

Capital and Estates Forum

20th January 2016, 14:00pm -16:00pm, Meeting Room 1.1
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
Ben Homer	Merton CCG	Assistant Director Primary Care
Fouzia Harrington	Croydon CCG	Associate Director, Strategy, Business Planning and Estates
Edward Odoi	Croydon CCG	Finance Lead
Geoff Price	Sutton CCG	Chief Finance Officer
Liam Bayly	Richmond CCG	Head of Finance
Jenny Sinnott	Kingston CCG	Head of Finance
Vernon Herbert	Healthy Urban Development Unit (HUDU)	Director
Malcolm Souch	Healthy Urban Development Unit (HUDU)	Project Director
Matthew Parish	NHS Property Services	Estates Strategy Manager for SWL London
Omid Gilanshah	NHS England	Assistant Head of Primary Care Commissioning
Shahheen Saiyed	South London SPGs	Programme Support
Julie Freeman	London Wide LMC's	Director of Primary Care Strategy
Nicola Theron (for item 13)	Community Health Partnerships	Area Director

SWL Collaborative Programme Team

Name	Organisation	Designation
Robeel Riaz	South West London Collaborative Commissioning	Finance Assistant Director
Gurvinder Chana	South West London Collaborative Commissioning	Governance Lead
Emmanuel Oluyinka	South West London Collaborative Commissioning	Project Support Officer

Apologies

Name	Organisation	Designation
Faiza Waheed	Merton CCG	Head of Finance and Business
Yarlini Roberts	Kingston CCG	Chief Finance Officer

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 16.12.2015 – Hardev Virdee	
	The minutes of the meeting held on 16.12.2015 were APPROVED as an accurate record of the meeting.	
4	Matters Arising / Action Log – Hardev Virdee	
	<p>The action log was reviewed:</p> <ul style="list-style-type: none"> • Item 15 – complete, close action • Item 6 – CCG Plan updates <p>All CCG plans were submitted in January 2016. Wandsworth CCG did not see the final plan which was submitted by NHSPS. Hardev Virdee said that this forum needs to think about how to coordinate this in a more effective way going forward. He flagged up the communication gap with NHSPS.</p> <p>Action – Robeel and Shahheen to work together and communicate the SWL plans which were submitted to Peter Kohn to the Estates Forum.</p> <p>Shahheen informed the forum that there is an opportunity for CCGs to refresh their submitted plans from now up until March 2016. William asked for clarification on where these messages and direction of travel are coming from. Hardev said that there was no direction that each SPG needs to have a one page summary of their plans. None of the CCGs have seen each other's plans.</p> <p>Action – Robeel Riaz to scope out what is the void cost for SWL and how is this going to be addressed for 16/17.</p> <p>Fouzia highlighted that there is information in the plans which all needs to be verified. There are too many anomalies in the strategies. There is a lot of data inserted into the plans and this data has been obtained from the database, however the database is a collection of information and there is no process in place for validation of this data.</p> <p>The other outstanding actions were a separate agenda item for this meeting.</p>	
5	Estates Database v5 – Hardev Virdee	
	<p>The SWL map that Vernon was meant to produce has been created and was tabled at the meeting. Hardev asked if there are any gaps. Vernon explained that as with all things, there are gaps, in specific provider gaps.</p> <p>Action – Matthew Parish, Shahheen Saiyed and Robeel Riaz to have a conversation and coordinate the overall submitted CCG plans and one page executive summaries and then send to Vernon so he can see how all the information sits in line with the SWL NHSE Database v5 map.</p>	

	<p>(NB: Hardev would like to have the full suite of CCG plans all aligning by March 2016, so that providers can then be invited to feed into the direction of travel into one Estates Strategy)</p> <p>Action - for all CCGs to bear in mind that the refreshed strategies will need to start being shared with providers.</p> <p>Shahheen said that it may be worth inviting the providers and local authority colleagues sooner to input into the plans – developing this into an Estates Strategy.</p> <p>The v5 database will be updated following the utilisation and feasibility work.</p>	
6	London Region Capital Planning 16/17 (Guidance and templates) – Hardev Virdee	
	<p>The London Region Capital planning guidance and templates were circulated. It was noted that for London region, the capital section within the planning template needs to be completed with updated details for local direct commissioning, CCG commissioning and CCG administrative requirements for business as usual 2016/17 capital only. Ben Homer confirmed that Andrew Pilkinton is coordinating these templates from each CCG for submission on Friday 22nd January 2016.</p>	
7	Feedback from London Estates Group – Hardev Virdee	
	<ul style="list-style-type: none"> • Devolution <p>No new updates.</p> <ul style="list-style-type: none"> • Virtual Team <p>Not discussed</p> <ul style="list-style-type: none"> • Community Hubs <p>The tabled paper was NOTED.</p>	
8	CCG SEP plan key planned outputs and next steps – Matthew Parish	
	<p>Discussed under item 4</p> <p>Action: Matthew, Robeel and Shahheen to work together to produce CCG one page executive summaries.</p>	
9	SPG SSDP Estates planning - Shahheen Saiyed	
	<p>Shahheen presented a proposal to establish a task and finish focus group to review CCG plans to ensure alignment with SWL clinical strategy and to inform SWL estates strategy and plans.</p> <p>This task and finish group will work together to pull together the information from the CCGs.</p> <p>She highlighted that there needs to be an agreed framework for the SSDP.</p> <p>Action: Shahheen to share SEL estates planning framework / template as a starting point before this task and finish is set up and meets with comments back from CCGs before the end of January 2016.</p> <p>Further actions following discussion of this ToR:</p> <ul style="list-style-type: none"> - Agreement of a template by next week. - Set up of a task and finish implementation group - Provider representative – Robeel to ask who the acute provider 	

