

Berkshire West 10 Integration Portfolio Status Report Reporting Period: 18 December 2014 to 13 January 2015

Scheme / Programme		Description / Key Achievements	Responsible Lead	Next Steps	BRAG Rating	Issues / Actions/ Item to Note
Berkshire West Programmes	Health and Social Care Hub	<p>Dedicated full time PM John Rouke appointed – starting 13/01/15.</p> <p>Task and Finish group meetings being held fortnightly to design and plan implementation of phase 1 of the H&SC Hub. Clinical lead for 111 procurement has accepted invitation to join the T&F group.</p> <p>Task and Finish group members visited Berks Health Hub to experience Hub working. While important to identify whether the H&SC Hub should be co-located or hosted virtually, agreed that decisions first need to be made about what to include in the Hub, with associated costs.</p> <p>Agreed need for stakeholder input (seek views of professionals for Phase 1 via short survey; and seek views of service users when work begins on development of Phase 2). Outcomes from survey findings will help to inform possible options for full appraisal and CBA, as well as development of metrics.</p> <p>Detail of processes / services to be included in Phases 1 and 2 of H&SC Hub development reviewed and updated. Intention to complete Phase 1 by March 2016; delayed from provisional target of June/July 2015.</p>	SRO - Katie Summers / Project Manager John Rouke	<p>The complexity of plans for developing H&SC Hub may require consideration of some external support.</p> <p>T&F group meeting agenda, action notes and Terms of Reference to be amended to match BW10 templates. To include reference to review of dependency register. Reference to Section 75 to be included amongst dependencies.</p> <p>Stakeholder survey to be developed and proposed questions to be brought to T&F group meeting on 22/1/15 for agreement.</p> <p>Although inclusion of Children's Services unlikely to be included in SPA development until phase 2, Children's Services to be informed about this work now.</p> <p>Findings from "deep dive", and from survey will contribute to development of potential models of delivery of Phase 1 for full options appraisal, including costs of proposed model(s), prior to submission for consideration at BWPB (March 2015). Then to Council members and other stakeholders before final sign off (June/July 2015).</p> <p>Decision required where responsibility lies for developing plans for common referral and shared assessment processes – FEP to define & identify appropriate group by 22nd Jan.</p> <p>Financial costs of existing single point of access service related to adult services (excluding mental health) to be identified - by 22nd Jan</p> <p>Work ongoing to update and refine PID/Business case – finalise once proposed design agreed by BWPB (March 2015).</p>	Green	
	Hospital at Home	<p>The Hospital @ Home model development process has demonstrated strong integrated working and whilst the Proof of Concept (POC) was unable to identify the predicted numbers of patients for admission avoidance, the data gathered does show that there are real opportunities for reframing the original scope of the project to include other opportunities such as early supported discharge, enhanced support for care homes and addressing frequent re-attenders.</p> <p>The Provider led Hospital at Home Business case went to the December QIPP and Finance Committee for approval. Approval was given pending the production of revised finance and risk schedules for the January QIPP and Finance Meeting.</p>	SRO Katie Summers CCG Fiona Slevin-Brown SRO Providers	<ul style="list-style-type: none"> An update including the revisions to the pathway model and any changes to the activity and financial assumptions will go to local Integration Steering groups in February 2015. Wider CCG led communications to go out in February describing the changes to the reframed model and the timelines for implementation. Reframed model will be included in the CCG planning assumptions for 2015/16 Provider Transformation lead to be identified to lead implementation. 	Amber	
