

Berkshire West 10 Integration Portfolio Status Report Reporting Period: 18 May 2015 to 15 June 2015

Scheme / Programme	Description / Key Achievements	Responsible Lead	Next Steps	Please Select	Issues / Actions/ Item to Note	
Frail Elderly	Pathway Activities	<ul style="list-style-type: none"> The ITT for support with the development of new models of care and delivery of the pathway have been put on the Lead Provider Framework A series of communications has gone out about the FEP pathway including presentations to HWBs and CCG Council of Member practices and Governing Bodies. 	Stuart Rowbotham Fiona Slevin-Brown	<ul style="list-style-type: none"> External Contract tender panel scheduled for the 26th June FEP Steering group to review the governance arrangements for holding the external partner to account for delivery, quality, process FEP steering group to map key governance and reporting lines internally across the partnership to ensure that change can be expedited despite current complex governance arrangements FEP steering group to develop and agree an engagement plan which includes staff and managers as to the scale of potential impact and change FEP steering group to review its membership and to explore what dedicated resources might be required, to ensure readiness for delivery and to drive co-creation and co-production 	Green	Capacity and Capability to support delivery of the Programme need to be assessed and mapped out
Berkshire West Programmes	Health and Social Care Hub	Exception report presented to Delivery group on 28.05.15. Clear set of actions identified which were presented to the T&F Group meeting on the 9.06.15 Wokingham to appoint a PM resource to support the delivery of their local Hub and to feedback in line with meeting timetable at the next T&FG meeting Agreement at the T&FG to also work together on future proofing the common design elements of an Integrated Hub with recognition that any shared activities/actions would require a quick turnaround so as not to delay Wokingham's delivery timetable. Confirmation that BW10 partners are still going forward with the staged inclusion of Reading and West Berks to allow them time to implement and assess local initiatives	Delivery Group Lead - Naseema Khan Task & Finish Group Lead- Katie Summers PM John Rourke	Key action on Next Steps from the Delivery Group: Hub working group to clearly define the impact of changes to the scope, timing and method of delivery of the Hub based on the original business case, and on other BW10 programmes including FEP Meet with locality Programme managers to outline the specific requirements of a potential BW Hub from their local perspective. Arrange for a presentation from Partners for Change to fully understand the service design model being considered by Reading and West Berkshire Councils to be able to complete an impact analysis of the staged inclusion of West Berkshire and Reading BC in the development of the Integrated Hub Next Steps discussions to include a review of 7 Day Access and Out of Hours Services to clarify what is required going forward Revise the T&FG meetings to monthly schedule Agreement to utilise the DOS meeting to horizon scan and make recommendations		Define the impact of the changes to the scope, timing and method of delivery of the Hub based on the original business case and on the other BW10 programmes. Review PM support and Task and Finish Group Governance.
	Hospital at Home	Activity onto the pathway is due to commence from 15th June 2015 and in the first instance numbers will be limited to the capacity of current teams to manage suitable patients referred by clinicians at the RBFT. Recruitment to additional staff in the community and the additional Community Geriatrician is ongoing. It is anticipated that key posts will not be filled until September and that as a result full go-live of the pathway will be delayed until the Autumn. The recruitment of staff remains one of the most significant risks and is being monitored through the Operational Delivery group which meets fortnightly. The overall status of the scheme as of end of April 2015 for the 15/16 BCF is Amber as the key milestone for go-live is at risk due to recruitment to key posts. The soft launch will enable some activity to be undertaken. The remaining milestones for delivery in the plan are currently on target including spend. There is a financial risk to the CCGs around non-delivery of the QIPP savings identified within the business case which was approved by the CCGs QIPP and Finance Committee in February. This risk has crystallised in month and is linked to the contract agreement with the RBFT for the ESD activity, which will continue to be paid at current HRG rates. BHFT ops group have confirmed readiness to proceed to soft launch - pending formal approval by Provider Leads Group on the 9th June 2015 Final draft SOP completed and signed off at Provider leads meeting in May 2015 First tranche of all training elements completed for BHFT staff in each locality Escalation arrangements agreed for identifying deteriorating patients during the soft launch period Draft medical rota established for soft