

PROGRAMME BOARD

A meeting of the Momentum Pathways to Healthcare Programme Board was held on Thursday 18 September 2008, at 1:00pm in the Seminar Room, 4th Floor, North Wing at University Hospital of North Tees¹.

Present:

Alan Foster	CE, North Tees & Hartlepool NHS Foundation Trust (Chair)	AF
Carole Langrick	Director of Strategic Development / Deputy CE (NT&HFT)	CL
Peter Gill	Medical Director (NT&HFT)	PG
Ali Wilson	Director of Health Systems & Estates Development (PCT)	AW
Neil Nicholson	Director of Finance (PCT)	NN
John Maddison	Director of Finance & Information (NT&HFT)	JM

In Attendance:

Alex Zielinski	Head of Strategic Service Development (NT&HFT)	AZ	Items 7 & 10
Jim Brydon	Project Consultant	JB	Items 3 & 6
Paul Frank	Head of Patient Experience, Tees PCTs	PF	Item 5
Ian Nicholson	Chief Analyst (NT&HFT)	IN	Item 9

Apologies:

Chris Willis	CE, Hartlepool PCT & North Tees PCT	CWi
Rodger Thornham	Medical Director (PCT)	RT
David Gallagher	Director of Strategic Projects and Partnerships (CDPCT)	DG
Kevin Oxley	Director of Operations (NT&HFT)	KO

Secretary:

Ann-Marie Hedges	Programme Support Officer (NT&HFT)	AMH
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MINUTES:

Agenda Item

Action

1 Notes of last meeting held 11 July 2008

The notes of the meeting held 11 July 2008 were agreed as correct by the Programme Board. Matters arising would be discussed within the papers submitted to the meeting.

2 Programme Report

CL highlighted items from the Programme Report for the Board to note.

- Consultation ended at midnight on 1st September. Report from the Joint Overview & Scrutiny Committee received.
- Consultation absorbed a considerable amount of capacity and continues to do so in the next stages leading to NHS Joint Committee.
- IN is taking forward the work around Benefits Realisation.

¹ Venue was changed from the Boardroom at Stockton on Tees Teaching PCT

Programme Board noted the contents of the report.

3 Hospital Capital Planning Project

JB attended the meeting on behalf of KO. JB highlighted areas from the report for Programme Board to note:

- Stage 2 environmental impact survey investigations are underway.
- Ecology survey complete with the exception of bats.
- Final design workshops have been held with good clinical engagement.
- Ongoing discussions around activity with outpatients.
- A meeting with KPMG is taking place on Monday 22 September to discuss procurement.
- Wider engagement with DH and NHS Estates is needed.
- Green issues will be clearly identified within the OBC.
- JB & AW to meet to discuss process for closer assimilation through joint working.
- Overall challenging timescales with good progress being made.

Programme Board noted the contents of the report.

4 Primary and Community Care Capital Planning Project

AW provided a brief update on work undertaken to date and asked Programme Board to note:

- Responses received throughout consultation will inform which community sites to proceed with.
- Engaged legal team so that once a site has been identified, work can progress.
- SOC needs to be aligned with the OBC, with meetings being held between Trust Project Team and PCT.
- AW holding a meeting with the SHA to determine the process for SOC submissions.
- Engagement with existing groups rather than setting up new.
- Linkages with Programme Office for capacity.

Programme Board noted the contents of the report.

5 NHS Joint Committee – 29 September 2008

CL updated the Programme Board on the current position on arrangements for the NHS Joint Committee to be held on 29 September.

Proportion Marketing are analysing the responses submitted throughout consultation. The final report will be available on the Momentum website at the end of September.

Reports are being prepared for submission to the Committee with recommendations.

All FOI requests received have been responded to.

Programme Board support the recommendation to rearrange the NHS Joint Committee to October. Programme Board stressed that a date, time and venue for the next meeting is included within the press release.

