

## Capital and Estates Forum

24<sup>th</sup> November 2015, 13:00pm -15:00pm, Meeting Room 2.1  
120 The Broadway, Wimbledon, London, SW19 1RH

### MINUTES

#### Members in attendance

Name	Organisation	Designation
Hardev Virdee <b>(Co-Chair)</b>	Wandsworth CCG	SWL Chief Finance Officer Lead
William Cunningham – Davis <b>(Co Chair)</b>	NHS England	Head of Primary Care, South London
Faiza Waheed	Merton CCG	Head of Finance & Business
Vernon Herbert	Healthy Urban Development Unit (HUDA)	Director
Omid Gilanshah	NHS England	Assistant Head of Primary Care Commissioning
Jenny Sinnott	Kingston CCG	Head of Finance
Malcolm Souch	Healthy Urban Development Unit (HUDA)	Project Director
Fouzia Harrington (dialled in)	Croydon CCG	Associate Director, Strategy, Business Planning and Estates
Kate Symons	Wandsworth CCG	Primary Care Commissioning Lead
Geoffrey Price	Sutton CCG	Chief Finance Officer
Shahheen Saiyed	South London SPGs	Programme Support

#### Attendees

Name	Organisation	Designation
Julie Freeman	London Wide LMC's	Director of Primary Care Strategy

#### 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
Yarlini Roberts	Kingston CCG	Chief Finance Officer
Mike Sexton	Croydon CCG	Chief Finance Officer
Matthew Parish	NHS Property Services	Estates Strategy Manager for SW London
Tom Breeze	2020 Delivery Team/ SWL Collaborative Commissioning	Finance Analyst
Liam Bayly	Richmond CCG	Head of Finance

Item	Title	Action
1	<b>Declarations of Interest</b> – Hardev Virdee	
	No new declarations of interest were declared.	
2	<b>Welcome, Introductions and Apologies</b> – Hardev Virdee	
	The Chair welcomed the attendees and noted the apologies.	
<b>ITEMS for DECISION</b>		
3	<b>Notes of the meeting held on 12.10.2015</b> – Hardev Virdee	
	<p>The minutes of the meeting held on 12.10.2015 were APPROVED as an accurate record of the meeting with the following minor amendments:</p> <ul style="list-style-type: none"> <li>• Page 3 Kingston CCG Estate Forum – has been set up since September 2015</li> <li>• Merton – The biggest developmental concern for MCCG is The Mitcham development.</li> </ul>	
4	<b>Matters Arising / Action Log</b> – Hardev Virdee	
	<p>The action log was reviewed:</p> <ul style="list-style-type: none"> <li>• SWL and individual map for each CCG – these are in development and will be ready for circulation by the end of November 2015.</li> </ul>	Vernon Herbert
5	<b>CCG Presentations on their Estates Strategy</b> – All CCGs	
	<p>The key questions were circulated and each CCG provided their current position and understanding on their Estates Strategy:</p> <ol style="list-style-type: none"> <li>1. How well do you understand your current estate?</li> <li>2. How well do you know what your future estate requirements are?</li> <li>3. What are the main risks you face in delivering your estate strategy?</li> <li>4. How engaged have your stakeholders been in formulating the strategy (LA/providers etc.)</li> <li>5. How does your strategy link to the wider SWL landscape?</li> </ol> <p><b>Wandsworth CCG (Kate Symons)</b></p> <ul style="list-style-type: none"> <li>• Development of a draft estates strategy has moved further forward – better understanding of current estates but there is still more to know</li> <li>• There has been a review of the master asset database and submissions have been made with some changes</li> <li>• Refresh by JSNA – all this information has been incorporated into the Estates Strategy</li> <li>• Future – future estates requirements are focused around the development for a hub model (MCP) – development of estates for the next five years</li> <li>• Requirements for regeneration for NEV</li> <li>• Data from public health has already been received</li> <li>• Strategy – number of iterations have been produced – understanding the principles for the strategy and understanding the strategic direction is key</li> <li>• Timeframes – will be going to December Governing Body – papers need to be ready for 2<sup>nd</sup> December</li> <li>• Risks - Not much engagement with local authority colleagues; however need to perhaps get them more involved in the Wandsworth local estates group</li> <li>• Estates working group – will continue supporting mapping out of the strategy</li> <li>• Continual work around communicating and engaging with the stakeholders</li> <li>• Recognition that each site needs to be looked at</li> <li>• Linked to the SWL strategy – some obvious overlaps</li> </ul>	

