



HIYAH COMMISSIONING BOARD

Tuesday 2 February 2010

YHPHO, York

Present:

Allison Cooke (Chair)
Tony Baxter
Judith Hooper
Colin Pollock
Jake Abbas
Sue Ward

Apologies

Brian Ferguson
Chris Edwards
Ian Holmes
Kevin Roberts

1. Notes of last meeting and matters arising

Notes of the last meeting dated 18 November were agreed as a correct record.

- I. Item 4: D1 HI Network Development – it was confirmed that an annual report is planned for end of March 2010.

2. HIYAH Finances

The financial statement showing spend up to end of Dec 2009 was accepted. AC supported the underspend shown and acknowledged that this would be carried forward to next year in line with previous discussions. AC was proposing that not all the underspend on consultancy be volunteered as a cost saving (see item 5), as it was acknowledged that the project had only been running for 12 months.

3. Phase I Project – Progress Report

The detailed progress report covering the period 11 November to 31 January 2010 was presented to the Board and the following comments were made:

A2: Small Area Datasets – as reported in progress update, with confirmation that the interactive mapping tool had now been published.

A3: Modelling Healthy Life Expectancy – as reported in progress update, with confirmation that the supporting resources were made available on-line at the end of January. JH expressed concern on the timeliness of the deliverables as this had missed the deadline required by Kirklees.

Action: JA to check with Deborah Collis the query on timing.

A4: Age/Ethnic Demography Forecasts – as reported in progress update. JA confirmed that the PCT level pilot projects would be Leeds, Bradford and Sheffield. JH queried why Kirklees were not involved as the original request to commission this project was made by Kirklees.

Action: JA to take this forward.

A5: Themed Outputs based on A4 – as reported in progress update.

B1: Health Economics Support for WCC – as reported in progress update.

B2: PBMA to Support Commissioning – as report in progress update, with the new SPOT tool going live on the website that day (2/2/10).

B3: Synthesis report of Evidence Base- as reported in progress update. JA confirmed that this work had become integrated into the insight work. AC suggested that we go back to the original project brief to see if there is a further piece of work that can be developed. **Action: S Baughan to discuss with JH**

C1: Accredited Training Programme for HI – as reported in progress update. The modular training has receiving very good feedback and JA was currently undertaking a scoping exercise to ascertain what other training we might offer in the future such as predictive modelling, finding the evidence and HES & costings.

C2: CPD Programme in Social Marketing – as reported in progress update. There was discussion about the Regional Marketing Forum, which was set up under the PCT collaborative, and how there were still issues about the group membership. AC commented that membership was on a voluntary basis and people back out of meetings and therefore more investment is needed to increase engagement.

D1 HI Network Development -

- It was confirmed that an annual report is planned for completion by the end of March. AC questioned whether we should do a broader stakeholder engagement exercise as well as the annual report and Colin confirmed that the YHQO launch was due in April which would provide an opportunity for this.
- Quarterly Regional Analysts Forum – this next forum event is being run by YPHO and is taking place on 2 March, open to Public Health Analysts and Performance Analysts across the region. Following discussion at RHIL it was recognised that an interactive forum focussing on the practical application of HIYAH/YPHO products and tools was required.

E1 Cardiac/Stroke Network – as reported in progress update. CP reported that this product had received very positive feedback from the Cardiac Network Chairs. CP also reported that there may be implications for the Phase II continuing project as Roger Boyle has tasked a national product to be produced.

The full updated progress report on all HIYAH projects is available at the following web link: <http://www.ypho.org.uk/resource/view.aspx?RID=10300>

4. Phase II Project Brief Development

CP briefed the Board on the recent process with regard the Phase II project briefs. Following the Commissioning Board meeting on the 18.11.10 the Phase II project briefs were circulated to CEs, DsPH and WCC Leads in the context of QO and no comments were received back. It was noted that the project briefs tabled were the ones originally sent out in November 2009 and therefore timelines had slipped. Agreement was reached on the amendments required across the project briefs and the Board agreed to sign-off the briefs on the proviso that amendments are made as agreed and that appropriate consultation take places with PCTs on PCT links, deliverables and timelines.

There was discussion around the need to have a project brief that allowed for acute response requests from the PCTs, which within the current commissioning process was not possible. CP confirmed that he would pursue this further but emphasised the complexities involved with including a responsive project brief. **Action: CP**

5. Management Costs

AC spoke about the need for PCTs to achieve a reduction in management costs as indicated the NHS Operating Framework 2010/11 and the potential impact on collaborative work streams. AC suggested a 10% reduction across the HIYAH Budget could be made, with some flexibility to get same level of outputs with reduced resource by reutilising the small 09/10 underspend and the consultancy budget line. There was also opportunity for efficiency within the QO budget that could be backfilled against HIYAH projects as the two workstreams become more aligned. To be discussed further at the next Commissioning Board.

6. Congenital Anomalies Register

A paper produced by Parslow, McKinney and Draper dated September 2009 was re-circulated with a request to fund the set-up costs of £98,722 which was approved. SMW had built this into the financial statement as a commitment against the budget in 2010/11.

7. Any Other Business

None.

8. Date of next meeting

The next meeting will be held at Lateral, Leeds at a date to be confirmed.

Sue Ward
26 March 2010

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