

Appendix A

Better Care Fund (formerly Integrated Transformation Fund) timeline for Leeds

A first draft of the planning template is due by 14th 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. Key dates for both the high level governance process and development of proposals are captured below, updated following the most recent national guidance from NHS England and the LGA.

Week	Date	Milestone – governance	Milestone – work flow
1	4/11		Transformation Programme Board 6 November
2	11/11		
3	18/11	Initial paper to Health and Wellbeing Board 20 th November	
4	25/11		
5	2/12		
6	9/12		Transformation Programme Board 11 December – update
7	16/12		Email out statement of intent to key programme boards and contributors
9	23/12	Christmas closedown	
10	30/12	Christmas closedown for LCC	Deadline for first draft submissions CoP 3 January
11	6/1	- Combined Health Briefing update 6 January - Deadline for papers for H&WB Board 8 January	Integrated Commissioning Executive workshop 9 January
12	13/1		Integrated Commissioning Executive workshop part 2 14 January
13	20/1		LGYPH BCF seminar 20 January, Leeds ICE workshop part 3 21 January
14	27/1	High level summary of BCF schemes to Health and Wellbeing Board 27 Jan for discussion 29 Jan High level summary discussion at Scrutiny Board 29 January	
15	3/2	Combined Health Briefing update 5 February	Transformation Board 5 February
16	10/2	CLT agenda clearance for Exec Board 11 February	ICE 11 February

		First draft for approval prior to submission to one-off Health and Wellbeing Board on 12 February	Submit first draft to NHS England/LGA 14 February
7 weeks – final draft			
17	17/2	Cabinet / CLT clearance prior to Exec Board 19 February	
18	24/2	<i>Narrative template to engagement / consultation bodies (HWL/LIP) for comment</i>	
19	3/3	Draft to LCC Executive Board 5 March	Transformation Board 5 March <i>? response from NHS England/LGA</i>
20	10/3	Update to Health and Wellbeing Board 12 March	<i>? Response from NHS England / LGA</i>
21	17/3		ICE 18 March
22	24/3		
23	31/3	Health Team Brief 31 March <i>(invite Lead Member ASC?)</i>	Final BCF plan to be submitted as part of final 2 year operational and draft 5 year strategic CCG plans 4 April
<i>Submission of final 5 year strategic CCG plan 20 June</i>			

Standing items

Verbal updates on BCF progress will be given each week at the Members briefing meetings for Health and Wellbeing and Adult Social Care.

Meetings / deadlines still to be added

South and East CCG Executive Board

North CCG Executive Board

West CCG Executive Board

Final sign off from H&WB Board for second draft, 4th April (subject to a final decision from Chair)

Approval, engagement and sign off

In order to ensure that all partners have opportunity to comment on the development of BCF proposals, there will be a comprehensive programme of engagement running alongside the mechanisms in place to develop the proposals. 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.

ICE

Transformation Board

Leeds South & East CCG Executive Board

Leeds North CCG Executive Board

Leeds West CCG Executive Board

LCC Executive Board

Health and Wellbeing Board