

Berkshire West 10 Integration Portfolio Status Report

Reporting Period: 14 January 2015 to 13 February 2015

Scheme / Programme		Description / Key Achievements	Responsible Lead	Next Steps	BRAG Rating	Issues / Actions/ Item to Note
Frail Elderly	Pathway Activities	<ul style="list-style-type: none"> Chief Officers have agreed to support the establishment of a mixed model steering group with senior leadership input from across the partnership with the aim of driving the development of a model and acting as the accountable forum for taking this work forward on behalf of the BW10. Delivery Group continuing mapping exercises to validate the 'To Be' Blueprint and develop a 'Current' Blueprint by locality Agreement to ensure the Frailty Network group involved in the national learning programme maintains link into the FEP Steering group once this is established 	SRO's Stuart Rowbotham, Lindsey Barker and Bev Searle PM - David Mphanza	<ul style="list-style-type: none"> Agree SRO for Pathway and establish Steering group DG to continue mapping system blueprints, as is and future state 	Green	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.
Berkshire West Programmes	Health and Social Care Hub	<p>The Programme Team (Task & Finish Group) is established awaiting a representative from SCAS join the group. Development of a PID & Business Case is also underway.</p> <p>The Hub Options Appraisal is being developed. As part of the Options Appraisal process, an on-line survey has been circulated to Health and Social Services professionals and Single Point of Access operators within Berkshire West comprising the localities of West Berkshire, Reading and Wokingham. The survey ends on Monday 16th February.</p> <p>The survey includes a preference question about four possible Hub design options;</p> <ol style="list-style-type: none"> Single telephone number for Health and Social Care referrals, with referral/access point staff co-located in a single building. Single telephone number for Health and Social Care referrals, with referral/access point staff co-located in various buildings across Wokingham, Reading and West Berkshire. Single telephone number for Health and Social Care referrals – Merge of LA single point of access staff with Berkshire Healthcare NHSFT Hub. Status Quo 	SRO - Katie Summers / PM John Rourke	<p>Continue to evidence quantifiable data to establish baseline information about current 'Front Door' Hub activity within West Berks, Reading and Wokingham.</p> <p>Build on and develop more detailed information on costs (pay and non-pay), staffing and call volume information provided by each LA.</p> <p>Assess the findings from the electronic survey of health and social care professional and continue to further develop the Options Appraisal</p> <p>Create an on-line survey for patients, carers, service users, voluntary agencies and care home managers and staff.</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 Providers developed a reframed business case for Hospital at Home which was presented to QIPP and Finance in December 2014 and was approved formally in January 2015. This re-framed Provider led business case has been developed and shared with key stakeholders from both Health and Social Care. It was agreed that project implementation would commence as soon as possible pending appointment of a new Project Manager. The PM started on the 29th January 2015.</p> <ul style="list-style-type: none"> Implementation Group reconvened twice monthly, first meeting took place 3rd Feb 2015. Implementation work stream and leads agreed 5th February 2015. 	SRO Fiona Stevin-Brown - Providers SRO Katie Summers - CCG PM - Kate Turner	<ul style="list-style-type: none"> Task and finish groups planned for implementation of clinical and pharmacy pathways Recruitment and training of new personnel to commence pending formal letter of intent to fund from CCGs to BHFT BHFT to develop a formal training plan of its community teams including a review of specialist community nursing, IV therapy and integrated discharge partnership in RBFT and aligned to the locality work being undertaken as part of the Integration projects and BCF schemes Procurement of Tele Health equipment 	Amber	Ongoing funding of interdependent schemes or posts which have been funded to date through Operational resilience funding, e.g. weekend therapists in the RBH
