



North Central London
Clinical Commissioning Group

Directorate Staff Briefing 20 April 2022

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- New ways of working – office meeting rooms and the role of the Business Services Team
- Office orientation sessions
- New NCL ICB folder structure
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NCL Integrated Care System Transition update

Recruitment update



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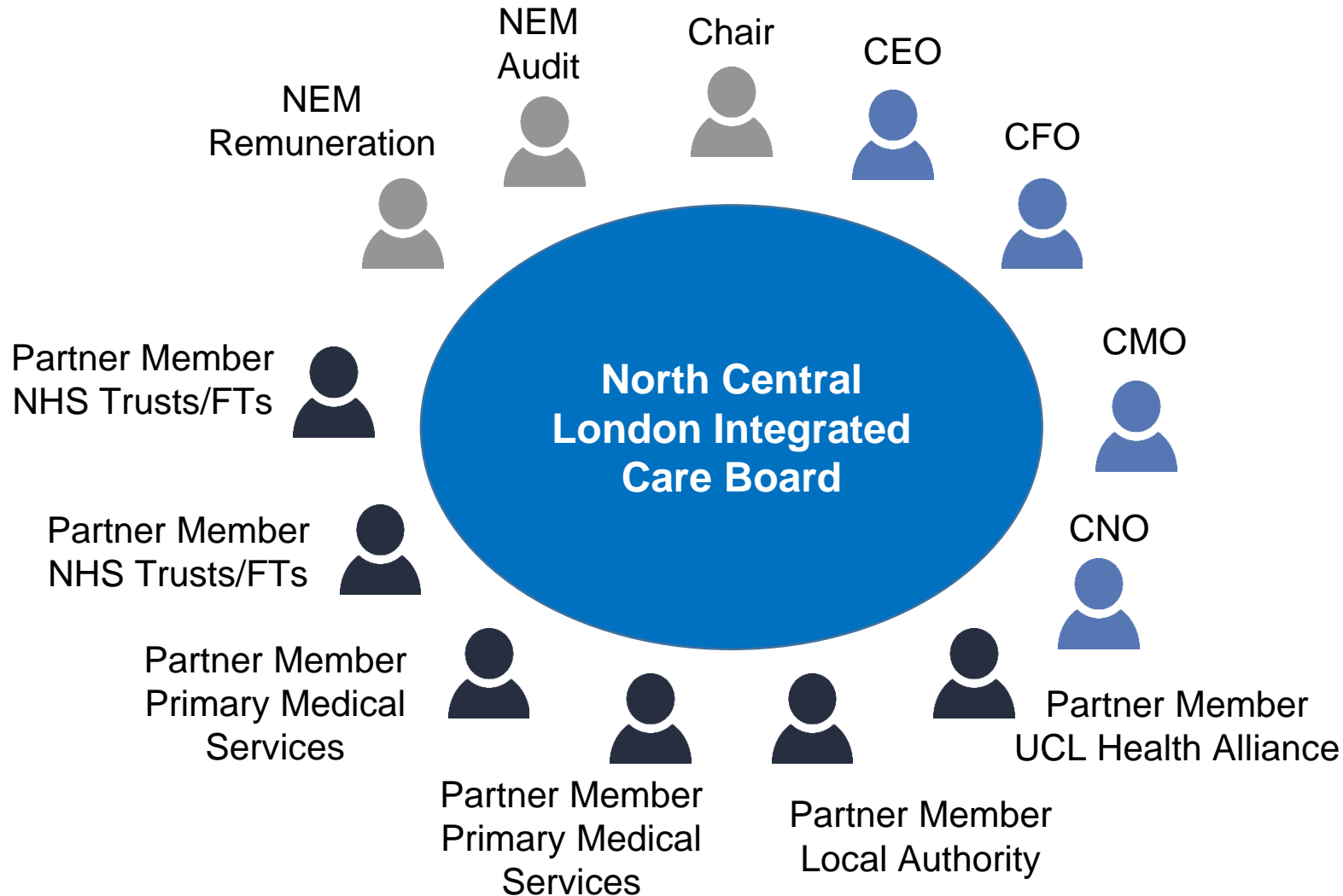
The final three NCL ICB Executive Management Team appointments have been announced:

