Pennine Lancashire Transformation Programme

Draft MINUTES

REPORTING GROUP	DATE/TIME
System Leaders' Forum	9 September 2015 15.30 -17.30

Name	Organisation	Title
Harry Catherall (Chair)	Blackburn with Darwen Council	Chief Executive
Chris Clayton	Blackburn with Darwen CCG	Chief Clinical Officer
Mike Ions	East Lancashire CCG	Chief Clinical Officer
Kevin McGee	East Lancashire Hospitals NHS Hospitals Trust	Chief Executive
Alan Stuttard	North West Ambulance Service	Deputy Chief Executive/Finance Director
In attendance		
Diane Eden	Pennine Lancashire Partners	Programme Director
Debbie Nixon	Blackburn with Darwen CCG	Chief Operating Officer
Phil Huxley (item 5 & Part 2)	East Lancashire CCG	Chair
Lisa Moorhouse (item 5)	Lancashire Care NHS Foundation Trust	Network Director
Steve Tingle	Blackburn with Darwen Council	Director of Adults
Eileen Fairhurst	East Lancashire Hospitals NHS Hospitals Trust	Chair
Mohammed Khan	Blackburn with Darwen Council	Leader

1.	**Welcome, introductions and apologies**
	HC welcomed members. Apologies received from: H Tierney-Moore, M Youlton and M Kirby.
2.	**Minutes of last meetings - 8 July 2013**
	Minutes of the last meeting were accepted as an accurate record. **2.1 Action log review** Two actions are yet to be fully completed: 'To agree the scope and definition of the programme' and to 'begin programme communications and engagement'. These will be advanced further at the Programme Board meeting next week. All remaining actions have been completed.

Part 1: Transformation Programme Oversight

3.	**The Pennine Lancashire Transformation Programme 'Case for Change'** DE presented the current working draft of the Pennine Lancashire 'Case for Change' report v1.2 which has been co-produced internally by the Case for Change Task & Finish Group. The group comprised stakeholders from all partner organisations and the report tells the story for the entire system for the first time and spells out the size and scale of the challenges we are facing. The Case for Change Programme Board working draft v1.2 was 'signed-off' by members. It was agreed that this would now be utilised as a 'working draft' but a key engagement and communications tool for the programme. It needs to facilitate transformational planning discussions and this commences with the presentation planned for the end of this meeting to the additional extended partners.
4.	**Programme: Progress Report** **4.1 Transformation Programme Progress Report** DE presented the Progress Report for information, which was noted by members. **4.2 SROs Briefing Note** DN presented the briefing note outlining the new proposed Programme components and SROs with the next step of presenting a report detailing each core component's mandate to the Programme Board due to meet on 18 September 2015. HC highlighted the importance now of identifying the programmes of work that are currently underway and those that are proposed that will collectively address the financial and system challenges outlined in the Case for Change report, either in whole or in part.

	Additional item ' Briefing on the SRG' (paper tabled by CC) CC tabled and presented the above paper, which provided a progress update on the work of the System Resilience Group and its planned next steps. Both recommendations within the paper are detailed below and were agreed by members: • The System Leaders Forum formally delegates the SRG function to the newly developed System Resilience Group • Governance, reporting and escalation shall be through both the Pennine Lancashire Transformation Board and the System Leaders Forum. **4.3 Programme Board Terms of Reference for ratification** The ToRs for the board were ratified by members with a request for annual review. **4.4 Programme Director appointment** Members agreed that a Programme Director was required to support this level of transformation and that recruitment should be commenced to replace DE.
5.	**Feedback from Leadership for Change Management Programme** Phil Huxley and Lisa Moorhouse presented a video-clip produced by the participants of the Leadership for Change Management Programme. The clip outlines the groups thoughts on and reflective learning from the course in relation to systems thinking. The presentation was well received by members and it was suggested that all 5 participants of the course use this shared learning on the programme and become members of the Programme Board.

PART 2: Creating Opportunities For Systems Thinking & Development

6.	Part 2 of this meeting is not minuted. However to act as an aide memoire, a summary list of topics discussed is provided below: • The Pennine Lancashire Case for Change • Having the difficult conversations – being honest • How to utilise this sessions moving forward • Extended membership • Spelling out our vision • Wider stakeholder communications and engagement • Wicked and emerging issues: ways of working together more, building trust, sovereignty issues, • Making it all happen • What will or can we commit to and what can we achieve • Challenging existing culture and practice • Development of a single system plan and to what timeline • Combined authority and Healthier Lancashire • Getting ready – more dedicated time, frequency of meetings, resourcing plans.
	Date and time of next meeting: **Wednesday 11 November 2015 at 15.30 – 17.30** Walshaw House, Regent Street Nelson Lancashire BB9 8AS