	Enhanced Services for Care Homes (QIPP Scheme)	<p>To improve the quality of care in care homes to prevent non-elective admissions that are deemed avoidable. This is a QIPP scheme that was approved by the QIPP and Finance Committee in December 2013.</p> <p>Key deliverables;</p> <ul style="list-style-type: none"> All patients within care homes are assessed by GP within one month of admission and Supportive Care Plan is uploaded onto Adastra and shared with care home staff. GPs will also complete a 6 monthly review of care plans All care home staff to receive training on health and crisis management A Speech and Language Therapist to provide an enhanced service to the in-reach team to identify patients with or suspected dysphagia An enhance Community Pharmacist to review all medicines and prescriptions to reduce costs and polypharmacy 	Katie Summers Berkshire West CCGs QIPP Scheme Lead Nina Vinall CSU Support from January 2015.	<p>Key achievements –</p> <ul style="list-style-type: none"> 36 out of the 40 General Practice Surgeries have signed up to the CES scheme Revision of the monitoring HRG codes revised to ensure realistic achievement Leadership training for care homes to commence in May 2015 provided by Thames Valley Leadership Academy <p>Next Steps -</p> <ul style="list-style-type: none"> Training to be reviewed to ensure relevance to avoidable admissions Review of audit requirements in relation to Supportive Care Plans and service specifications Review of in-reach service specification Full review at QIPP and Finance Committee in February 2015 	Red	Scheme not realising it's full potential due to the non-appointment of both the Speech and Language Therapist and Community Pharmacist. Stable project mgmt support required, currently 1 day per week provided via the CSU. • SLT at a Band 6 appointed at beginning of February for 2 days a week, remaining 3 days to be advertised • Community Pharmacist interviews to take place in February 2015 • 2 Educators to provide enhanced training to be employed for 2015/16 by BHFT BW10 IP Risk 10
Reading	GREEN	<p>Main risk at present relates to the recruitment of staff which is being closely monitored. Financial status may change next month if agency staff are required.</p> <p>S75: Tool and format identified.</p> <p>S75 sign off confirmed, report now prepared to go to the March 2015 Adult Children's and Education committee.</p> <p>Service specification for reach scheme to be completed. Sign off requirements agreed with Head of Service and Lead Councillor.</p> <p>Further work required on dashboard to map financial elements alongside performance</p> <p>Mental Health Integration: Mental Health Partnership Board now set up - Staff survey to be analysed. First refreshed partnership board to take place</p>				
	Discharge to Assess (DTA)	<p>Recruitment for social care staff remains on track. Recruitment of BHFT staff is in progress.</p> <p>Social work recruitment – in progress</p> <p>Carer recruitment - some success and will continue with ongoing rolling recruitment programme</p> <p>Domestic recruited</p> <p>Transport</p> <p>Operating manual refreshed</p> <p>Developed light touch assessment tool.</p> <p>Continue to run pilot using one of the dementia beds at The Willows – plan to evaluate in Feb.</p>	SRO's Suzanne Westhead & Brigid Day PPM's Melanie O'Rourke	<p>Sign off light touch assessment for hospital</p> <p>Develop pathway awareness session with staff / stakeholders</p> <p>Transport for service users to visit care homes to be negotiated</p> <p>Pharmacy support to be clarified</p>	Green	Risks: Some difficulties recruiting into the Social Care vacancies. Posts being re-advertised – still time to recruit. There may be a requirement to use agency staff for a limited period.
Whole System Whole week	Neighbourhood Clusters	<p>Scoping document presented to Reading Integration Board</p> <p>Map produced to illustrate proposed clusters</p>	SRO Suzanne Westhead & Brigid Day PPM's Melanie O'Rourke / Jan Caulcutt	<p>Take concept through patient journey's to test out</p> <p>Define deliverables of the group</p> <p>Finalise PID</p>	Green	
	7 day access	<p>New provider has been identified who can take admissions onto their schemes at the weekend. Although in place there are still issues about medication and consultant discharges. Further work needed with RBH Linkages now made to the Acute Frailty Network at RBH, to explore issues and opportunities.</p>		<p>Work with key partners to map out the 7 day offers and the dependencies</p> <p>Work with RBH around issues relating to 7 day discharges.</p>		
	GP Access 7/7	<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>		

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Wokingham	Amber	Financial status amber due to uncertainty regarding DoH funding for change in eligibility criteria and knock on risk to BCF there is funding for 15/16 from Council reserves and further CCG monies, ongoing risk for 16/17. Programme Manager backfill started 110215, handover ongoing.				
