





West Berkshire BCF Highlight Reports

PROGRAMME	WEST BERKSHIRE BCF PROGRAMME	PROGRAMME & PROJECT MANAGERS	Tandra Forster & Steve Duffin Toby Ellis	OVERALL RAG STATUS	
REPORTING PERIOD	01 – 31 Dec 2014	REPORT ISSUE DATE	09.01.15	STATUS	Draft

JOINT CARE PROVIDER (inc 7 day services and direct commissioning)

PROJECTS/ SCHEMES STATUS	
<p>West Berkshire Better Care Fund plan not yet approved by Department of Health. Revised submission due 9 Jan 2015 but will be missed whilst discussions continue with the Secretary of State regarding funding. There is only one condition applied to the plan (funding the costs of the change in the social care eligibility threshold) and this remains a risk to the overall BCF, reflected in the overall Amber status.</p> <p>Whilst the Better Care Fund schemes have yet to be approved, all planned work has continued and therefore the delivery of this project is on track.</p> <p>Whilst the CTA funding was significantly less than bid for every effort is being made to manage the project from the resources available. At this stage it is not possible to predict if this will be sustainable hence the Amber status.</p>	 Project Status
	 Finance Status
	 Activity Status
	 Milestone Status

KEY ACHIEVEMENTS	
<p>Joint Care Provider (inc 7 day services and direct commissioning)</p>	<ul style="list-style-type: none"> Detailed Process Mapping completed Meeting with Programme Director to confirm template commonality Full Team Meeting to review progress of 'To Be' model and receive improvements Conversion of key documents (PID, Risk Register, Plan) to agreed BCF format (PID with PL for review prior to despatch to co-sponsors) Initial meeting regarding likely performance measurements completed Initial meeting regarding likely IT systems requirements completed Initial meeting regarding Workforce Design December Progress Report written Expansion to 7 Work Packages: Pathway Packages: – 1 – Care Supplier (model) design, 2 – Workforce Design, 3 – 7 day Services, 4 – Transfer to Long Term Care. Enabler Packages – A – IT systems, B – Trusted Assessor, C – Performance Data/M Measurement <p>November 2014 achievements</p> <ul style="list-style-type: none"> Draft PID completed Draft Risk Register completed Draft Project Plan to be completed 6 x 'To Be' Model meetings/workshops completed November Project Progress Report written November Project Progress Report reviewed by full Project Team Outline Work Packages (currently 6 'activity' and 2 'enabler' – subject to change) in preparation - detailed within the November Progress Report (from last month) Joint Provider 'To Be' Model to be agreed – not yet agreed as still in development (from last month) Affordable 7 Day Service model to be agreed – not yet agreed as still in development (from last month) Procedure allowing direct commissioning of social care by Community Nurses

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to be agreed and documented – not yet agreed as still in development

NEXT STEPS / PLANNED ACTIVITIES

Joint Care Provider (inc 7 day services and direct commissioning)	<ul style="list-style-type: none"> • Converted PID circulated to be approved • Work Package details to be drafted • Work Package meetings to be arranged • Work Package staff to be allocated • Communications plan to be created • Communications strategy to be created
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NEW ISSUES RAISED THIS PERIOD

c/f from previous report - West Berkshire Better Care Fund plan not yet approved by Department of Health. There is only one condition applied to the plan (funding the costs of the change in the social care eligibility threshold) but a further 27 areas where particular actions are required. An action plan to address the 27 areas has been approved by the DH and the work has been progressed by a joint LA and CCG team. The aim is to be in a position to submit the amended plan by the final deadline of 9th January 2015, subject of course to agreement around the single condition.

NEW RISKS IDENTIFIED THIS PERIOD

BW 10 Joint Care Provider/Personal Recovery Guide Project Risks Log

Risk Ref	Category	Source & Date Raised	Risk Description	Inherent risk score			Required controls and actions to reduce/mitigate risk	Review Dates	SRO and Monitor/ Review body	Residual Risk Score and Rating		
				L	I	RR				L	I	RRR
Joint Care Provider only												
JCP 10	Performance	10/12/2014	'Small Increases of Care' - concern that new service model proposal might attract workload that would otherwise be part of BAU (business as usual) and/or used as a destination where need does not fit current BAU model. This would be outside of the new ser	3	3	9	Processes & Procedures to ensure 'To Be' service model is ring fenced and does not attract BAU workload. Clear demarcation required to distinguish between new model offer and unchanged existing services	Monthly	Integrated Steering group	2	3	6
JCP 11	Performance	20/12/2015	EDT (Emergency Duty Team) contract with Bracknell expires 31 May 2015. A continuation of emergency cover is required in order for the proposed model to effectively function	5	2	10	WBC Commissioning Team exploring options including contract extension	Monthly	Integrated Steering group	3	2	6