- Chris Caldwell has been appointed to the role of Chief Nursing Officer for the NCL ICB. Some of you will have met Chris through her role with the Tavistock & Portman NHS Foundation Trust where she is Executive Director of Nursing and System Workforce Development, with responsibility for directing the National Workforce Skills Development Unit. Chris has also been acting as Chief Nurse for the NCL system and system lead for staff wellbeing over the last couple of years. Chris is a registered nurse in adult and children's nursing and a registered nurse teacher. Chris will be joining us in May.
- Phill Wells will be joining as Chief Finance Officer. Phill joins North Central London ICB from Homerton Healthcare NHS Foundation Trust where he has been Chief Finance Officer since 2018 as well as the executive lead for Procurement, Estates, Facilities and Clinical Engineering. Phill previously spent 16 years in the Civil Service in a number of roles across policy analysis and finance, most recently as Financial Strategy and Planning Director at the Department for Work and Pensions where he led the Department's medium term financial planning and risk management. Phill will be joining us during the summer – we expect to confirm a start date later this month.
- Sarah Morgan will be joining as Chief People Officer. Sarah is currently Director of Organisational Development at Guy's and St Thomas' NHS Foundation Trust, where she has been since 2015. Sarah has also led the South East London ICS Workforce Programme since November 2020. Sarah has extensive experience both within the NHS and also working through consultancy with the NHS where she worked across performance, strategy and system redesign. Sarah will be joining in July.

Recruitment update

- The draft Constitution proposes that the North Central London ICB Board is made up of 13 members. These are:
 - Chair (Mike Cooke)
 - Chief Executive (Frances O'Callaghan)
 - 2 x Partner Members: NHS Trusts and Foundation Trusts
 - 2 x Partner Member: Providers of Primary Medical Services
 - Partner Member: Local Authorities
 - Partner Member: UCL Health Alliance
 - 2 x Independent Non-Executive Members
 - Director of Finance (Phill Wells)
 - Chief Medical Officer (Dr Jo Sauvage)
 - Chief Nursing Officer (Chris Caldwell).
- Recruitment to the Non-Executive Member roles has commenced with interviews scheduled over the next couple of weeks.

Proposed membership of NCL ICB



- Non-Executive Member (NEM)
- Executive Member
- Partner Member

NCL ICB has proposed 13 Board Members with voting rights within the Constitution.

To date, the Chair designate and the four designate Executive Members have been appointed to the NCL Board.

Partner Members for NCL ICB



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- NCL will appoint six Partner Members to the NCL ICB Board. These roles are:
 - 2 x Partner Members for NHS Trusts/ Foundation Trusts
 - 2 x Partner Members for Providers of Primary Medical Services
 - Partner Member for Local Authorities
 - Partner Member for UCL Health Alliance
- The Partner Member nominations process is outlined in the NCL ICB Constitution. Following constitution engagement and refreshed NHS England and NHS Improvement (NHS E/I) guidance, an updated version of the ICB constitution will be submitted to NHS E/I for approval this week.
- Once the constitution is approved by London Region, the process for Partner Members nominations and appointments can be launched.
- Partner member recruitment will take place throughout May and June.
- Partner Member roles will remain designate until the ICB formally established.

NHS North Central London ICB Executive Management Team



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Board Member

Board Attendee

Chief Executive
Officer
*Frances
O'Callaghan*



Chief
Development and
Population Health
Officer
Sarah Mansuralli



Chief Finance
Officer
Phill Wells



Chief Medical
Officer
Dr Jo Sauvage



Chief Nursing
Officer
Chris Caldwell



Executive
Director of Places
*Sarah McDonnell-
Davies*



Chief People
Officer
Sarah Morgan



Executive
Director of
Performance and
Transformation
Richard Dale



Executive
Director of
Corporate Affairs
Ian Porter



Transition to the new structure

- **April 2022:** Sarah Mansuralli (Chief Development and Population Health Officer), Sarah McDonnell-Davies (Executive Director of Places), Richard Dale (Executive Director of Performance and Transformation) and Ian Porter (Executive Director of Corporate Affairs) have taken up their new designate roles.
- **1 May 2022:** Paul Sinden transitions to his new role as Managing Director of the NCL GP Provider Alliance (GPPA).
- From May, there will be some changes to reporting lines, to reflect the new appointments.
- Performance and Assurance teams (led by Ed Nkrumah and Elizabeth Ogunoye) will report into Richard Dale in his new role.
- Primary Care (led by Sarah McIlwaine) will report into Sarah McDonnell-Davies.
- Updated invites to staff briefings for those teams / functions that are being moved will be circulated prior to the staff briefings scheduled for Wednesday 4 May.