		Step up Step Down Beds Consultation completed with Alexandra Place residents regarding siting SUSD in their scheme. Referral pathway from HLT WISH team for Step Down element of service drafted and circulated. Support service specification drafted, service costs agreed with Optalis, who have secured staff for the scheme. Legal Lease agreement received from landlord awaiting legal advice re occupancy agreement with service user. 2 flats identified by landlord for piloting the scheme. Check in and out process drafted between partners on site and equipment and furnishings authorised for purchase.	SRO Stuart Rowbotham PM James Burgess	Finalise support service specification and agree referral pathways, and Step Up pathway. Finalise and sign rental agreement with housing provider for units to be used. Furnish and equip 2 units identified. Investigate whether Cockayne Court could be used for additional units if required.	Amber	
		Integrated short term health & social care team	SRO Stuart Rowbotham PM James Burgess	Appoint Project/Development Manager to take forward phase 2 integration	Amber	
		Domiciliary Care Plus Consulted with Hillingdon's consultant, infrastructure requirements being drafted and discussed with procurement	SRO Stuart Rowbotham PM James Burgess	Draft AT service specification and referral look at procurement options; examine resources needed to progress project, outline project manager requirement for project and secure approval to recruit.	Amber	
		Self-Care and Primary Prevention & Neighbourhood Self Care / Primary Prevention: - Survey for stakeholders regarding maximising independence through prevention and self care launched 04/02/15. 39 online responses by day 2; hard copies also being made available. - Workshop planned for 25/02/15 to understand how people currently 'self care' and how the Co-Production Network can assist in ensuring local people maximise their independence through prevention and self care - Findings reported from Wokingham Healthwatch study (in partnership with Wokingham Information Network (WIN) and the Mobile Information Centre (MiCe)); HW planning to develop an agreed Borough Standard around providing information - Work continues to draft updated Prevention strategy; v 4.0 circulated, requires amendment prior to wider consultation Neighbourhood Cluster teams: - Further engagement regarding development of options: discussed at GP council meeting (20 Jan), WISP (21 Jan), Practice Managers meeting (22 Jan), Patient Participation Group Forum (22 Jan) WBC executive members meeting (27 Jan) and Place & Community Partnership / Co-production network (29 Jan). Additional engagement planned through 3 x Public events in March - Agreement to develop Neighbourhood teams based on 3 Clusters: North (Wargrave – Twyford – Loddon Vale – Woodley – Parkside – Wilderness Rd), East (Woosehill – Wokingham - Burma Hills – Finchampstead - New Wokingham Road) and West (Brookside – Swallowfield - Shinfield). - Plan is to phase development of a range of highly integrated health and social care teams in the community aligned to clusters of practices. Initially 3 pilots; 1 per Cluster: North – develop role of Generic Primary Care Nurse; West – develop urgent care through a Hub/spoke model for delivering extended access; East – develop Cluster-based Community and Voluntary Sector Coordination - Cluster Team Leader to be recruited for each Cluster – awaiting approval of draft job description then to be advertised.	SRO Stuart Rowbotham PM James Burgess	Self Care / Primary Prevention - Survey (re maximising independence through prevention and self care) closing date 18-02-15; results to be analysed by 23-02-15 to feed into Co-production workshop on 25-02-15, where actions to address gaps can be identified - Meeting to refine draft updated Prevention strategy planned for 10-02-15; then out for wider consultation Neighbourhood Cluster teams: - Steering group with representation from key stakeholder organisations / professional groups to be established; 1st meeting? end Feb - Cluster Team Leaders to be advertised - Plans for 3 pilot schemes to be further developed in consultation with key stakeholders - 3 x Public events being planned to take place during March; 1 in each cluster. Dates provisionally booked (11th, 14th, 17th March) – will include one evening and one Saturday to allow as many members of the public to attend as possible. Working with CSU / WBC comms to plan events in detail. - Further update and draft business case to WISP 18 -02-15 Work ongoing to develop and refine PID / business case, project plan and service spec as proposals are defined and agreed.	Amber	