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PROJECT MILESTONES, DELIVERABLES					
Project Milestones (Include all milestones from last month onwards)	Task Owner	Original Delivery Date	Planned delivery Date	Conf H/M/L	Explanation for slippage, impact on workstream and actions being taken. Has any re-planning been approved by appropriate Board?
Joint Care Provider (inc 7 day services and direct commissioning)					
PID Sign Off	TE	Nov	Dec	H	Conversion to BCF format no impact
Milestone 3: Service Redesign	TE	Jan	Jan	H	In development, on target for Jan
Milestone 4: Work Package Preparation	TE	Jan	Jan	H	In development, on target for Jan
Milestone 5: Work Package Activity	TE	Jan	Jan	H	In development, on target for Jan
Milestone 6: Service Implementation	TE	Apr	Apr	H	
Milestone 7: Service Review	TE	May	May	H	
Milestone 8: 1 st Phase (Frail Elderly) Project Closure	TE	Jun	Jun	H	





Project Budget/Cost Summary (£000s) as at 31/12/2014								
Cost Type	Funding Source	Original baseline (in Business Case)	Current baseline	Actual spend to date	Forecast to 31st March 2015	Forecast To Complete (inc. spend to date)	Forecast To Complete - date	Explanation for slippage, impact on workstream and actions being taken. Has any re-planning been approved by appropriate Board?
Project Delivery Costs - Joint Care Provider Project								
Project Manager	CTA		53,200	16,077	36,058	51,800	30/06/2015	Projects go-live planned for April 15 but closure will need to allow for a period of monitoring /adjusting
Subject Matter Experts (backfill)	CTA		55,720	35,469	49,000	57,400	30/06/2015	Projects go-live planned for April 15 but closure will need to allow for a period of monitoring /adjusting
Project Office Administration Support	CTA		4,200	2,596	4,200	4,200	31/03/2015	
ICT Equipment	CTA		1,050	693	560	560	31/03/2015	
Room Hire & Catering	CTA		2,730	1,392	2,730	2,730	31/03/2015	
Specialist Support HR	CTA		3,500	0	3,500	3,500	31/03/2015	
Specialist Support Legal	CTA		3,500	0	3,500	3,500	31/03/2015	
Specialist Support Finance	CTA		7,000	0	7,000	7,000	31/03/2015	
Training	CTA		3,500	0	3,500	3,500	31/03/2015	
Contingency	CTA		9,100	0	9,100	9,100	30/06/2015	
Sub Total		0	143,500	56,227	119,148	143,290		
Pump Priming for Go Live								
		0	0	0	0	0		
Sub Total		0	0	0	0	0		
Totals		0	143,500	56,227	119,148	143,290		

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RESOURCE SUMMARY		
<i>Number of Main (FTE) Resources Required</i>	<i>Number Now In Post</i>	<i>Explanation for variance, impact on workstream and actions being taken.</i>
1 x Project Manager	1	Shared across both projects
0.5 x Project Administrator	0.5	Administrator supports both projects and ISG
1.4 x Subject Matter Experts	1.4	Shared across both projects

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PERSONAL RECOVERY GUIDE / KEY WORKER PROJECT

PROJECTS/ SCHEMES STATUS	
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	 Finance Status
Whilst the Better Care Fund schemes have yet to be approved, all planned work has continued and therefore the delivery of this project is on track.	 Activity Status
Whilst the CTA funding was significantly less than bid for every effort is being made to manage the project from the resources available. At this stage it is not possible to predict if this will be sustainable.	 Milestone Status

