



right care  
right place  
right time  
right outcome

Merton Clinical Commissioning Group  
**Wilson Programme Board**

Tuesday 11<sup>th</sup> September 2018

**10.30 – 12.30**

Room C, The Chaucer Centre, Canterbury Road, Morden

**In attendance:**  
See Appendix A

**Apologies:**  
See Appendix B

**Chair:** Andrew Murray

Item no.	Agenda Item	Actionee
1.	<b>Welcome and introductions Declaration of Interest</b>	<b>AM</b>
	<p>Welcome and introductions</p> <p>AM confirmed that he would now co-chair the Programme Board with Peter Derrick and DH would now be concentrating on establishing the workgroups.</p> <p>Declaration of Interest register circulated</p>	
2.	<b>Minutes of last meeting and Action Log</b>	<b>AM</b>
	<p>The meeting held on 18 April was chaired by Doug Hing. Peter Derrick was not in attendance.</p> <p>Page 2, item 4, last paragraph should read “direct relationship with MCCG”</p> <p><b>Action Log</b></p> <p>33. The paper prepared for the Finance Committee received positive feedback. This will be to the Health and Wellbeing Board and the Governing Body.</p> <p>34. SLHP are not currently available to attend the Programme Board. There is a temporary pause on all projects whilst talks proceed in respect of risk associated with interest rates.</p>	

3.	<b>Project Update</b>	<b>AMcM</b>
	<p>AMcM gave an update on the project and explained that the PC MDT space has been kept flexible to allow for growth anticipated in the next four years.</p> <p>A visit to Bromley by Bow has been planned for September, this is an opportunity to share any lessons learned.</p> <p>Facilitated sessions will be planned with the Architects.</p> <p>The delay in the project has afforded time to revisit participants requirements.</p> <p>AM asked if there is a gantt chart on the timeline due to the delay.</p> <p>AMcM confirmed that there is a draft timeline but this cannot be confirmed until the current national delay has been resolved and Lift Co have confirmed the start of the Project.</p> <p>Decant will need to take place in August/September 2019. Financial close is anticipated this time next year.</p> <p>AM said that it would be helpful to see the revised timeline/high level GANTT chart at the next programme board</p>	
4.	<b>Project Governance Structure</b>	<b>AMcM</b>
	<p>AMcM presented the proposed Project Governance Structure.</p> <p>With the commencement of the project new organisations will become involved and it is necessary to establish a structure which reflects this membership and the areas of responsibility.</p> <p>An intense amount of technical work will take place over the next few months, a new Project Board will be established which oversees the commercial, legal and technical aspects of delivery a new facility and disposal of surplus land. The Project Board will be attended by SLHP, CHP, NHSPS and MCCG.</p> <p>AMcM said that a more detailed scheme of delegation and responsibilities of each group was being prepared</p> <p>All stakeholders discussed their role and agreed their acceptance of their responsibilities explained in the structure.</p> <p>AMcM confirmed that positive meetings have taken place with LIFTCo.</p> <p>The Programme Board is to ensure the vision for the model of health and wellbeing is realised, it is the guardian of the vision and</p>	

	<p>will provide assurance to the Governing Body, LBM Cabinet and Health and Wellbeing Board.</p> <p>Communications and Engagement runs across all groups,</p> <p>KM suggested that the Vision Statement should be stated on the document.</p> <p>AMcM asked for any further comments be addressed to AM, PD or himself.</p> <p>The Project Governance Structure was agreed by the Programme Board.</p>	
<b>5.</b>	<b>Decant Strategy</b>	<b>SS</b>
	<p>SS presented the Options Appraisal for the Wilson Decant Strategy.</p> <p>The purpose of the presentation is to review the list of identified options and agree the short list, the risks and issues log and agree the next steps and roles and responsibilities.</p> <p>The options include the decant of services currently based at the Birches site, this would allow early disposal of the site releasing capital.</p> <p>The initial review has highlighted the requirement, demand profiles and high level assessment of options that have been undertaken. The next stage is to progress the preferred option to business case approval, the key actions will need to take place.</p> <p>Demand – service requirement and specification for decant to be formalised and fixed.</p> <p>Occupancy – tenancy decant schedule with confirmation that existing tenants not to be rehoused will provide vacant possession by September 2019.</p> <p>Supply/affordability – to confirm the preferred option will meet the project timescales procurement of solution and planning consent and is affordable to the CCG.</p> <p>HD raised concerns in regard to the portacabin option located on the Wilson site. It was felt this was an expensive option and queried whether NHSPS had widened the search through the borough for alternative decant space.</p> <p>AMcM advised that the MH services located at the Wilson are specialist clinical services which could not work from office</p>	

