

Capital and Estates Forum

16th December 2015, 14:00pm -16:00pm, Meeting Room 5.5
120 The Broadway, Wimbledon, London, SW19 1RH

MINUTES

Members in attendance

Name	Organisation	Designation
Hardev Virdee (Co-Chair)	Wandsworth CCG	SWL Chief Finance Officer Lead
William Cunningham – Davis (Co Chair)	NHS England	Head of Primary Care, South London
Faiza Waheed	Merton CCG	Head of Finance and Business
Fouzia Harrington	Croydon CCG	Associate Director, Strategy, Business Planning and Estates
Robeel Riaz	South West London Collaborative Commissioning	Finance Assistant Director
Matthew Parish (dialled in)	NHS Property Services	Estates Strategy Manager for SWL London
Vernon Herbert	Healthy Urban Development Unit (HUDU)	Director
Liz Ayres (dialled in)	Richmond CCG	GP Relationship Manager
Shahheen Saiyed	South London SPGs	Programme Support
Yarlini Roberts	Kingston CCG	Chief Finance Officer
Omid Gilanshah	NHS England	Assistant Head of Primary Care Commissioning

SWL Collaborative Programme Team

Name	Organisation	Designation
Gurvinder Chana	South West London Collaborative Commissioning	Governance Lead
Emmanuel Oluyinka	South West London Collaborative Commissioning	Project Support Officer

Apologies

Name	Organisation	Designation
Liam Bayly	Richmond CCG	Head of Finance
Geoffrey Price	Sutton CCG	Chief Finance Officer
Julie Freeman	London Wide LMC's	Director of Primary Care Strategy
Malcolm Souch	Healthy Urban Development Unit (HUDU)	Project Director

Item	Title	Action
1	Declarations of Interest – Hardev Virdee	
	No new declarations of interest were declared.	
2	Welcome, Introductions and Apologies – Hardev Virdee	
	The Chair welcomed the members and noted the apologies.	
ITEMS for DECISION		
3	Notes of the meeting held on 24.11.2015 – Hardev Virdee	
	The minutes of the meeting held on 24.11.2015 were APPROVED as an accurate record of the meeting.	
4	Matters Arising / Action Log – Hardev Virdee	
	The action log was reviewed: <ul style="list-style-type: none"> • Individual CCGs have received a draft version 5 of their respective CCG maps – the final version 5 is still pending. SWL map still to be put together based on the draft version 5. 	
5	Feedback from London Estates Meeting – Hardev Virdee	
	Hardev Virdee fed back that the key message from the London Estates Meeting was that once the local strategy plans are submitted, these will then start to be aligned with the PCTF and there will be a likely opportunity to comment and refresh the plans.	
6	CCG Plan Updates – All CCGs	
	<p>CCGs need to submit their local plans by 29th December 2015.</p> <p>Croydon CCG – Fouzia Harrington</p> <ul style="list-style-type: none"> • Still some outstanding information in terms of estates from property services • Some information around the finance data is also outstanding • Sign off will be Chief Officer with some caveats (e.g. not a complete finance data set) • Matthew Parish indicated that there are some gaps but data across SWL is reasonably good • Information on voids is still outstanding <p>ACTION: Fouzia to send current position of Croydon in submitting its local plans by 29.12.2015 highlighting the gaps and send to Hardev Virdee and William to review.</p> <p>Kingston CCG– Yarlini Roberts</p> <ul style="list-style-type: none"> • Indicated on being in a better position than before although baseline is low • There are still gaps • Not aware of baseline costs • Doing the six facet survey • Two big projects – one to be completed in 2-5 years’ time and one to be completed over the next 5 years • Good direction of travel <p>Merton CCG– Faiza Waheed</p> <ul style="list-style-type: none"> • Not good data • Draft report does not have a clear direction; does not read fluidly • Need to identify the gaps 	<p>Fouzia Harrington</p>

	<ul style="list-style-type: none"> • Draft strategy has not been through any of the governance structures e.g. governing bodies / committees • Need to sit with estates lead and carry out a thorough review • Contains information about the projects that the CCG wishes to progress • Next steps – more work to be done; use the information and make the document more fluid <p>Wandsworth CCG – Hardev Virdee</p> <ul style="list-style-type: none"> • Draft version was taken to Governing Body • Governing Body was expecting a lot more • Governing Body felt that it lacked granularity <p>Richmond CCG – Liz Ayres</p> <ul style="list-style-type: none"> • Not formally signed off yet • Local document is produced to form an appendix to the draft strategy • There will have to be an internal sign off • There are still gaps • Does tell a story and gives the current position • Still a draft document which will continue to develop over time <p>Sutton CCG – Geoff Price</p> <ul style="list-style-type: none"> • No updates <p>Generally all CCGs are making progress towards the deadline.</p> <p>Expectations – need to be included in all strategies:</p> <ul style="list-style-type: none"> - Align the estate with the five year forward plan - Does it show the direction of travel - Does it show the potential need - Highlight opportunities / develop implementation plan / potential projects - What level of investment is needed for the next five years - Set the vision and direction <p>Action: All CCGs to send their draft strategies to Gurvinder Chana to circulate to members of this forum for information.</p>	<p align="center">All CCGs / Gurvinder Chana</p>
7	<p>Resourcing – Preparing for PCTF – William Cunningham Davis</p>	
	<p>William informed the group that NHS England are in the process of getting PIDs and business cases written for the large ticket items in the pipeline. There have been several rounds of funding come through NHSE.</p> <p>Currently NHS England are not aware of any slippage but conversations have started with Jill in order to get the practices and premises business cases fit for purpose.</p> <p>William highlighted that between now and February, work needs to be done towards ensuring PIDs are in the right format and the right information / evidence is captured when the guidance comes out.</p>	
8	<p>PCIF Update – condition / utilisation criteria and letter - Shahheen Saiyed</p>	
	<p>It was noted that £1.2m will be just for condition and utilisation criteria. There will be some money for feasibility studies to be done; PIDs are being developed for this and should come in by tomorrow.</p> <p>Action: William Cunningham Davis to provide update at next meeting.</p>	<p align="center">William Cunningham Davis</p>
9	<p>PCTF Criteria for February bid - Shahheen Saiyed</p>	