		GP Access	SRO Stuart Rowbotham PM James Burgess		Amber	
West Berkshire	Amber	Joint Care Provider - Milestone Status - some of the service redesign work has slipped into February as a result of a greater than expected level of feedback from staff. Finance - 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 clear what funding will still be available at year end to complete project work. Personal Recovery Worker - Dependent upon obtaining approval from West Berkshire Procurement Board for an exemption from the usual LA procurement rules, expected 17th Feb				
		Joint Care Provider (inc 7 day services and direct commissioning) Care Delivery Redesign: Process Mapping to be undertaken. Agreed standards to be identified. Potential patient numbers to be identified – through a staged approach - first factoring in MI & IC functions before widening to AFA function. Protocols & Governance to be drafted. Activity thus far to be approved at full Project Team meeting (13 Feb). Workforce: Analysis of staff feedback following 22 Jan workshop. Revised staffing model to be further reviewed by staff following additional analysis/review by project team. Co-locations to be established. Confirmation regarding no requirements for transfers/secondments to be approved at full Project Team meeting (13 Feb). Confirmation regarding decision regarding co-location of staff at full Project Team meeting (13 Feb). Transfer to Long Term Care Proposal: Await next outputs from Work Packages 1 & 2. IT Systems: Seek further understanding of existing manual data capture processes. Meet to discuss options Performance data/measurement: Requirements to be scoped 7 Day Services: Additional staffing requirements for WBC/BHFT to be considered at full Project Team meeting (13 Feb). Meet with CCG & RBH(18 Feb) to get greater understanding of organisational working hours and identify barriers to progress. Direct Commissioning: 'Trusted Assessor': 'As is' Process to be mapped. 'To Be' Process to be detailed. 'Licence' Requirements to be considered at full Project Team meeting (13 Feb). First draft of 'Trusted Assessor Licence' to be produced.	Sponsors Shairoz Claridge & Tandra Forster Programme Manager Steve Duffin Project Manager Toby Ellis	Care Delivery Redesign' 1. Process Mapping to be undertaken. and agreed standards to be identified 3. Potential patient numbers to be identified – through a staged approach - first factoring in MI & IC functions before widening to AFA function 4. Protocols & Governance to be drafted. Activity thus far to be approved at full Project Team meeting (13 Feb) Workforce 1. Analysis of staff feedback following 22 Jan workshop 2. Revised staffing model to be further reviewed by staff following additional analysis/review by project team 3. Co-locations to be established. Confirmation regarding no requirements for transfers/secondments to be approved at full Project Team meeting (13 Feb) 5. Confirmation regarding decision regarding co-location of staff at full Project Team meeting (13 Feb) '7 Day Services' 1. Additional staffing requirements for WBC/BHFT to be considered at full Project Team meeting (13 Feb) 2. Meet with CCG & RBH(18 Feb) to get greater understanding of organisational working hours and identify barriers to progress Transfer to Long Term Care Proposal'- Await next outputs from Work Packages 1 & 2 IT Systems'- Seek further understanding of existing manual data capture processes, Meet to discuss options Trusted Assessor' 1. 'As is' Process to be mapped and 'To Be' Process to be detailed 2. 'Licence' Requirements to be considered at full Project Team meeting (13 Feb) 3. First draft of 'Trusted Assessor Licence' to be produced Performance data/measurement'- Requirements to be scoped	Amber	
		The delivery of this project is generally on track however the timetable for having the new service up and running is dependent upon obtaining approval from West Berkshire Procurement Board for an exemption from the usual LA procurement rules. If the exemption is approved at the Board meeting on the 17th February it will enable a pilot scheme to be up and running from April with a far more flexible approach to be taken with voluntary sector providers. 1. 2nd Workshop completed – feedback from stakeholders regarding proposed specification 2. 4th Team meeting – agreement to take draft specification to ICSG, to propose pilot scheme, to propose WBC as Commissioning organisation 3. Agreement from ICSG regarding 12 month Pilot Scheme proposal 4. Agreement from ICSG regarding WBC as Commissioning organisation 5. Meeting with WBC legal regarding pilot 6. Preparation of Paper detailing pilot to be presented at WBC Procurement Board 17 February	Sponsors Shairoz Claridge and Ian Mundy Programme Manager Steve Duffin Project Manager Toby Ellis	1. Seek approval for pilot from WBC Procurement Board 2. Confirm requirements are synchronised with separate, but related, WBC Voluntary Sector Prospectus scheme 3. Confirm processes, required outcomes, pricing schedule, staffing model, milestones and KPIs with pilot partner organisations 4. Prepare to commence pilot from 1 April with limited initial cohort to be extended over coming months until full capacity achieved	Amber	