	<p>representative should be; liaise with Alexandra Norrish</p> <ul style="list-style-type: none"> - Needs to have local authority representative on this membership too – Shahheen to liaise with Peter Kohn / Vernon to nominate a representative (possibly LA rep from Croydon CCG) <p>Vernon proposed a workshop at SWL SPG level to bring together all common issues / best practice etc. more of a higher level strategic workshop for Chief Officers and Chairs to test some of the estates assumptions to help in the production of a strategic estates plan.</p> <p>Hardev suggested talking to the Chief Officers Group and asking them for comments and a view of whether a clinical input is required?</p> <p>Action: Hardev to brief Chief Officers on the work that is going on in estates to COG meeting on 21st January and ask them if and how they want to be involved in the development / progress of this and would they like a clinical input on this. NB: COG will probably want briefing on this in February 2016.</p> <p>The forum proposed an Open session / workshop in February for this forum to map out all the estates issues and use this session as a planning workshop for the forthcoming deadlines for submission of plans etc.</p> <p>Action: Gurvinder to get a date in the diary for week commencing 8th February for 1 hour maximum of 2 hours for this open session / estates workshop.</p>	
10	<p>Summary list of PIDS - Shahheen Saiyed / William Cunningham Davis</p>	
	<p>Shahheen informed the forum that the criteria have been identified for utilisation surveys and the letter has been completed through the task group that was set up including LMC input.</p> <p>It was indicated that the key changes were mainly the taking out of the compliance element and condition service and that it is now a 3 facet survey rather than 4. These letters will be sent out directly by the CCGs to the practices while CHP will be overseeing the whole process.</p> <p>In the letter, it specifies that practices that did not have a condition survey in the last 18 months (if they had one done from April 14 onwards would not need one) will be marked up on the list as having a 3 facet condition survey.</p> <p>The utilisation surveys are different because each CCGs need to identify a priority list of those practises where they feel a five-day detailed utilisation assessment is required. The CCGs are expected to draw this list up rather than the Leads and Nicola Theron has confirmed to have a team of people who are leading on this.</p> <p>It was discussed that the usual condition survey would normally be the 6-facet survey but for this exercise, 3 components have been identified and are included in the letters that went out namely:</p> <ul style="list-style-type: none"> • Physical condition survey • Space utilisation review • Quality audit <p>The update was NOTED.</p>	

11	Feasibility Studies PIDS from 2015/16 funding – Hardev Virdee / William Cunningham Davis	
	<ul style="list-style-type: none"> Submission and next steps <p>Action: William and Shahheen to coordinate this on behalf of the SWL CCGs.</p>	
12	PCTF Guidance 2016/18 – William Cunningham Davis	
	<ul style="list-style-type: none"> PCTF National Bidding Criteria <p>Not discussed</p>	
13	PCIF bids condition and utilisation surveys - Shahheen Saiyed / William Cunningham Davis	
	<p>Letter plus appendix a b c needs to go to all practices</p> <p>Action – CCGs to send the letter to their GP practices notifying them of the surveys</p> <p>Nicola Theron discussed that 200 surveys have been crudely identified in SWL and a light market test will be carried out for the entire portfolio as a result of this being a large contract. In addition, it was mentioned that a primary care database particularly for SWL is being considered to be created so as to reconcile that against what has been approved whilst putting a data pack together to approach three potential bidders asking for price per square meter, capacity, timetable and resource level that will be put towards its delivery. This process will thus enable to appoint two bidders.</p> <p>Furthermore, the initial letter will be followed by a follow-up letter which will set out specifically what is being expected of the practice.</p> <p>William voiced his concerns about the letter potentially setting expectations from the practices in motion.</p> <p>Julie Freeman also expressed her concerns about this letter going out – the letter needs to be supported by some engagement. Practices are likely to make their own assumptions. Hardev suggested running this letter pass CCG clinical / GP colleagues to give them the heads up that practices are about to receive this letter. Hardev questioned whether this letter should even go from CCGs and is it not better that the letters go directly from NHS England.</p> <p>William responded that from point of view of engagement with the CCG membership practices – there would be more input and engagement if this letter went from CCGs.</p> <p>Overall London budget needs to be scaled down by approximately 20%. In terms of prioritising the utilisation surveys, CCGs need to make the decision that whether it is that you would like to build your evidence around the locality hubs, community hubs in order to improve the data in that particular vicinity.</p> <p>Action: Shahheen to amend letter and split utilisation and condition survey and send to CCGs to send out the letter to practices on their headed paper</p> <p>Action: William and Nicola will have a conversation about possible nominees on who should be put forward to carry out these surveys.</p> <p>Action: Nicola will share with this group the questions and specifications</p> <p>Action: Suggested shortlisting list will be put together by Matthew which will be sent to named CCG colleagues with comments back to Matthew.</p>	

ITEMS for NOTING and INFORMATION		
14	Any Other Business - All	
	<p>Hardev expressed concerns around managing estate communications going forward and highlighted that CCGs do not have the estate tools or expertise knowledge to implement the estates strategy in the long term. He said that this will be flagged up as an STP gap. He asked the support of this forum for the proposal that a dedicated resource is needed to oversee the estates work in SWL. The forum was supportive of this proposal.</p> <p>Action: Hardev and William to put together a proposal options paper based on the strategy and bring back to the next meeting.</p>	
	The meeting closed at 16:10pm	

Date and Venue of next meeting

Capital and Estates Forum
Date: Wednesday 24th February 2016
Time: 2.00pm – 4.00pm
Venue: to be confirmed

APPROVED 24.02.2016