launch period All Community Geriatrician work plans agreed locally with individual CCG's Recruitment progressing - some posts offered in each locality, repeat adverts placed on NHS jobs Home based record requirements agreed Locality operation pathways confirmed to support soft launch H@H email set up to receive comments / concerns from staff during soft launch period Hub have confirmed temporary arrangements in place to provide manual solution for observation monitoring (blue alert) Patient leaflet reviewed by patient reader, agreed and printed Internal Comms for RBFT staff agreed	SRO Fiona Slevin-Brown - Providers Operational Lead - Katie Summers - CCG PM - Kate Turner	Recruitment of locum consultant support for medical cover Tele health equipment contract with NRS for signature MSD software and business continuity to be agreed with BHFT Recruitment of interim project support Testing of pathway in each locality scheduled Ongoing recruitment for BHFT and RBFT RBFT staff awareness schedule in place Communications for GPs being developed to go out before soft launch	Amber	The remaining milestones for delivery in the plan are currently on target including spend. There is a financial risk to the CCGs around non-delivery of the QIPP savings identified within the business case which was approved by the CCGs QIPP and Finance Committee in February. This risk has crystallised in month and is linked to the contract agreement with the RBFT for the ESD activity, which will continue to be paid at current HRG rates. New Risk : Contract required for software and services from MSD New Issue - Requirement for Radio pagers for community geriatricians FP10 pads required for ANP in localities
	Enhanced Services for Care Homes (QIPP Scheme)	CES - GP Community Enhanced Scheme. Outcome of 30% reduction in Non-Elective Admissions (NEL) Work continues on developing the Anticipatory Admission DES now led by South Reading Operations Director. End of year report received regarding payments. Enhanced Training - Outcome of 35% reduction in A&E and NEL admissions The Leadership Programme is to commence on 17 June 2015. At time of writing report there have been 14 potential candidates submitted their interest. Application forms to be circulated by the academy in the first week of June 2015. The Care Home Support Team have developed a provisional schedule of the revised training programme. Recruitment - Speech and Language Therapist (SLT) The remainder of the WTE equivalent hours have now been appointed to and has commenced employment. Medicines - Care Home Pharmacist. Outcome of a reduction of £100 per patient on prescription costs The Care Home Pharmacist has commenced in post from 1 April 2015 to review of medications with GPs to reduce polypharmacy, reduce adverse reactions and therefore, reduce costs of prescribing. It should be noted that the Associate Director of Medicines Optimisation was not aware of the cost reduction agreed by Q&F in December 2013 and this has been noted at the LTCPB in May 2015. BW10 Integration programme scoping underway	CCG Lead - Katie Summers Berkshire West CCGs QIPP Scheme Lead Nina Vinal CSU Support	CES - GP Community Enhanced Scheme. Outcome of 30% reduction in Non-Elective Admissions (NEL) To continue monitoring payments and activity until end of July 2015. Enhanced Training - Outcome of 35% reduction in A&E and NEL admissions To finalise the training schedule and ensure there is regular monitoring of the programme. A meeting is planned on 10 June with the Care Home Support Team manager to discuss the frequency of the training. Recruitment - Speech and Language Therapist (SLT) To provide an update each month on progress. Medicines - Care Home Pharmacist. Outcome of a reduction of £100 per patient on prescription costs This work includes; project management time will no longer include supporting implementation of various work streams. It will focus on the necessary information required for various monthly reports, attending LTCPB, BW10 Integration Delivery Group, Care Home Working Group and various programme boards. Phasing two scoping care homes project is underway to report within the next couple of weeks		Phasing two scoping care homes project is underway to report within the next couple of weeks
Reading	Amber	DTA up and running but GP cover still to be finalised and all vacant posts filled 2 pilots for neighbourhood clusters up and running to be implemented in June. Health model to be reviewed with possibility of partnership working with Social Care. Social Care and community nursing and therapy services operating 7 day cover. Acute and GP surgeries yet to implement whole systems 7 day cover. Delays in formalising the S75 may delay release of the BCF funds and if not resolved will have adverse impact upon capacity.			Amber	Recent conversations regarding some of the Berkshire wide projects has highlighted the need to reframe the purpose and outcomes we expect to achieve through delivery. Identified the need to review milestones for all projects. This is ongoing work which will be finalised once the detail of projects has been signed off by the Reading Integration Board.