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Enabling Programmes					
Connected Care	<ul style="list-style-type: none"> Commercial - Hosting contract agreed and signed. Infrastructure build can now commence. SoW received from Orion. CSU review required. Deployment - BHFT – Orion designing extract from database as opposed to file transfer. RBFT – Orion designing extract from database as opposed to central data repository. Data sets under review prior to distribution to senior users. IG - Consent and privacy workshop complete, outputs to be reviewed. Benefits - Completed BCF/connected care benefits mapping completed. 	SRO Katie Summers Programme Manager John MacDonald	<ul style="list-style-type: none"> Commercial - Ensure PO's are raised for Orion and OCSL. Delays to this may impact on vendor service delivery. Deployment - Finalise data sets. Build extract model for data based on provider database. IG - CSU sign off on Orion consent and privacy design. Prepare ISA schedule D's based on exact data extract. Distribute for Caldicott sign off. Benefits - MIG pre/post surveys to be distributed to MIG user-groups. WestCall MIG reports to be collated. 	Green	<ul style="list-style-type: none"> Future funding (post pilot) needs to be reviewed as full Digital Care Fund funding was not successful. Conflicting project priorities at provider organisations may put pressure on availability of key (limited) resources. This could result in delays in related provider-build activities on which the project depends.
Connected Care - Sub Group NHS Number (BCF National Condition)	<ul style="list-style-type: none"> TOR and PID redrafted to accommodate better understanding of sub -group mandate, primary deliverables and BW10 governance structure Options re. bulk and ongoing acquisition of NHS numbers clearly documented with costs and timescales NHS number bulk acquisition: <ul style="list-style-type: none"> Reading - report written to extract data West Berkshire – report written to extract data - 27.5 % of active clients already have an NHS number Wokingham - data has been forwarded to MACS for initial matching - 27.5 % of active records already have an NHS number IGSOC Level 2 status: Wokingham have been working on the gap between PSN compliance and IGSOC level 2 compliance. Approach and timescales etc. for this work can be shared with other LAs 	SRO Katie Summers Programme Manager John MacDonald Project Manager Richard Waller	<ul style="list-style-type: none"> BW10CCLA programme governance documents finalised: Finalise TOR, PID and RAID Log NHS number bulk acquisition progress review: Ascertain match rate and next steps IGSOC level 2 status : Share Wokingham approach, timescales etc. with other LAs Progress LAs submissions for NHS Connecting for Health reviews and approvals Benefits identification: Progress benefits identification workshops 	Green	Funding to support PM only identified to March 2015 (Phase 1) completion of NHS Number
Market Management	<ul style="list-style-type: none"> RBWM signed up to CP feasibility study so we now have the 3 LA's required to proceed Recruitment of new PM successful 	SRO - Stuart Rowbotham Programme Manager - Amina Begum	<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"> Local Authorities to complete data collection for CP study Wokingham to formally commission Affinity works to undertake study Feb/Mar 	Green	New Programme Manager, Amina Begum started 9th Feb 2015
Integrated Carers Commissioning	<p>Carers Needs Assessment</p> <ul style="list-style-type: none"> Carers Health Needs Analysis for West Berkshire completed by Public Health. Carer Assessments Tools refreshed to be Care Act compliant and road tested with carers and carer services in each locality. <p>Governance</p> <ul style="list-style-type: none"> BW Partnership Board has approved the BW Carers Commissioning Forum as a reference and advisory group to oversee carers commissioning using Better Care Fund resources. <p>Service development</p> <ul style="list-style-type: none"> Project lead appointed (within Healthwatch Reading) to commence delivery of 6m pilot project trialling approaches to developing carer support from a GP practice base. 	SRO: Gabrielle Alford Workstream Lead: Janette Searle	<p>Carers Needs Assessment</p> <ul style="list-style-type: none"> Wokingham and Reading elements of Carers Needs assessments to be scoped, based on West Berkshire product, to complete the Berkshire West Assessment. <p>BW Carer Information Advice and Support contract.</p> <ul style="list-style-type: none"> Negotiations to take place with current provider regarding a possible extension to the jointly commissioned services. Contingency plans to be developed to ensure continuity of service. Carer and provider engagement to be planned to inform future re-commissioning. 	Green	
