attendance at the Public Accounts Committee (PAC) to discuss diabetes services. A further PAC focussing on Cancer Services and the Cancer Drug Fund (CDF) would be held on 30 November 2015. It was noted that the three month consultation on the future shape of the CDF had been launched on 19 November 2015. iv. The Spending Review would be announced on 25 November 2015. Financial allocations across the system would be agreed by the Board at its meeting on 17 December 2015.
3.2	The Chairman thanked the Chief Executive for his update.
3.3	The Board received the report.
4.0	Strengthening Patient and Public Participation in the work of NHS England
4.1	Lord Victor Adebawale, Non-Executive Director, introduced the report on behalf of the Task and Finish group acknowledging that this was an ambitious strategy which, if delivered, would lead the way internationally. The strategy went beyond the requirements of section 13Q of the Act and would require commitment from across NHS England to deliver.
4.2	The National Director for Patients and Information, Tim Kelsey, sought the Board's approval of the Policy and statement of arrangements to ensure that patient and public participation is embedded into 'business as usual' across NHS England.
4.3	The Board received the report and: <ul style="list-style-type: none"> i. Approved the Patient and Public Participation Policy and Statement of Arrangements ii. Approved the 10 point patient and public participation action plan; and iii. Asked for metrics to be implemented to evidence delivery of the action plan.
ACTION: PB.20.11.15/19	Bring a report of metrics to evidence delivery of the 10 point action plan to a future Board meeting. LEAD: Tim Kelsey, National Director for Patients and Information
5.0	Urgent and Emergency Care Review
5.1	Sir Bruce Keogh, National Medical Director reminded members of the overriding principles of the review: <ul style="list-style-type: none"> i. Urgent but non-life threatening care needs to be provided as close to home as possible; ii. Serious or life threatening care needs should be provided in centres with the very best expertise and facilities.
5.2	Sir Bruce updated the Board on actions taken to implement the review: <ul style="list-style-type: none"> i. Establishing 24 urgent and emergency care networks to give a strategic overview of care; ii. A route map of high level expectations to support the networks and system resilience groups in prioritising their delivery of the review; iii. Commissioning standards for integrated care published on 15 October 2015; and iv. Eight urgent and emergency care vanguards. <p>It was noted that two of the networks and six vanguards had been asked to accelerate delivery of the review, acting as test beds for the new initiatives.</p>
5.3	The Board were assured that the team had involved patients and the public throughout the review and had worked closely with the care homes team. Sir Bruce undertook to confirm that the review standards were aligned outside the meeting.
5.4	The Board noted and supported the direction of travel for the delivery of the Urgent and Emergency Care Review.
6.0	Transforming Care for People with Learning Disabilities and/or Autism

6.1	Jane Cummings, Chief Nursing Officer, updated the Board on transforming care for people with learning disabilities and/or autism and drew attention to the publication on 30 October of 'Building the Right Support' a joint national plan and national service model; a joint publication by NHS England, Local Government Association (LGA) and the Association of Directors of Adult Social Services (ADASS).
6.2	Ms Cummings outlined the actions taken since the last Board update: <ul style="list-style-type: none"> i. A joint letter with LGA and ADASS had been published setting out expectations for next steps; ii. 49 Transforming Care Partnerships would be confirmed by the end of December; and iii. The first cut of implementation plans will be available by February, with finalised plans in place for April 2016.
6.3	The Board were advised that, from November 2015, 'Who Pays' guidance would be reformed to reduce financial barriers to swift discharge.
6.4	Members welcomed the update and supported the implementation plan. In response to questions, Ms Cummings provided assurances that alliances with commissioners and providers working alongside families and service users would work together to ensure delivery of the implementation plans.
6.5	The Board commended the progress on transforming care for people with learning disabilities and requested regular updates.
ACTION: PB.20.11.15/20	Bring regular reports on progress on delivering Transforming Care for People with Learning Disabilities. LEAD: Jane Cummings, Chief Nursing Officer
7.0	NHS Performance Report
7.1	Dame Barbara Hakin, National Director: Commissioning Operations presented the Performance report highlighting the following key areas: <ul style="list-style-type: none"> • Frontline NHS staff continue to work hard to deliver constitutional standards – the vast majority of patients attending A&E being seen well within the four hour standard; • The latest figures available since the report was published show a small reduction in delivery; • NHS England would be managing the response to prepare for any industrial action taken by junior doctors to maintain patient safety.
7.2	Karen Wheeler, National Director: Transformation and Corporate Operations drew the Board's attention to the dashboard of progress against the NHS England Business Plan priorities for 2015/16. It was noted that programmes to support the priorities were at different stages of implementation. Ms Wheeler explained how the risk ratings were developed noting that a number of plans had inherent risks and these were not necessarily a reflection on delivery.
7.3	The Board received assurances that a stocktake process was underway to enable an in-depth update against each Business Plan priority. This process would provide scrutiny of corporate performance against delivery.
7.4	In response to questions from Board members, Ms Wheeler confirmed: <ul style="list-style-type: none"> i. An overall delivery plan would be created in the context of the <i>Five Year Forward View</i> and would provide clarity on how governance, assurance and the plan would work together; ii. There would be a joined up approach for the FYFV, planning guidance and Business Plan priorities for the wider system; and iii. Rather than work in silos there would be a single plan for the health economy to deliver the required health outcomes.
7.5	The Board noted the report and requested that a report on progress on the Business Plan be brought to either the December or January meeting.
ACTION: PB.20.11.15/21	To bring a report on the Business Plan to the December or January Board meeting. ACTION: Karen Wheeler, National Director: Transformation * Corporate