	<p>Shahheen referred to the PCTF criteria and informed the group about a submission in February.</p> <p>Action: Shahheen to share the PCTF template with Gurvinder to circulate with this forum and this item will be brought back as an agenda item to the next meeting.</p>	<p>Shahheen Saiyed / Gurvinder Chana</p>
10	<p>PID submissions by 18.12.215 - Shahheen Saiyed / William Cunningham Davis</p>	
	<p>PID submission template to be circulated from NHS England to be shared with this forum.</p>	<p>William Cunningham Davis</p>
11	<p>V5 Database Update – Vernon Herbert</p>	
	<p>Vernon updated the forum that there are still some outstanding bits left in finalising v5 of the database. He explained that providers have not come back yet with update on their feedback to the database and there are still to be resolved issues around validation of information and obtaining full sets of data from the providers.</p>	
12	<p>Approach to void space – Hardev Virdee</p>	
	<p>Hardev proposed that Robeel Riaz looks at void space in the database and carry out initial discussions at this forum in the near future.</p> <p>Action: Vernon and Robeel to look at the database together to start the approach to void space.</p>	
13	<p>SPGs SSDP Template - Shahheen Saiyed</p>	
	<p>Shahheen presented a tabled paper and the following key points were noted:</p> <p>Suggested Structure for an SPG Infrastructure Strategy:</p> <p>Background – an overview of the SPG to which the plan refers, highlighting key public health issues, major service providers and key estate.</p> <p>Strategic Service Overview – drawing from local commissioning strategies, this section would describe the generic and, where known, specific elements of local services now and in the future. The strategy should be broken down between primary care, out of hospital care, acute care and mental health.</p> <p>Infrastructure for delivery – this section will need to describe the capacity <i>available</i> within the current Workforce, ICT, Estates and other infrastructure to deliver commissioning intentions.</p> <p>Gap Analysis – testing the known capacity of the current health market against strategic service plans and identifying gaps between the two. This would include identifying estate that can be released, utilisation improvements as well as mapping requirements for new or refurbished facilities.</p> <p>Resulting ‘Plan’ element – The output needs to conclude with a Plan that identifies the main areas where action is required to deliver service strategies. It will require work with key stakeholders to document projects/schemes that are in place to close the gap; highlight areas of significant risk. This must include emergent primary care providers at scale, exiting utilisation issues and voids and use of PCTF. Secondary care and mental health estate will be key issues. Realising the aim of new housing and associated infrastructure through the identification of key sites and links to LLC should be included. It should give a clear view of the estate in 5 years’ time.</p> <p>Challenge is provided at this stage across a wide range of areas:</p> <ul style="list-style-type: none"> – Suggested timescales and extent aligned to commissioner, procurement and provider development processes – Economics of planned service change – drawing on evidence from across England and identifying areas where a fuller assessment of value/financial deliverability is required – with particular reference to target population 	

	<p>sizes</p> <ul style="list-style-type: none"> – Safety and regulation – identifying where planned service shifts will require particular focus on safety (such as more invasive community provision including endoscopy) <p>Shahheen summarised that once all the local strategies have been submitted in December, they will then need to be aligned to form one SWL SPG SSDP for March 2016. Shahheen will be coordinating the information required to develop the SSDP.</p> <p>Action: Shahheen to work with Matthew and William to start pooling all the six local plans together into one draft SSDP.</p>	
14	Next steps – January – March / developing a SWL plan - Shahheen Saiyed	
	Covered under agenda items 9, 10, 12 and 13.	
ITEMS for NOTING and INFORMATION		
15	Any Other Business - All	
	<ul style="list-style-type: none"> • Each Borough needs to produce its position statements on hubs/ propose business cases • CCG needs to develop a financial strategy supporting this – expectation is to work collaboratively to get to that stage. • Omid from NHS England will be writing to Kingston, Croydon and Richmond, asking for CCG support for improvement grants. 	Omid Gilanshah
	The meeting closed at 16:00pm	

Date and Venue of next meeting

Capital and Estates Forum

Date: 20th Jan 2016

Time: 2.00pm – 4.00pm

Venue: Meeting Room 1.1, 120 The Broadway, Wimbledon, SW19 1RH

APPROVED 20.01.2016