

Appendix B

Integration transformation fund arrangements for Leeds

DRAFT Timeline

A first draft of the planning template is due by 15th February 2014. This gives 16 weeks preparation time from 4th November. Furthermore, this will span the Christmas period, effectively reducing the time available by two weeks. An initial set of key dates for both the high level governance process and development of proposals are captured below. Please note that for the workflow milestones, forward dates for the Integrated Commissioning Board, the ICE stakeholder group and Transformation Board have not yet been set and dates for the Integrated Health and Social Care Board need to be added.

In terms of governance, **CCG Executive Board** meetings need to be included and the **LCC Executive Board** clearance process leading up to 14th February needs to be added. Additionally, dates for the Combined Health Briefing are currently being identified and will be included when available.

Week	Date	Milestone – Governance	Milestone – workflow
1	4/11		Transformation Programme Board 6 th November
2	11/11		
3	18/11	Initial paper to Health and Wellbeing Board 20 th November	Urgent Care Board 22 nd November
4	25/11		
5	2/12		
6	9/12		Transformation Programme Board 11 th December – update Urgent Care Board 15 th December
7	16/12		
9	23/12	Christmas closedown for LCC	
10	30/12	Christmas closedown for LCC	
11	6/1	Deadline for papers for H&WB Board 8 th January	
12	13/1	Working draft needs to be ready to be circulated to H&WB Board	Urgent Care Board 17 th January
13	20/1		
14	27/1	Draft discussed Health and Wellbeing Board 29 th Jan	
15	3/2		Urgent Care Board 6 th February
16	10/2	First draft for info to LCC Executive Board 14 th Feb	Submit first draft to NHS England/LGA by 14th Feb
17	17/2		
18	24/2		
19	3/3		
20	10/3	Final template to be submitted	

Dates for info: Health and Wellbeing Board 12th March, LCC Executive Board 5th March.

Approval, engagement and sign off

In order to ensure that all partners have opportunity to comment on the development of ITF proposals, there will be a comprehensive programme of engagement running alongside the mechanisms in place to develop the proposals. Key dates for this process will be added to the timeline in due course.

The high level approval process for Leeds, based on the route suggested in the most recent guidance from LGA and NHS England, is set out below.