	Operations
8.0	Consolidated Month 6, 2015-16 Financial Report
8.1	In the absence of Paul Baumann, Simon Stevens spoke to the report noting that spending was largely in line with the forecast. It was noted that CCGs were making a net contribution to the Department of Health/RDEL position.
8.2	The Board noted the report.
9.0	Update on Equality & Health Inequalities
9.1	Ian Dodge, National Director: Commissioning Strategy updated the Board on progress made to promote equality and tackle health inequalities, drawing the Board's attention to key examples of progress in the report. It was noted that whilst there were examples of good practice, there remained a vast amount of work to be done.
9.2	Board members welcomed the inclusion of Workforce Race Equality Standards in the report, noting the programme of work in train to deliver the standards.
9.3	Mr Dodge acknowledged that we need to engage more effectively to deliver services to hard to reach groups and the military and veterans. Dame Barbara assured the Board that this was high on the agenda and that working groups had been established to deliver these services.
9.4	The Board noted the report and endorsed the programme of work that had been established.
ACTION: PB.20.11.15/22	To bring back an update to a future Board meeting. LEAD: Ian Dodge, National Director: Commissioning Strategy
10.0	Reports from the Committees
10.1	David Roberts introduced the report of the Audit & Risk Assurance Committee held on 28 September 2015, highlighting the discussions regarding the revision to Standing Financial Instructions. The Board endorsed the revisions.
10.2	David Roberts drew the Board's attention to the report of the meeting of the Commissioning Committee held on 22 September 2015 highlighting the key areas of discussion and gave a verbal report of the meeting held on 13 November 2015.
10.3	The Board noted the report of meetings of the Investment Committee held on 14 September and 23 October 2015 respectively.
10.4	Noel Gordon gave a verbal update of the work undertaken by the Specialised Services Commissioning Committee at its meeting on 13 November 2015
11.0	Any Other Business
11.1	The Chairman reminded Board members of the decision taken in November 2014 to publish the agenda and minutes of the meetings held in closed session 12 months after the meeting, subject to any redactions that might still be necessary. This would therefore be a rolling programme of publication.
11.2	Simon Stevens, Chief Executive Officer noted that whilst the Board was focussed largely on strategic issues, there were a number of key operational issues that were currently being managed: <ul style="list-style-type: none"> i. Performance against key standards and targets; ii. Readiness for potential junior doctor industrial action; iii. Complex planning activities for winter in collaboration with NHS Improvement; iv. Investment in GP premises and the Vocational Training Scheme; v. Service redesign and reconfiguration; and vi. Financial pressures across the provider sector.
11.3	With no further items of business, the Board resolved to exclude representatives of the media and members of the public from the remainder of the meeting due to the confidential nature of the business to be transacted
11.4	The meeting closed at 12:20.

Date of Next Meeting: 17 December 2015, Southside, London

Agreed as an Accurate Record of the Meeting

Date:	
Signature:	
Name:	Professor Sir Malcolm Grant
Title:	NHS England Chairman