	Enhanced Services for Care Homes	<p>Obtain and analysed length of stay data by HRG code, Breakdown of A&E vs Admissions</p> <p>Reported on length of stay by Care homes for LTC board meeting (18/11)</p> <p>Liaise with Maggie Woods, Unitary Authority leads & In reach teams regarding leadership training course. – initial contact made. Date for meeting pending.</p> <p>Activity data is reduced by 13% against data from 13/14 and Finance Spend data is reduced by 30% against data from 13/14</p> <p>Both Activity & Finance data are both at its lowest point of variance versus our target figures since the project started.</p>	SRO Katie Summers / Project Manager Nina Vinall	<ul style="list-style-type: none"> Meet with Maggie Woods & produce outline course plan. Report on findings from analysis to UA leads. Begin to collect data & produce a case study on 5 care homes and their admission & Length of stay data. (this will provide insight as to why there is an increase in NEL) Care Home Steering group in January. 	Green	
Frail Elderly	Pathway Activities	<p>BW10 Integration programme members to join the Acute Frailty Network, Lead agreed as Andrew Wearing, RBH. The Frailty network is a year long programme of activities and will help communities implement known good practice and will encourage sites to innovate and develop new models of care that help to improve the acute frailty services provided in the NHS. Each system will have access to clinical and improvement experts to support them in local measurement, improvement and innovation and will be encouraged to learn from one another and share and adopt changes across the network.</p> <p>Delivery Group activities have included mapping the integration programmes and schemes Kings Fund</p>	SRO's Stuart Rowbotham, Lindsey Barker and Bev Searle PM David Mphanza	<p>A visit by NHS Elect (who are leading the Acute Frailty Network) to the RBH taking place on 1/4/15, action to arrange for partners of the work streams to be in attendance.</p> <p>Outputs from the Finamore Financial modelling - Optum to undertake a high level review of the methodology, and the tool itself to validate its use for this purpose. Update expected early January and is expected to include detailed findings.</p>	Green	Following the last FEP meeting on Thurs 8th Jan, the 3 sponsors are to give consideration to nominating a single SRO to drive forward the pathway work.
Reading	GREEN	Continued risk regarding independent provide capacity Progress to develop the operating manual for the Discharge to Assess model has slipped due to capacity issues in BHFT to participate in the development.				
	Discharge to Assess	<p>NB Discharge to Assess covers both the Full Intake Model and the Discharge To Assess beds at The Willows.</p> <p>Recruitment for social care staff remains on track. Recruitment of BHFT staff is in progress.</p> <p>Draft Operating Manual reviewed and being updated with key outstanding issues have been allocated and points of further work have been allocated. Continue to run pilot using one of the beds at The Willows.</p>	SRO Suzanne Westhead & Brigid Day PPM's Melanie O'Rourke	<p>Merge and finalise Operating Manual in progress</p> <p>Meet with RBH staff to agree interface and role of social worker</p> <p>Continue to provide service in Res DE bed</p> <p>Finalised BHFT contract to enable recruitment finalise light touch assessment finalise social worker role with interface team</p>	Green	
Whole System Whole week	Full Intake Model	<p>TOR now in situ</p> <p>Representative from Reading North CCG now confirmed</p> <p>Voluntary Sector event completed and concept signed up to</p> <p>Proposed geographical patches confirmed.</p> <p>Project scope still on track to be submitted to the January Reading Integration Board.</p> <p>Draft operating manual developed and will feed in to the overarching document.</p>	SRO Suzanne Westhead & Brigid Day PPM's Melanie O'Rourke / Jan Caulcutt	<p>Develop the Reading Model further communication with voluntary sector at the Care and Support conference on 13 01 15</p> <p>Complete Scoping document</p>	Green	
	Improved Access to GP Services	<p>Plans for Reading South and North West Reading CCG are being finalised.</p>	SRO Eleanor Mitchell PM Melanie O'Rourke	<p>Finalisation of process, pathway and criteria to be completed.</p>	Green	
Wokingham	Red	Final BCF submission deadline of 9th January not met, deadline extended to 16th January. Response expected on Care Act Funding-Eligibility criteria by w/e 23rd January. James Burgess has been appointed as the Locality Integration & BCF Programme Manager. However due to backfill arrangements he will not be working on the role full time until the end of March - Mitigation James will try and undertake key BCF tasks whilst holding his current duties.				