KEY ACHIEVEMENTS	
Personal Recovery Guide	<ul style="list-style-type: none"> Royal Berkshire Hospital added as key partner Conversion of key documents (PID, Risk Register, Plan) to agreed BCF format (PID with PL for review prior to despatch to co-sponsors) Single Work Package identified – service specification Workshop to scope service specification completed Meeting with Programme Director to confirm template commonality Full Team Meeting to confirm how to deploy specification Agreement regarding organisation to undertake tender process and award contract if that pathway is pursued – WBC Agreement to explore possibility of undertaking pilot scheme prior to award of contract Procurement Planning undertaken with WBC Contracts & Commissioning Team and resource identified to manage process Early Supplier involvement with Age UK, Village Agents, Sue Ryder Home, British Red Cross Early user involvement with patient representatives 1st Draft of specification completed <p>From November Report:</p> <ul style="list-style-type: none"> Second team meeting held Key RBH contacts identified & briefed Pre-tender planning commenced (Early Supplier Involvement, Early User Involvement) Workshop arranged Draft PID completed Draft Project Plan completed Draft Risk Register completed November Project Progress Report written (from last month - not yet agreed) Detailed definition of the role to be produced – still in development (from last month - not yet agreed) Key decision around service delivery method to be taken (employed staff, commissioning, use of voluntary sector or combination) – still in development

NEXT STEPS / PLANNED ACTIVITIES	
Personal Recovery Guide	<ul style="list-style-type: none"> Second Workshop to review draft specification Peer review of similar specification at Bracknell Council Initial discussions regarding pilot scheme Communications plan to be created Communications strategy to be created

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NEW ISSUES RAISED THIS PERIOD

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NEW RISKS IDENTIFIED THIS PERIOD

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				L	I	RR				L	I	RRR
Personal Recovery Guide only												
PRG 09	Delivery	23/12/2015	Ability to undertake pilot scheme in lieu of tender process as part of market testing exercise - legal framework to be explored	3	3	9	discussions with legal teams (principally WBC) regarding format and restrictions surrounding pilot	Monthly	Integrated Steering group	2	2	4

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PROJECT MILESTONES, DELIVERABLES					
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Personal Recovery Guide					
PID Sign-off	TE	Nov	Dec	H	Conversion to BCF format no impact
Milestone 2: Assessment of requirements	TE	Dec	Dec	H	Delayed until January – 2 nd workshop
Milestone 3: Specification completed	TE	Jan	Jan	H	In development, on target for Jan
Milestone 4: Pilot/Tender Process	TE	Apr	Apr	H	
Milestone 5: Contract Award	TE	Apr	Apr	H	
Milestone 6: Service Commencement	TE	May	May	H	
Milestone 7: Project Closure	TE	Jun	Jun	H	

Project Budget/Cost Summary (£000s) as at 30/11/2014								
Cost Type	Funding Source	Original baseline (in Business Case)	Current baseline	Actual spend to date	Forecast to 31st March 2015	Forecast To Complete (inc. spend to date)	Forecast To Complete - date	Explanation for slippage, impact on workstream and actions being taken. Has any re-planning been approved by appropriate Board?
Project Delivery Costs - Personal Recovery Guide Project								
Project Manager	CTA		22,800	5,330	15,453	22,200	30/06/2015	Projects go-live planned for April 15 but closure will need to allow for a period of monitoring /adjusting
Subject Matter Experts (backfill)	CTA		23,880	12,110	21,000	24,600	30/06/2015	Projects go-live planned for April 15 but closure will need to allow for a period of monitoring /adjusting
Project Office Administration Support	CTA		1,800	771	1,800	1,800	31/03/2015	
ICT Equipment	CTA		450	195	240	240	31/03/2015	
Room Hire & Catering	CTA		1,170	415	1,170	1,170	31/03/2015	
Specialist Support HR	CTA		1,500	0	1,500	1,500	31/03/2015	
Specialist Support Legal	CTA		1,500	0	1,500	1,500	31/03/2015	
Specialist Support Finance	CTA		3,000	0	3,000	3,000	31/03/2015	
Training	CTA		1,500	0	1,500	1,500	31/03/2015	
Contingency	CTA		3,900	0	3,900	3,900	30/06/2015	
Sub Total		0	61,500	18,820	51,063	61,410		
Pump Priming for Go Live								
		0	0	0	0	0		
Sub Total		0	0	0	0	0		
Totals		0	61,500	18,820	51,063	61,410		

RESOURCE SUMMARY		
Number of Main (FTE) Resources Required	Number Now In Post	Explanation for variance, impact on workstream and actions being taken.

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