Transition to the new structure

- **May – July 2022:** The ICB Executive will form in full as external appointments join: Chris Caldwell (May), Phill Wells (July) and Sarah Morgan (July).
- The new Executive model has practical implications for the way we look and work as Directorates over the transition period.
- In the all staff meeting next Wednesday (see next slide), and subsequent directorate staff briefings, we will look to address these – covering everything from what will change on 1 July (and what will remain the same), Oracle and Workforce hierarchies and when key committees will meet.
- If you have particular questions you would like addressed, please submit these to: northcentrallondonics@nhs.net

Transition to the new structure - all staff session next week

- During the first Traverse sessions, colleagues shared their desire to have more information about the new ICB Executive Management Team, information about implementation timelines relating to transition and also about the consultation with NCL CCG staff about transferring to the ICB.
- A session for all staff will be held next week on Wednesday 27 April, 2-3pm and will be an opportunity for NCL colleagues to hear from Frances O’Callaghan about the new Executive Management Team and broader ICB transition updates, including when Executive Management changes will be implemented.
- Michelle Chadwick, Executive Director of HR Transition, will also join this session to launch the formal 30-day consultation period on the transfer of staff from NCL CCG to NCL ICB on 1 July 2022.
- All staff are encouraged to attend this session. The session will also be recorded and made available on the staff transfer consultation intranet page. If you didn’t receive an invite to this session, please contact the Comms and Engagement team: nclccg.communications@nhs.net
- Regular Directorate staff briefings will be held a week later on Wednesday 4 May and will be an opportunity to ask questions of your Executive Director on the ICB transition updates and consultation process.
- All information and key documents related to the consultation for the staff transfer from NCL CCG to NCL ICB will be made available on the staff intranet on Wednesday 27 April. Following the launch briefing, all staff will receive an email on 27 April to confirm the launch of the consultation and a link to the staff transfer consultation intranet page.

Staff engagement workshops



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Calendar invites for the next set of workshops that will again be facilitated by Traverse were sent on Thursday. If you didn't get these invites, please send an email to nclccg.communications@nhs.net

Topic	Date	Time
Our communities: Population health and tackling health inequalities	Wednesday 4 May	10am – 12pm
Integration: Working with and hearing from partners and building on collaborative working through Covid	Monday 9 May	2pm – 4pm
Vision: How will the ICS and ICB accelerate delivery of health outcomes and the priorities for Year 1	Wednesday 18 May	10am – 12pm
Integration: Working with and hearing from partners and building on collaborative working through Covid	Monday 23 May	2pm – 4pm
Vision: How will the ICS and ICB accelerate delivery of health outcomes and the priorities for Year 1	Wednesday 8 June	10am – 12pm
Change: the role of commissioning and contracting in the future	Monday 13 June	2pm – 4pm
Quality Improvement: embedding improvement and harnessing best practice	Wednesday 22 June	10am – 12pm
How decisions will be made: ICB governance and oversight	Monday 27 June	2pm – 4pm

The **Vision** and **Integration** sessions will be run twice – if you're interested in these topic areas, you won't need to attend both sessions.



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Other updates

New ways of working – office meeting rooms

- To help everyone adapt to the new ways of working within our NCL offices, the Business Services Team have provided some information to help support colleagues and teams when working from the office or hybrid working
- Here's some information about booking and using meeting rooms:
 - All room bookings must be made using DeskSmart (available via Workforce)
 - All room bookings should be made under the name of the meeting, not the person, with your email address included in field provided
 - Whilst we ask you book your meeting room by the hour, it is advised that the meeting runs from 5 minutes past the hour and/or finishes 5 minutes to the hour to allow you time to set up the meeting room/clean up the meeting room ready for the next booking.
 - At the end of the meeting, the room must be left ready for the next booking. This includes removing any papers, catering and putting tables back to how there were prior to the meeting.
 - All staff are responsible for the preparation and support to meetings in their respective Directorate including the setting up of AV, providing tea/coffee if requested, and ensuring that guests are greeted on arrival if appropriate.