	Scheme 1 - Discharge to Assess (DTA)	Services commenced 01 April. Service operating with 10 flats and 2 beds in the dementia unit. GP cover for 12 beds still to be finalised Majority of BHFT posts now filled. Nurse practitioner post proving difficult to fill due to lack of nurses in the market at that level. Post under review by BHFT. Ongoing recruitment for RBC posts in hand. Operating policy for service in process of being drawn up which will detail pathways into and out of the service.	Scheme Sponsors Suzanne Westhead & Brigid Day PPM's Melanie O'Rourke	Reading Integration Programme Paper to be presented to ACE Group 29 June regarding the programme and progress to date Scheme 1 Discharge to access Recruitment of Health and Social staff on-going. All posts to be filled by end of Q1 Confirm funding for GP support to Willows Finalise operating manual (update pathways, GP cover and KPI sections) Finalise performance reporting framework for CRT/FI Finalise contract/SLA with BHFT for additional nursing and therapist staff		Green
Whole System Whole week	Scheme 2 - Whole System Whole Week 1) Neighbourhood Clusters	Age UK pilot hosted by Tilehurst Surgery and the Reading Walk-in Health Centre, with two part-time social prescribers and a Nepali worker. Between them, they speak 6 languages. Referral rates by the Nepali community are already high and likely to exceed the targets set for June. Age UK Berkshire presentation on Social Prescribing to May Steering group. Recruitment of 2 co-ordinators complete. Go live date 1 June. Health model undergoing review.	Scheme Sponsors -Suzanne Westhead & Brigid Day PPM's Melanie O'Rourke / Jan Caulcutt	A review of pilot projects in Reading to be presented to the Steering Group with options on the way forward.		Green
	Scheme 3 - Whole System Whole Week 2) 7 day access	Community and bed based intermediate care now operating 7 days a week. Linkages now made to the Acute Frailty Network at RBH, to explore issues and opportunities. Social workers are in situ for 7 day working Community assessor role in place - able to provide simple items of equipment to prevent hospital admission and to facilitate discharge 7 day template developed and to be completed and now being refined		Further work with RBH to address issues regarding medication and consultant discharge. Emergency Duty Service contract is up for renewal and initial discussion about our requirements going forward have started.		Green
	Scheme 4 - Whole System Whole Week 3) GP Access 7/7	A pilot has been agreed to open two surgeries in the North cluster for extended hours Monday to Friday and on Saturday mornings. The new times are in place as a result of what people said in patient surveys. Details of how this will be resourced have yet to be agreed. Plan to roll out pilot in N and W Reading being developed further. Aim to start pilot autumn 2015 At request of service user and carer reps a draft procedure on user and carer reward and recognition is drawn up with their involvement. Draft to be fed into the integration board. Comms group to be set up regarding mental health strategy communication "you said, we did" to build in a feedback loop Draft strategy sub groups to be formed. Additional work around performance to be completed before final recommendations for ace committee 29th June along with feedback from BHFT.	Scheme Sponsor - Eleanor Mitchell	Ongoing work between CCG's and GP surgeries. Detail of extended hours and Saturday surgery opening for GPs now being formulated.		Green
	Section 75 Agreement	Continuing issues related to pan Berkshire governance delaying the agreement/s. Revolve around existing authority (or lack of) of the BW10 partnership board to make decisions on cross Berkshire schemes and how this fits with original BCF submissions and local governance via HWBB. Reading have again proposed splitting the funds into local and pan Berkshire Section 75s to enable parties to at least sign off the majority of funding and schemes under a local S75. This approach does not directly address governance issues surrounding the pan Berkshire schemes, but using a dedicated pan Berkshire principle will make producing the associated S75 more straightforward. Draft agreement completed and now under scrutiny from legal.		Gain cross Berks agreement to the 'split' approach proposed by Reading Draft both local and pan Berkshire S75 templates All BCF scheme specifications to be finalised for S75 agreement		Green

Berkshire West 10 Integration Portfolio Status Report Reporting Period: 18 May 2015 to 15 June 2015

Scheme / Programme		Description / Key Achievements	Responsible Lead	Next Steps	Please Select	Issues / Actions/ Item to Note
	Mental Health Integration	At the Mental Health Partnership Strategic Board meeting the following key actions were agreed. <ul style="list-style-type: none"> • AT request of service user and carer reps a draft procedure on user and carer reward and recognition is drawn up with their involvement. Draft to be fed into the integration board. • Comms group to be set up regarding mental health strategy communication "you said, we did" to build in a feedback loop • Draft strategy sub groups to be formed. • Additional work around performance to be completed before final recommendations for ace committee 29th June along with feedback from BHFT. 		Report to be presented to ACE meeting 29 June	Green	