6 Transport Implications

JB attended the meeting on behalf of KO and provided Programme Board with a verbal update on Transport. Key points to note are:

- Faber Maunsell have been appointed to look at transport impact assessment on behalf of the Trust.
- A desk top exercise has been undertaken on site selection which is a requirement for the OBC.
- A Transport Strategy is being produced by October, which identifies green issues.
- Strategic links with planning and highways established. KO is a member of various groups.
- Detailed planning work due November. Traffic Impact Assessment, transport studies i.e., bus / car, travel by staff. Looking at synergies with other strategies.
- Gaps need to be identified and work with other organisations to find solutions.
- Peak travel and access around potential new site are areas being looked at.

AF also provided the Board with an update on discussions which he has held with various organisations across the area and noted that there is a commitment to implementing a successful transport solution.

7 Risk Register

AZ provided an overview of the Risk Register submitted. This is an overall register which includes Programme risks, New Hospital Capital Project risks and Primary & Community Care Capital Project risks. The process for completion and submission is bedding in with all risks being reviewed. 16 new risks have been identified, one within the Programme, 15 within the Hospital Capital Project and none recorded for Primary & Community.

The main risks identified throughout the Programme and Projects are around funding approvals, finance and capacity.

Programme Board requested that the controls associated with the new risks identified within the Hospital Project be reviewed as soon as possible with a revised register being circulated for approval.

KO / JB

Programme Board confirmed the overall risk ranking for the Programme is **Moderate**.

8 Updated Timetable for Programme Level Business Case

Following discussions at previous Programme Boards and an action relating to revision of timescales, the paper has been revised to show realistic, yet still challenging timescales.

Programme Board **approved** the revised timescales.

On an additional note, CL informed the Board that contact had been made with the Gateway Team with regards to holding the second review, Gateway Review 1. CL informed the Team that timing is a bit premature and the earliest date for a review to be set would be after the OBC was produced.

9 Final Capacity Plan for Community Services & Facilities

IN attended the meeting to provide a verbal update and overview of the paper submitted. A copy of the presentation used is attached to the minutes.

Following the presentation discussions were held with the following points to be noted:

- A good start, however we need to start looking at pilots and testing some of the assumptions
- Have we taken into account work being undertaken in other parts of the country?
- A recurring question from the recent design workshops was exactly what can go out into the community. AW informed the Board that a small group had met within the PCT to look at this and challenges to the assumptions were made, however this needs to include the views of the clinicians currently working within the hospital.

Programme Board noted the work undertaken to date and endorse the report submitted.

10 Draft – Map of Care Pathway Design Projects

AZ attended the meeting to provide a presentation on the process for developing the Business Change Projects. (Presentation attached to the minutes). Key points to note:

- Builds on the paper presented by CL on the Programme Level Business Case.
- Work already undertaken in the service redesign projects has been included.
- Information received during consultation has been taken into account.
- The Programme Team will ensure that the right people are involved in all of the projects.
- A comprehensive list will be forwarded to Programme Board members for comment and agreement.

AZ

AF raised the issue of the amount of projects and if they would increase / decrease if they were brought together. AZ notified the Board that all the projects will vary in size and however small, they still need to be carried out in

their own right, for example communications hub will be a large piece of work.

Programme Board notes the work be undertaken and support the next steps in the development of the Business Service Change Projects and requested that the following issues be taken into account when preparing to undertake this next stage of work:

AZ

- Resource implications: be aware of how these next projects will affect people's work day to day.
- Due to a conflict in terms, abbreviate the groups to BSCP and not BCP.
- Take into account LEAN pathways. Linkages are being made with the Kaizen Promotion Team within the Trust.
- Make sure existing groups which are already established are involved, rather than creating additional or duplicating work which is already happening elsewhere.
- Engage with Overview & Scrutiny Committees to keep them informed of what is happening and also giving the opportunity for comments and feedback.

11 Any Other Business

- **Dates of future meetings**

Programme Board noted the dates of future meetings.

- **Partnership Panel – Monday 6 October**

CL requested that the next meeting of the Partnership Panel be cancelled to await the outcome of the NHS Joint Committee report. Programme Board **approved** the request. Notification would be circulated to all members via the Programme Office.

CL

12 Date & Time of Next Meeting:

Monday 17 November

3:00pm – 5:00pm

Boardroom, 4th Floor, North Wing, University Hospital of North Tees