New ways of working – the role of our Business Services team

- As you may be aware, there is no longer a reception within any of our offices and it is therefore the responsibility of teams and directorates to ensure they have staff on site to assist with meetings.
- The Business Services team can help with:
 - Training on how to use the AV systems in meeting rooms
 - Getting security passes/swipe cards/parking permits etc
- The Business Services Team is not responsible for ensuring meeting rooms are set up, greeting guests or providing catering.
- If you are attending the office in order to support a meeting and intend to work in the office for the day, please remember to book a desk via DeskSmart.
- If you have any questions regarding the above, please speak to your Executive Director or line manager – or contact the Business Services Team on nclccg.businessservices@nhs.net

Office orientation sessions

- To help support all staff to be confident in working effectively in our offices, the Business Services Team will be holding a number of office orientation sessions at each office site over the coming six weeks, on the following days:
 - Every Tuesday at 11am until Tuesday 31 May at both Camden (250 Euston Road) and Islington (Laycock Street)
 - Every Wednesday at 11am until Wednesday 1 June at Barnet (North London Business Park)
- Thereafter, the office orientation sessions will take place monthly on the following dates:
 - First Tuesday of every month at 11am at both Camden (250 Euston Road) and Islington (Laycock Street)
 - First Wednesday of every month at 11am at Barnet (North London Business Park)
- The meeting point for the office orientation sessions will be the kitchen at each office site; a member of the Business Services Team will meet staff in the kitchen at 11am prompt to start the session.
- River Park House is utilised far less than the other sites, with less staff attending on a regular basis; the Business Services Team are happy to arrange orientation sessions at River Park House on request – please contact Business Services if you would find this helpful.

Office orientation sessions

- The orientation sessions aim to help staff gain confidence in, and awareness of, our new ways of working, and to support staff in understanding more about our offices, including:
 - Our 'new' office environment, including our PODs and zones, including the principles around using these spaces
 - Our meeting rooms, including information about how to book a meeting room, and how to use the AV equipment in the rooms
 - DeskSmart, including how to access DeskSmart, how to book desks, meetings rooms and car parking spaces
 - Our kitchens – and where tea/coffee etc is kept
 - Health and safety information including how to raise the fire alarm and where the assembly evacuation point for that building is
 - Details on security and access to the buildings, as well as how to obtain a security pass, ID badge, or parking permit.
 - Information about travelling to the office, and the nearest bus stops, train stations and local amenities.
- If you have any questions please email: nclccg.businessservices@nhs.net

New folder structure – NCL ICB



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- Work is underway in preparation for the transfer of data from our legacy CCG drives to our new NCL ICB Network Drive. This project has been divided into 3 distinct parts:
- Part 1 – Service Leads/Team Leads are working with the IT Transition Team and Business Services to agree new folder structures for each Directorate, in the new Network Drive. The deadline for agreeing and signing off the new folder structures for each Directorate is 29 April.
- Part 2 – Once agreed, the new folder structure will be shared with all existing folder owners, in order for the folder owners to map their existing folder to the new agreed folder structure. The new proposed locations will also need peer review and sign off. This will happen between 1-13 May.
- Part 3 - All staff are asked to review the folders on the N Drive and personal drives that they have access to and have a bit of a spring clean with the aim of reducing the amount of data we have stored on our N drive. Staff are asked to delete any data that they no longer need, where it is appropriate to do so (we will be sharing information about retention schedules and how to do this shortly). The deadline for tidying up the data stored in our existing folders is mid-June.
- We have set up a weekly (virtual) ‘drop-in’ session, attended by both IT and IG colleagues, in order to support staff with this work (11am every Tuesday. If you would like to attend, please contact nclccg.businessservices@nhs.net who will share the MS Teams link with you.

Some reminders and upcoming events

- **Appraisals** – a gentle reminder to all colleagues to make sure you have an appraisal meeting booked in April or May for an end of year review, to set objectives for the year ahead and to identify personal development needs. Further information is on the [appraisal page of the intranet](#).
- **Corporate induction** – new dates now available for April, May and June. Induction sessions (14 30 minute sessions on a range of topics like HR, comms and engagement, the commissioning cycle and ICS transition) are spread across the month and provide new starters with informative content and the opportunity to meet and network with key contacts across the CCG and beyond. Staff can book on to these sessions using the links on the [Corporate Induction page on the intranet](#).
- The next **Black History 365 event** is taking place on Tuesday 26 April, 2-2.55pm and is on B.A.M.E. Athletes and Sports Personalities. All staff welcome to attend. The calendar invite has been shared with all staff. Any questions: nclccg.bame@nhs.net