Wokingham	Amber	Section 75- agreement that local agreements will be signed, currently with WBC legal to final draft and present for signing. WISH paper approved by WBC CLT PMO briefing paper approved by WBC HWBLT WISP ToR re-drafted and circulated HWBB briefing regarding neighbourhood clusters Involve submitted bid to the Health and Social Care Volunteering Fund (up to £50K over 3 years H&SCVF for funding for 'care navigator co-ordinator' post Bi-lateral meeting held with RBC BCF regarding neighbourhood clusters BW partnership board agreed that Health and Social Care Hub will be split with funds separated to allow Wokingham to move forward and deliver a local hub, new BCF scheme To follow after next Hub T and F group 9/6/15		Sign section 75 agreement Circulate and sign off PIDS for local schemes Formalise local project management arrangements To follow after next Hub T and F group 9/6/15	Amber	
	Scheme 1- Health and Social Care Hub	WISP workshop agreed outline vision for team. Briefing for HWBB circulated to partners agreed in principle by WBC's HWBLT and CLT, plus BHFT's Executive. JD for head of service drafted and evaluated by BHFT Initial development meeting held, focused on financial risk, accountabilities and what services are in scope.	Scheme Sponsor - Stuart Rowbotham PM James Burgess	Briefing paper regarding WISH to be presented to HWBB, project manager position to be advertised. Further joint development meetings ongoing WISH- Concern that grading of service manager post will not attract right candidate	Amber	
	Scheme 2 - Integrated short term health & social care team	Lease agreement signed between Central and Cecil, Wokingham Borough Council and Catalyst for flats 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. Occupancy agreement completed by WBC legal team and template prepared for Optalis staff. Flooring being installed 2/6/15 completion due 10/6/15 Furnishings and equipment to be delivered after flooring complete. Additional laundry facilities to be ordered	Scheme Sponsor - Stuart Rowbotham PM James Burgess	<ul style="list-style-type: none"> • Furnish and equip 2 identified units • Lay new flooring requested. • Circulate FAQs and referral pathway • Launch service pilot 	Amber	
	Scheme 3 - Step up Step Down	Commenced AT service specification being re-drafted following comments from partners. Discussion regarding resources to deliver project underway.	Scheme Sponsor - Stuart Rowbotham PM James Burgess	Evaluate AT service specification feedback and decide procurement approach; examine resources needed to progress project, outline project manager requirement for project and secure approval to recruit. AT model and how it will fit with the Hub needs to be understood	Amber	
	Scheme 4 - Domiciliary Care Plus	Neighbourhood Cluster Teams: Outline presentations about Neighbourhood Clusters given to H&WB Board workshop on 14th May. Detailed planning and design of Cluster projects being reviewed following issues raised at HWB and CCG Council. Workshop with small group of representatives planned to define in detail the purpose, outcomes and governance issues around NCTs. Draft "Memorandum of Understanding" discussed at NCT steering group; minor amendments required. Involve bid submitted to Health and Social Care Volunteering Fund – decision not expected until "late summer" Meeting with Reading's BCF manager to share progress/ideas. Reading has 2 pilot projects underway – "Living Well" (for over 65s) with Age UK, and a social prescribing pilot for over 18s with Reading Voluntary Action. Potentially useful opportunities to learn from Reading with these 2 pilots Overview & Scrutiny Committee have suggested the following projects for further scrutiny: - Neighbourhood Clusters - GP access Awaiting further clarification and details of scope. Self Care / Primary Prevention: Initial discussions with Healthwatch re linking their work on accessing information with proposals for Neighbourhood Clusters. 2 x NCT Steering group reps invited to their next Access to Info project meeting on 23 June. Focus on supporting people to self care & on primary prevention will be key part of volunteer Community Navigators' role. The BW 10 Workforce group has included Community navigators/co-ordinators in their work plan. However, the timescales are too long – they will not be addressing job descriptions until Sept. As Wokingham will need to have a co-ordinator in post in Sept if the bid to H&SCVF is successful, draft job description for the Community Coordinator is being drawn up – see notes about Health and Social Care Volunteering Fund. WBC Prevention strategy – the Social Care Prevention strategy has been signed off. Work ongoing to complete a Berkshire West –wide evidence-based, stand-alone website "Ageing Well" for professionals to use as reference and for commissioners to identify services to be commissioned. Will link in with JSNAs and PH Outcomes Framework and will lead to the development of locality-wide Prevention strategies.	