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<b>Date</b>	Tuesday, 08 March 2016
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<b>Title of paper</b>	<b>Approach to planning</b>
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<b>Clinical Lead</b>	Chair			
<b>Confidential</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input checked="" type="checkbox"/> Items are only confidential if it is in the public interest for them to be so

**The Governing Body is asked to:**

- Note the planning requirements and the timeline;
- Note that the Sustainability and Transformation Plan, the Business Plan, and the Prospectus will feature as separate agenda items; and
- Agree to delegate authority to the Chief Officer and the Chair to agree final versions of the five Operational Plan templates for submission by 11 April.

**Summary of purpose and scope of report**

1. Planning guidance was received from NHSE on 24 December 2015. This provided further details on delivering the five year forward view.
2. The key asks of the CCG are:
  - a. Write a five-year **Sustainability and Transformation Plan (STP)** across the sector (North West London).
  - b. Complete five **Operational Plan** templates relating to activities in year 1 of that plan, 2016/17. The five templates cover:
    - i. Finance and activity;
    - ii. Contract tracker;
    - iii. Operational resilience;
    - iv. NHS Constitution standards; and
    - v. Better Care Fund.
3. As a CCG, we already have a **Business Plan** covering 2015/16 and 2016/17.
4. A key message is that the plans need to be system-wide and describe how, together, we are going to deliver improved quality of services, improved patient outcomes and financial sustainability.

5. A **Prospectus** is being produced for each CCG in the collaborative which will set out on two-sides of A4 the key things planned for the 2016/17. This will be designed with patients and service users in mind.
6. Workshops will take place to identify the key risks to achieving our objectives – the outputs of which will form the updated **Board Assurance Framework** for 2016/17.

### Timeline

7. The timeline is as follows:

Date	Product	Notes
<b>February</b>	Gap analysis to be carried out between our existing strategic plans and the requirements of the Sustainability and Transformation Plan.	Completed.
<b>8 February</b>	Submit initial Operational Plans to NHS England.	Initial plans submitted except the Better Care Fund as guidance is awaited from NHS England and Operational resilience as the template requires amendment by NHSE.
<b>22 February</b>	Operational Planning stocktake meeting with NHS England.	
<b>March (first two weeks)</b>	Governing Bodies asked to: - agree delegation for sign-off of operational plan submissions; and - approve financial plans and budgets.	
<b>March</b>	NHS England to review CCG operational plans, triangulated to provider Trust plans	
<b>March</b>	2 <sup>nd</sup> draft submission of the Operational Plans	
<b>31 March</b>	CCG to agree financial plan and budget.	
<b>31 March</b>	Contracts with providers to be agreed and signed.	
<b>31 March</b>	Sustainability and Transformation Plan to be developed in February/March prior to submission of base Plan to NHS England.	
<b>11 April</b>	Submission of final 16/17 Operational Plans, aligned to contracts.	
<b>March/April</b>	Risk identification to develop updated Board Assurance Framework.	

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<b>May (first two weeks)</b>	Update on progress to be provided to the Governing Body.	
<b>30 June</b>	Submission to NHS England of full Sustainability and Transformation Plan.	
<b>31 July</b>	Assessment and Review of Sustainability and Transformation Plan.	

### Considerations

8. It will be important for conversations between commissioners and providers, through the contracting process, to support the alignment of plans.
9. The Strategic Planning Group will be re-established as the body across NW London that coordinate sector-wide planning. This group will include representation from providers and commissioners. The Sustainability and Transformation Plan will be reviewed by this group.

### Quality & Safety/ Patient Engagement/ Impact on patient services:

Plans are developed in conjunction with stakeholders.

### Finance, resources and QIPP

See budgets for 2016/17.

### Equality / Human Rights / Privacy impact analysis

Impacts will be considered as part of each programme of work.

### Risk

Risks are recorded in the current Board Assurance Framework. There will be a refresh of these risks in light of our developing plans.

### Supporting documents

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<b>Governance and reporting</b>		
Committee name	Date discussed	Outcome