	Step up Step Down Beds	<p>Consultation with Alexandra Place residents completed regarding siting SUSD in their scheme. Referral pathway from HLT WISH team for Step Down element of service drafted and circulated. Landlord sending and WBC drafting lease agreement for first 2 flats, service provider is recruiting staff required.</p>	SRO Stuart Rowbotham/Programme Manager Post Vacant	<p>Consultation ended 27/11/14. service specification and referral pathways drafted, care provider costs for additional staff agreed agree lease agreement with housing provider for units being drafted.</p>	Green	

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	Integrated short term health & social care team	Short Term Integrated Team (WISH). Item in Wokingham Borough News. Project/Development Manager still required to take forward phase 2 integration.	SRO Stuart Rowbotham/Programme Manager Post Vacant	Appoint Project/Development Manager to take forward phase 2 integration	Green	
	Domiciliary Care Plus	Proposed expansion of the service expanded to include large Assistive Technology and response component agreed, project group formed, draft service specification drawn up	SRO Stuart Rowbotham/Programme Manager Post Vacant	Business case agreed, drafting AT service specification and referral, looking at procurement options, examining resources needed to progress project	Green	
	Self-Care and Primary Prevention & Neighbourhood	<p>Self Care / Primary Prevention:</p> <ul style="list-style-type: none"> - WBC has appointed F/T manager to co-ordinate action to comply with Care Act requirements regarding information to service users – will include information to facilitate self care and prevention of ill health. - v 3.0 draft prevention strategy completed by Public Health team; preliminary meeting planned to review and if necessary amend prior to wider consultation <p>Neighbourhood Cluster teams:</p> <ul style="list-style-type: none"> - Scoping workshop with GPs with contributions from WBC, BHFT and Age UK (Berks) took place in December. Consideration being given to creating 3 larger clusters rather than 5 smaller ones. Further development of options underway, in line with emerging Primary Care Strategy – to be further discussed with key stakeholders during January. 	SRO Stuart Rowbotham/Project Manager Jane Brooks	<p>Self Care / Primary Prevention:</p> <ul style="list-style-type: none"> - Service user involvement to be incorporated into plans for improving self care via the Co-production network, now integrated into the Place & Community Partnership - Survey for stakeholders regarding maximising independence through prevention and self care - planned to be distributed from 20/01/15 - Findings expected in Jan 15 from Wokingham Healthwatch study with service users about how people access information about health and social care, which could be incorporated into planning - Meeting scheduled for 12/01/15 to review draft Prevention strategy and if necessary amend prior to wider consultation - Reference to requirements re prevention, personal health budgets outlined in "The Forward View into action: planning for 2015/16" (NHS E Dec 14) to also be incorporated into development and planning work <p>Neighbourhood Cluster teams:</p> <ul style="list-style-type: none"> - Further development of options to be discussed with LA, BHFT, and vol sector in order to explore feasibility of 3 clusters - Discussion with elected members to be arranged asap, to seek their views about the potential areas / clusters / preferred services to be included in the NCTs - Shinfield surgery to be involved in discussions - Possible options for next steps to be taken to next GP council meeting on 20 Jan for discussion; also to Practice Managers meeting (22 Jan), to WISP (21 Jan), to Patient Participation Group Forum (22 Jan) and to Place & Community Partnership / Co-production network (29 Jan) - Reference to requirements re the design and implementation of new models of care such as multispecialty community providers (similar to NCTs) outlined in "The Forward View into action: planning for 2015/16" (NHS E Dec 14) to also be incorporated into development and planning work <p>Work ongoing to develop and refine PID / business case, including project plans with timescales, risk register and dependencies. Will also develop an agreed a service spec (linked to risk sharing) in line with BW 10 DG requirements.</p>	Green	
	GP Access				Green	

West Berkshire	Amber	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.				