Scheme Sponsor - Stuart Rowbotham PM James Burgess	Neighbourhood Cluster Teams Workshop with small group of representatives planned for 2nd July. Key messages from the ACG/RUB findings to be triangulated with PH profiles work to help inform plans for developing neighbourhood cluster working and to agree the indicators to demonstrate impact of neighbourhood cluster working. Draft PID to be updated and submitted to WISP (17 June) then to BW Delivery Group Final version of the Memorandum of Understanding to be signed by all parties at next NCT Steering group meeting - all group members to ensure that key people in their organisation are clear about the intentions and agree to the MoU prior to signing Community navigators - job description for Co-ordinator role to be drafted. Business case for implementing this project a) with H&SCVF funding and b) if H&SCVF bid is unsuccessful to be prepared and circulated to steering group then submitted to WISP (17 June) Quarterly meetings with Reading to share progress with NCT projects Similarly, ensure links with the FutureGov work on community engagement and neighbourhood principles of working Further detail expected regarding the projects to be scrutinised by the Overview & Scrutiny Committee Draft "Who's who" directory, allowing staff in each cluster to easily contact the right person when needed to be brought to next steering group meeting. Update required regarding appointment of Full time Project Manager Next steering group meeting: tbc Self Care / Primary Prevention: 2 x NCT Steering group reps to attend Healthwatch's Access to Info project meeting on 23 June. Draft job description for the Community Coordinator to be incorporated into Business case for Volunteer Community Navigators for circulation to NCGT Steering group and presentation to WISP (17 June) Public Health's Berkshire West-wide evidence-based, stand-alone website "Ageing Well" to go live 7 July 15. Publication of development of locality-wide Prevention strategies following this – date tbc.	Amber	
	Scheme 8 - Self-Care and Primary Prevention & Neighbourhood Cluster Teams	A business case for a redesigned Community Enhanced Service was supported by Joint Primary Care Co-Commissioning Committee on 13th May 2015. Key features of the Enhanced Access CEs are: <ul style="list-style-type: none"> • Practices must provide a minimum of 5 additional hours a week • Saturday clinics provided a minimum of 46 Saturdays a year • Funding for additional appointments within normal business hours • Practices with a patient list size of less than 5,800 will only be able to provide the CES by working together with one or more other practices to offer the minimum level of additional capacity to their patients. Wokingham CCG has two practices with a list size below 5,800 – Burma Hills and Wilderness. 	Scheme Sponsor - Stuart Rowbotham PM James Burgess	Consultation on providers underway, with particular focus on: <ul style="list-style-type: none"> • Delivering Saturday morning opening. • Minimum staffing levels required. • The mix of bookable and non-bookable appointments. 	Amber	
	Scheme 9 - Access to General Practice				Amber	
West Berkshire	Amber	<p>The Innovation Phase of the project, testing the new 'Pathway' for all individuals being discharged from Hospital is planned to commence on 1 June and will be monitored on a weekly basis. This will be followed by a Consolidation Phase responding to community referrals as well as hospital discharges from September 2015. During the Innovation and Consolidation Phases the 'Pathway' will be refined and developed for an appropriate level of '7 Day Response'; it will also provide the framework for testing a 'Trusted Assessor' route into the service for District Nurses, allowing direct access to initiate care services. Care Provider staff will also broaden their remit to begin to carry out limited reviews and finalise cases during these phases. The resourcing of the project has now been extended to 31st August 2015</p> <p>Finance - Spend on delivery of the project has continued using the Call to Action funds year end slippage. No spend of scheme monies has yet taken place. A meeting has been scheduled for July 2015 between Senior Officers at WBC and CCG colleagues to discuss utilisation of Call to Action Funding and the proposal to spend BCF scheme monies on items not contained within the approved BCF Expenditure Plan.</p>			Amber	
