

**SHORT SUMMARY NOTES:**
**Buckinghamshire, Oxfordshire and Berkshire West (BOB) STP Executive Board Meeting  
13 September 2017, 14.00 – 16.00**

1.	<p><b>Welcome and introductions</b></p> <p>The Board welcomed the new STP Finance Lead, Gareth Kenworthy, who will be fulfilling this role in addition to his substantive role as the Oxfordshire CCG Chief Finance Officer.</p>
2.	<p><b>Minutes of the previous meeting</b></p> <p>Minutes of the meeting held on 7 June 2017 were approved as an accurate record of the meeting.</p>
3. a.  b.  c.  d.	<p><b>Governance</b></p> <p><u>Membership of BOB STP Executive Board - NHS England and NHS Improvement</u> The Chair reported to the Board on his discussion with the joint Regional Director for both NHSE and NHSI (South East) who had confirmed the names of new NHSE &amp; NHSI members of the Board.</p> <p><u>Interfaces and communications between NHSE, NHSI, BOB STP, Bucks and Berks West ACSs and statutory organisations</u> The complexity of large STPs such as BOB, and the creation of Accountable Care Systems (ACSs), is having an impact on the interfaces between NHSE &amp; NHSI and statutory organisations, the STP 'office' and the ACSs. It was noted that BOB was the only STP in England with two ACSs. A meeting was forthcoming with the joint Regional Director for both NHSE and NHSI (South East) where the 'operating framework' between partners would be raised.</p> <p>It was also proposed that a Memorandum of Understanding (MoU) should be developed between the STP partners.</p> <p><u>STP &amp; ACSs' Finance Leads</u> It was agreed to change the format of future Finance Control Group meetings to include one nominated finance lead for each of the three systems. A new member would be sought for Oxfordshire as it was not appropriate for the Oxfordshire CCG Chief Financial Officer to fulfil this role as well as that of the STP Finance Lead.</p>
4. a.	<p><b>Strategy and organisation development</b></p> <p><u>Finance report, revenue &amp; capital bids, including programme budget report, and notes of the Finance Control Group meeting 19.07.2017 (for information)</u> The Board received a brief update on the financial position and the transformation funding allocated to BOB STP. The Board asked that the population growth projections used for the original BOB STP planning assumptions be reviewed as part of the planning round.</p>

<p>b.</p>	<p><u>STP system leadership development – ongoing programme including jointly with the STP Operational Group</u> The Board reviewed the outline development programme and expressed support for continuing with it to maintain the momentum.</p>
<p>c.</p>	<p><u>Strategic System Leadership Programme for STP Footprints</u> The Board also discussed the Strategic Leadership Programme for STPs being offered by NHS Leadership Academy, which was aimed at three senior leaders within STPs. While recognising the value of the programme, members felt they could not commit to it due the costs and difficulty in ascertaining of how it fitted with the STP.</p>
<p>5.</p>	<p><b>Programme and workstream review</b></p> <p>The minutes of the BOB STP Operational Group meeting held on 31 August 2017 were noted. Members restated the previous agreement that matters would be brought to the Executive Board’s attention only when escalation was required.</p> <p><u>Programme management update</u> <i>Specialised services – deep dive</i> The specialised commissioning team’s Delivery Director took members through an in depth insight into the programme, priorities included cardiology, cancer, adult critical care and prevention which were from the nationally mandated priorities. The Board agreed to take a view on the STP priorities and the arrangements for specialised commissioning e.g. devolution to ACSs or STP level.</p> <p><i>STP Five Year Forward View Delivery Plans</i> The STP Programme Director provided a brief update on the submission of BOB STP delivery plans:</p> <p><u>Urgent &amp; Emergency Care (UEC)</u> Bids had been submitted for transformation funds. Future dates for BOB STP UEC Committee meeting had been circulated.</p> <p><u>Mental Health</u> The mental health draft delivery plan for BOB STP was to be submitted by 25<sup>th</sup> September 2017 in time for papers to be circulated to NHSE Regional Programme Board members on 26<sup>th</sup> September 2017.</p> <p><u>Digital</u> The Board agreed that Oxford AHSN would lead on the Digital programme going forward and establish relations with local system arrangements.</p>
<p>6.</p>	<p><b>Communications and engagement</b></p> <p>The Board agreed to the ‘low key’ launch of the BOB STP website.</p>
<p>7.</p>	<p><b>Any other business</b></p> <p>The Board was reminded that a meeting with the joint Regional Director NHSI &amp; NHSE in relation to the progress made by BOB STP and ACSs was likely to go ahead. It was noted that LWAB transformational funding bids had been approved.</p>