Whole System Organisational Development	<ul style="list-style-type: none"> Jill/Matt are in the process of undertaking 1-1 interviews with leaders from across the system and have attended a range of meetings to observe the partnership and individual organisations in action. 	SRO's Fiona Slevin-Brown & Rachael Wardell	<ul style="list-style-type: none"> Jill and Matt to share their findings and recommendations for the development of a programme of work with the Steering Group and the Chief Officers in February. The Steering group will agree next steps with Jill and Matt at the 12th February meeting to come back to the Partnership Board in March . Nominees to be agreed by the Steering Group to participate in the learning network to be led by the Kings Fund which is open to participants of the programme 	Green	Initial findings to be feedback verbally at the Partnership Board on the 19th February
Integrated Workforce Development	<ul style="list-style-type: none"> Dates for Workforce Programme meeting agreed for the year Agreed next steps with Skills for Health following their report on the current BW10 health and social care workforce. This includes: Scoping a role redesign proposal to support the development of the Generic Support Worker. Agreed framework for recording and reporting expenditure of HETV funds allocated to workforce programme Scoping of BW10 programmes with programme leads to assess workforce development implications has started 	SRO Brigid Day Programme Manager - Derek Williams	<ul style="list-style-type: none"> Prepare summary report of Skills for Care workforce profile highlighting key issues for consideration in the development of the workforce strategy Agree feedback report to HEETV (meeting 25/2/15) Continue scoping of BW10 programmes with programme leads to assess workforce development implications Develop outline project plan for development of Generic Support Worker Attend HETV Integration workforce learning event 25 February 	Green	
7 Day Working including BCF National Condition	<ul style="list-style-type: none"> DG, locality programme managers working to develop current blueprint of 7 Day services and functions 7 Day Clinical Standards included as part of Provider Service Development Improvement Plans 7 Day Working Sub Group which will utilise the toolkit developed by NHS Improving quality to develop a comprehensive picture across the system, to be established 	SRO Gerry Crawford PM TBC	<ul style="list-style-type: none"> Sub group to undertake a number of focussed workshops once the current blueprints have been completed by the locality programme managers and the self assessment update from RBH on how Trust will achieve at least 5 of the 10 clinical standards. 	Amber	7 Day working subgroup / Workshops
Integration Programme Delivery Group & Finance Sub Group	<ul style="list-style-type: none"> Appointed Market Management Programme Manager, started 9 Feb First draft of Section 75 and Schedule 1 templates completed, paper developed for Partnership Board on the management of pooled budgets DG meeting to explore programme wide dependencies and synergies across BCF schemes Development of Dashboard to report on BCF metrics under development Attendance at the first King Funds Integrated care Learning Network Meeting with Locality Care Act programme managers to understand dependencies and links to FEP. Also discussed arrangements for maintaining links into the BW10 Integration Programme post 1st April 	Naseema Khan	<ul style="list-style-type: none"> Further work with Locality Programme Managers to develop/ review PIDS/ Milestone plans/ Dependencies, Risks etc. Further development of Blueprints for 7 Day working and FEP expected in next period Interviews scheduled for Comms Manager Wed 18 Feb Further development of Section 75 Agreement and programme and scheme Schedule 1's Field representatives to participate in BCF Implementation Support events, linking in with CCG Ops Directors 	Amber	BW10 IP Risk 11 & 05 11Capacity /Engagement