<p><b>ACTION</b></p> <p><b>ACTION</b></p>	<p>accommodation. PD asked for costings to be included in the next presentation.</p> <p>There was a discussion around engagement with the mental health trust to explore innovative ways of delivering the clinical services that might reduce the floor space required.</p> <p><b>NMcD,SH and AMcM to meet to discuss the financial implications.</b></p> <p><b>NHSPS to bring back another version in November</b></p>	<p><b>NMcD, SH, AMcM</b></p> <p><b>NHSPS</b></p>
<p><b>6.</b></p>	<p><b>Community Engagement Update</b></p>	<p><b>FG</b></p>
	<p>FG presented the review of community engagement workstream.</p> <p>Between April and August a programme of outreach engagement work was undertaken to revisit the community conversation feedback and raise awareness of the project with local communities and develop relationships.</p> <p>Next steps are to develop an integrated communications and engagement plan. Map upcoming engagement opportunities in the local community. Continue the programme of community outreach especially targeting groups not previously heard from.</p> <p>FG advised that they are developing a Community Reference Group for the Wilson, WCRG, at present they are not sure on the frequency but will seek a lay representative to chair the group.</p> <p>The Community and Engagement workstream will provide assurance to the Programme Board through regular reporting on the progress, outcomes and achievements.</p>	
<p><b>7.</b></p>	<p><b>Risk Register</b></p>	<p><b>AMcM</b></p>
	<p>Risk 12 is currently amber.</p> <p>All partners recognise the common purpose of the Communications and Engagement involvement.</p>	
	<p><b>Any Other Business</b></p>	<p><b>AM</b></p>
	<p>DH is arranging for a Bromley By Bow visit on 26<sup>th</sup> September, invites will be sent out to Programme Board members.</p> <p>Next Programme Board on 10<sup>th</sup> October to be a follow up to the workshop held on 18<sup>th</sup> July.</p>	

## Appendix A: Attendance List

DH	Dr Doug Hing	Clinical Director for East Merton model of Health and Wellbeing (Co-Chair)	MCCG
AMcM	Andrew McMylor	Director of Primary Care Transformation (SRO)	MCCG
SH	Sue Howson	Programme Director	Synopsis Health
MP	Matthew Parish	Strategic Estates Lead	NHSPS
DZ	Dagmar Zeuner	Director of Public Health	LBM
KM	Khadiru Mahdi	Chief Executive	MVSC
NMcD	Neil McDowell	Director of Finance	MCCG
IW	Ian Winning	Interim Deputy Director of Finance (Estates)	MCCG
LL	Lucy Lewis	West Merton Partnership Manager (MCCG)	MCCG
JH	Julien Humphreys	CHP Programme Manager	JH
DC	Dave Curtis	Wilson Community Development Manager	LBM
DR	Daniel Reynolds		
AN	Amy Nicholls	Communications Lead	NHSPS
MC	Martha Croakley	Property Development Manager	NHSPS
VS	Victoria Shaw		NHSPS
AM	Andrew Murray	Clinical Director	MCCG

## Appendix B: Apologies

		Role
Peter Derrick	PD	Governing Body Lay Member (Co-Chair)
Neil McDowell	NMcD	Director of Finance MCCG
Hannah Doody	HD	Community and Housing LBM
James McGinlay	JMcG	Assistant Director of Sustainable Communities Environment and Regeneration
Lucy Ing	LI	Communications Manager
Sue Howson	SH	Programme Director

## WILSON PROGRAMME BOARD

### Actions Log

No.	Action	Date raised	By whom and target completion date	Completed (date)	Escalation
33	Paper to be prepared for Finance Committee	07/06/18	Mid July AmcM	Presented to August Finance Committee	
34	SLHP to be invited to next Programme Board	07/06/18	SH	SLHP currently not available	