	Joint Care Provider (inc 7 day services and direct commissioning)	<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/Measurement 	SRO Shairoz Claridge & Tandra Forster Project Manager Toby Ellis	<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 	Green	
	Personal Recovery Worker	<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 	SRO Shairoz Claridge and Ian Mundy Project Manager Toby Ellis	<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 	Green	

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Enabling Programmes					
Connecting Care - West Berkshire	<ul style="list-style-type: none"> Orion SoW – Final version due from Orion today (9 Jan). CSU Sign-off/return 12 Jan. Critical Path. Orion Kick-Off meeting – Completed 6 Jan, initiation actions defined. Infrastructure Procurement – OCSL contract internally reviewed. Sign-off 12 Jan. Critical Path. Infrastructure SoW – CSU awaiting OCSL final version (overdue). Sign-off required 12 Jan. Critical Path. BHFT – Technical specs – Final data extract format supplied by Orion - to be reviewed by BHFT. MIG - Kick-off meeting complete. Deliverables and dependencies identified/documentated. RBFT/BHFT/CSU/Orion - Technical kick-off meeting scheduled 12 Jan. Critical Path Benefits base lining – Started to identify and request data to measure/track anticipated benefits. Comms – Newsletter final revision complete. Sub-group approval 15 Jan. Circulation - end of Jan. Board ToR for phase 2 reviewed. To be submitted for Project Board approval 20 Jan. Board roles & responsibilities for phase 2 reviewed. To be submitted for Project Board approval 20 Jan. IG – Completed 1st Drafts – Phase 2 ISA Sched D, Data Mapping, IG checklist. Critical Path. IG – Kick-off meeting arranged 15 Jan. Output - IG compliance deliverables and outline plan 	SRO Katie Summers / Programme Manager John MacDonald	<ul style="list-style-type: none"> Orion SoW – CSU to sign-off/return to Orion 12 Jan. Critical Path. Infrastructure Procurement – OCSL contract - CSU Sign-off 12 Jan. Critical Path. Infrastructure SoW – OCSL final version – CSU Sign-Off required 12 Jan. Critical Path. RBFT/BHFT/CSU/Orion Technical kick-off meeting via T conf call 12 Jan. critical Path. MIG – schedule implementation meeting between MIG/Orion/CSU. Mid- Feb. Critical Path. Orion/BHFT/RBFT/CSU/IG – Schedule "Round table" meeting -Late- Jan. Critical Path Benefits base lining - COCOC visit scheduled 12 Jan. Benefits base lining – Schedule Cardiology and Community Hospitals x2 base lining visits. Benefits tracking – Collate Phase 1 MIG audit results. Input to Project Board meeting 20 Jan. IG – Kick-off meeting 15 Jan –Output - Scope, deliverables, plan, Phase 2 schedule D review. Project Management – Finalise Project Plan, PID for Project Board review 17 Feb. PMO – Review/ratify Project Board members. Send monthly invites for Feb/March/April/Ma 	Green	
Market Management	<ul style="list-style-type: none"> PM JD approved PID and project Plan approved Wokingham and Reading signed up to CP feasibility study. West Berkshire declined at this stage 	SRO Stuart Rowbotham / Project Manager – Lyndon Mead	<p>Next stage priorities –</p> <ul style="list-style-type: none"> Commission Care Place feasibility study and build BC for MI system procurement Placement cost/Market rate evaluation (L&B etc.) Draft Joint Market Failure management document/protocol <p>Actions –</p> <ul style="list-style-type: none"> RBC to approach RBWM regards involvement in CP feasibility study GA to review CCG participation in study Subject to above, commission study 	Green	PM role now vacant – recruitment to post to be undertaken in January
Integrated Carers Commissioning	Carers Needs Analysis for Berkshire commissioned from Public Health Shared Services Team and data being collated to inform this. Healthwatch Reading commissioned to undertake project trialling approaches to developing carer support from a GP practice base. 'In principle' agreement reached on continued funding to VCS providers of carers' breaks services across Berkshire West.	SRO Gabrielle Alford ? Jeanette Searle	Carer Assessment tools and processes to be updated to be Care Act compliant for April 2015. Carer and provider engagement to be undertaken to inform future re-tender of carer information and advice contract. Arrangements for oversight of the care specific element of locality Better Care Fund pooled budgets to be finalised.	Green	
	<ul style="list-style-type: none"> Steering Group meeting/teleconference held on the 11th December. The group reviewed the proposal sent from Jill Barrow of a framework for taking forward the programme in Berkshire West and which was circulated by FS-B to the group on the 10th November. The group agreed: <ul style="list-style-type: none"> Jill/Matt to contact and speak individually with the members of the Leadership Steering group, and the Chief Officers across the partnership during January Jill/Matt to attend meetings in January and February, including the Chief Officers group, the Berkshire West Partnership Board, the Local Integration groups, and an internal meeting at both the BHFT and the RBFT. Dates would be scheduled at this stage for two workshops one in March and one in April 	SRO's Fiona Slevin Brown & Rachael Wardell	<ul style="list-style-type: none"> To circulate the contact details to Jill and Matt. Feedback from these calls would be shared with the group in January at the meeting on the 15th. Forward the dates to Matt/Jill in relation to the Chief Officers, Partnership Board and Integration meetings. Lindsey and Bev to provide the details of the BHFT and RBFT meetings by end of December. To circulate dates, and the provision details of the workshops including the agendas to be agreed by the Leadership Steering Group at the 12th February meeting. Matt agreed to investigate the learning network to be led by the Kings Fund which is open to participants of the programme and to feed back at the January meeting To circulate for the January meeting the outputs from the launch event in November for further discussion and to enable the themes from this to be pulled through into the planning for the March workshops To investigate the opportunities for pass porting any unused enabler time into the next financial year and to feedback offline to FS-B Membership of the Kings Fund led learning Network to be agreed. Enablers, Jill and Matt will be contacting Chief Officers, Clinical chairs and Steering group members over the coming weeks for 1-1 discussions. Dates held for workshops to be agreed and hold the date invitations to be sent out after Steering group meeting on the 15th January 2015. 	Green	Draft MOU has been circulated to steering group members for agreement. To be shared at the Partnership Board for ratification. Funding for enablers to be hosted by one of the partners yet to be agreed with a view to unspent allocation being rolled over into 2015/16.