	<ul style="list-style-type: none"> <li>• The strategy must link in with the Primary Care Transformation Fund (PCTF) bid submission</li> </ul> <p><b>ACTION:</b> NHS England will provide some information / text on how to link the strategy with the different funds.</p> <p><b>Sutton CCG (Geoff Price)</b></p> <ul style="list-style-type: none"> <li>• SCCG have set out the requirements</li> <li>• There is a high level plan – have set out what is required</li> <li>• Have a CCG Estates Group</li> <li>• Also have a local authority estates group</li> <li>• Not a clear understanding of Estates – not enough capacity</li> <li>• Risks – resources to deliver this</li> </ul> <p><b>Merton CCG (Faiza Waheed)</b></p> <ul style="list-style-type: none"> <li>• Community Estate – better understanding of community estates than primary care counterpart.</li> <li>• Merton CCG community estate has been through a procurement exercise</li> <li>• Need further engagement in terms of future estates requirement</li> <li>• Risk – accuracy of the property data</li> <li>• Engagement – only the community is engaged</li> </ul> <p>Hardev indicated the need to think about addressing and recognising void spaces</p> <p><b>Kingston CCG (Jenny Sinnott)</b></p> <ul style="list-style-type: none"> <li>• Draft strategy – high level understanding of the Estates</li> <li>• High level description of estates – most of the property is fit for purpose</li> <li>• Commissioned Oakleaf to carry out the six facet survey</li> <li>• Future requirements – strategy looks at the delivery of the primary care strategy.</li> <li>• Two main projects stemming out of this; a primary care facility at Kingston hospital (including an urgent care centre) and four community hubs are being planned – care exchangers (primary and community care)</li> <li>• Risk - funding for the Kingston hospital piece is key</li> <li>• Engaging stakeholders – positive engagement with providers and local authority</li> </ul> <p><b>Croydon CCG (Fouzia Harrington)</b></p> <ul style="list-style-type: none"> <li>• Had an estates review over the summer – have a good understanding of capacity and shortfall in terms of primary care estates</li> <li>• Future estates – aware of the population growth / commissioning plans – want hub and spoke models across Croydon</li> <li>• Urgent care model – consultations are underway – third model (single urgent care centre with two GP hubs) to support the delivery</li> <li>• Risks – strategy development identified as risk – will not go to Board in December as Croydon Governing Body meets early December.</li> <li>• Delivery of the estates strategy – issue around the revenue implication</li> <li>• Engagement – good relationships with local authority / working closely with SLAM and other stakeholders</li> <li>• All commissioning plans are aligned to SWL strategy</li> </ul> <p><b>Richmond CCG (Liam Bayly)</b> No updates</p>	<p>NHS England</p>
<p>6</p>	<p><b>What should an SSDP look like</b> – Shahheen Saiyed</p>	

	<p>This paper came to the London wide Estates Group and has been put together by NHS England. This is for information only. William Cunningham Davis suggested using some of the words from this document into local estates strategies, especially some of the text around appraisal testing the options for viability, strategic fit and financial implications.</p> <p>The forum noted that CCG Estates Strategy plans will need to include:</p> <ul style="list-style-type: none"> <li>- A clear idea of the strategic clinical direction the estate is intended to support</li> <li>- An overview of the current estate</li> <li>- A description of the estate needed to support the way in which healthcare will be delivered in the future</li> <li>- A gap analysis between the existing and future estate</li> <li>- Options for optimising and developing the estate to meet future need</li> <li>- Financial appraisal criteria</li> </ul> <p>The paper was NOTED.</p>	
<p align="center"><b>7</b></p>	<p><b>PCIF – non recurring monies update – Shahheen Saiyed</b></p>	
	<p>Primary Care Infrastructure Fund – there has been some slippage on this funding. The plan is that the money will be released down to CHP or NHS Property Services. It is not known how much money is available from slippage.</p> <p>Shahheen Saiyed informed the Forum that a follow up took place last Friday in terms of assessing shortlisting process in regards to bids across London. It was mentioned that SWL was second highest in regards to its bid submission while overall bid submission totalled £4.3m. It was highlighted that this was over the allocated amount for London and was thus reduced to £1.3m. This resulted in suggestion of splitting of any allocation for all the SPG areas. The areas were identified as the conditions survey and utilisation studies. Peter has asked for NHSPS and CHP to come back with solutions as to how they can deliver the commissioning, costs etc within the timescale. There will be a summarised email circulated which will contain the outcome from these discussions.</p> <p>The group agreed that there is a need for certain principles to support the 32 decent plans for CCG estates. It was also discussed that there will be a fair geographical split across London with four key priorities in this order; Primary Care Premises Analysis, Utilisation, Feasibility and Business Cases.</p> <p>Hardev suggested that it would be helpful to have people that can be identified in regards to support needed for the development of business cases.</p>	
<p align="center"><b>8</b></p>	<p><b>PCTF – Guidance from Barbara Hakin - Shahheen Saiyed</b></p>	
	<p>Primary Care Transformation Fund</p> <p>Hardev stressed the importance of bearing the guidance in mind when working on local strategies.</p> <p>It was highlighted that they should demonstrate engagement across the local health economy. It was further discussed that the four points mentioned in Barbara Hakin's letter should be reflected in the strategies of the CCGs:</p> <ul style="list-style-type: none"> <li>• increased capacity for primary care services out of hospital;</li> <li>• commitment to a wider range of services as set out in your commissioning intentions to reduce unplanned admissions to hospital;</li> <li>• improving seven day access to effective care;</li> <li>• increased training capacity.</li> </ul>	

9	<b>SWL Estates Strategy; an example</b> - Shahheen Saiyed	
	Shahheen discussed that the objective of this document is to provide focus as to what the references are in achieving key outputs; what the 1-5 years planned objectives should be and ensuring the clinical strategies are realised. The paper was NOTED.	
10	<b>Estates London Sign off</b> - Shahheen Saiyed	
	The paper and current timelines were NOTED by the Forum.	
<b>ITEMS for NOTING and INFORMATION</b>		
11	<b>Any Other Business</b> - All	
	None	
	The meeting closed at 15.05pm.	

**Date and Venue of next meeting**

Capital and Estates Forum

Date: 16.12.2015

Time: 2.00pm – 4.00pm

Venue: Room 5.5, 120 The Broadway, Wimbledon, SW19 1RH

**APPROVED 16.12.2015**