Integrated Workforce Development	Successful recruitment of workforce specialist due to start Jan 15 Initial scoping of Generic Care Support Worker role has been completed	SRO Bridgid Day Programme Manager - Derek Williams	Priority for PM - Analysis of Skills 4 Care and Skills 4 Health reports to develop recommendations for programme Re- establish Workforce Development Group Scope and define component work streams for development of PID and Business Case	Green	Derek Williams Programme Manager started 6th January
Integration Programme	<p>Integration Programme delivery & Finance Sub Group updates</p> <p>Finance sub group meeting held to understand S75 requirements and draft an action plan. This was reviewed at both the DG and FSG meeting FEP working group meeting to agree input into NHS Elect Frailty programme and develop action plan for pathway. Induction for new starters completed, Derek Williams Workforce Development, John Rouke Health & Social Care Hub, Adam Williams BW10 PMO Officer. Resource Schedule developed and reviewed at Finance Sub Group to help identify funding to meet Partnership wide roles: Updated finance template agreed to capture spend across Programmes and schemes, to be included in highlight report template from February.</p>	Naseema Khan	<p>Further work with Locality Programme Managers to develop/ review PIDS/ Milestone plans/ Dependencies, Risks etc. FEP Working group established, requirement to confirm SRO Further work to progress 7 day working group Integration Programme Managers and Finance Leads to complete Schedule 1 of Section 75, deadline 30th January Start Recruitment for Market Management PM and Comms Manager</p>	Amber	Capacity and engagement
BCF National Conditions	Description/ Key Achievements	Responsible Lead	Next Steps	BRAG Rating	Issues / Actions/ Item to Note
7 Day Services	DG meetings have developed outline analyses tables to frame the work to be taken forward by a dedicated 7 working sub group. Meeting scheduled 15 December to set up a 7 Day working Sub Group which will utilise the toolkit developed by NHS Improving quality to develop a comprehensive picture across the system	Gerry Crawford SRO	Outstanding - to confirm scope of working group	Amber	
Data Sharing and the NHS Number	<ul style="list-style-type: none"> Further clarification obtained around: <ul style="list-style-type: none"> Requirements for N3 connections information sharing and information sharing agreements shape of possible LA involvement in the pilot approach to ascertaining requirement for Client Portal funding data management within Orion Project plan and schedule being pulled together 	Mike Ibbitson on behalf of joint LA's (Project Manager – Richard Waller)	<ol style="list-style-type: none"> Define chosen NHS number option Start definition of business benefits of interoperability for LA's Agree project plan to cover following: Start fact finding on pilot technology & understand fit for LA's <p>1. Obtaining an initial batch of NHS numbers to be matched and incorporated in the client/customer record on each Council's Case Management System; and 2. Enabling ongoing acquisition of NHS numbers for new clients. Additionally, ascertaining costs, timescales and complexity for each option in relation to connection to N3. It is critical to establish clarity around how PSN organisations can access N3. The rules and costs/impact are unclear and this is hindering immediate progress.</p>	Red	Risk; NHS numbers agreed for 1.4.15 – timescales are very challenging as none of the options are straightforward and costs/complexity is either high or unknown. Will need to review the feasibility of this date. Still ascertaining costs, timescales and complexity for each option available in terms of