	Joint Care Provider (inc 7 day services and direct commissioning)	Milestone Status – The Project Plan for the project has been revised to take into account the developments outlined above. Suggested revised milestones are now documented within this Report. Project Level 1. Agreement from the hub to process referrals differently, 2. Agreed allocations process for the West Berkshire Discharge Pathway 3. Agreed process flow for the referrals Link Worker role, 4. Agreed Discharge Pathway Consent Form 5. Agreed JCP Innovation Phase principles, 6. Agreed Innovation Phase Performance data 7. Agreed Patient Leaflet/Satisfaction Survey, 8. Agreed Briefing arrangements prior to 1 Jun launch 9. Briefing with RBH Service Navigation Team (SNT) completed, 10. Referral process agreed with RBH including collection of DTOC data BCF04 Joint Care Provider 'Pathway Redesign' Work Package 1 (including products 1a, 1b, 1c, 1d, 1e) 1a – Pathway Redesign • Pathway developed for Innovation Phase to commence on 1 Jun 1b – Workforce • Briefing paper prepared and expected impact during Innovation Phase agreed with staff • New Communications Document prepared and circulated to affected staff • Rostering of Discharge Pathway agreed for initial month 1c – Transfer to Long Term Care • Current transfer to long term care arrangements confirmed. 1d – IT Systems • Innovation Phase manual workarounds agreed • Governance protocols between WBC and BHFT still to be finalised, linking with the Connected Care Project. 1e – Data/Performance • Innovation Phase data tools agreed by WBC and BHFT BCF05 7 Day Services - '7 Day Working' 'Trusted Assessor' Work Package 3 • WBC Project Group have reviewed 7 day working in order to fit with JCP Innovation Phase BCF01 Community Nurses Directly Commissioning Care / Reablement Services	Scheme Sponsors Shairoz Claridge & Tandra Forster Patrick Leavey Iain Mundy Toby Ellis	Project Level <ul style="list-style-type: none"> • Weekly review meeting coordinated by Duty Manager • One month review meeting to be scheduled by Core Team BCF04 Joint Care Provider: Pathway Re-design: <ul style="list-style-type: none"> • Briefing launch sessions scheduled for 1 June • Innovation Phase to go live 2 June • Weekly team operational team meetings scheduled throughout Innovation Phase • First month review scheduled for 29 June BCF05 7 Day Services <ul style="list-style-type: none"> • Review of likely impact of Innovation Phase activity on 7 day services • Initial Proposal for 7 Day development of services to be presented to Integrated Steering Group on September 2nd. BCF01 Community Nurses Directly Commissioning Care / Reablement Services - Work Package 2 – '7 Day Services' <ul style="list-style-type: none"> • Review of likely impact of Innovation Phase activity on 7 day services • Initial Proposal for 7 Day development of services to be presented to Integrated Steering Group on September 2nd. New Issue - Ability of staff to maintain equitable services across all hospitals given neighbouring acute sites are not part of project. New Risk identified likely impact of Innovation phase on non-RBFT CCG/UA patients concerning a potential level in inequity in their discharge plans. Discussions to follow affected acute sites on an exception basis as required (not rated as high level for escalation onto programme risk log)	Amber	

Berkshire West 10 Integration Portfolio Status Report Reporting Period: 18 May 2015 to 15 June 2015

Scheme / Programme	Description / Key Achievements	Responsible Lead	Next Steps	Please Select	Issues / Actions/ Item to Note
Personal Recovery Worker	<p>Executive Summary – The contract has been prepared and will be issued to providers in early June. Once signed the providers will commence the recruitment process and work with commissioners to finalise all operational details. The service will go live in July as scheduled.</p> <p>Operational Summary - The Project Team and the Pilot Providers are finalising KPIs for use with contract monitoring. A meeting is arranged for 22 June to confirm these details.</p> <p>Finance - Spend on delivery of the project has continued using the Call to Action funds year end slippage. Whilst no spend of scheme monies has yet taken place, the contracts with the three service providers have been drafted and will commit £279k of spend in this financial year with any further payments dependent upon performance. Whilst the S75 agreements are yet to be signed, and the monies transferred into the pooled budget, the council expects to sign the contracts during June. A meeting has been scheduled for July 2015 between Senior Officers at WBC and CCG colleagues to discuss utilisation of Call to Action Funding and the proposal to spend BCF scheme monies on items not contained within the approved BCF Expenditure Plan.</p> <p>Milestone Status - The project remains on schedule to deliver the pilot scheme as per existing milestones as providers have advised they will transfer existing staff to the PRG pilot and backfill these roles. Note that the initial contract review/project closure is now scheduled for 3 August.</p> <p>Key Achievements</p> <ul style="list-style-type: none"> • Specification agreed • Costs agreed • Contract prepared for issue subject to final approval regarding funding 	<p>Scheme Sponsors Shairoz Claridge and Ian Mundy Programme Manager Patrick Leavey Project Manager Toby Ellis</p>	<ul style="list-style-type: none"> • Contract to be issued • Contract to be signed • Recruitment/Set-up period to commence • Operational documentation to be agreed • Go Live date to be confirmed (will be approx. 8 weeks after Set-up period commences) <p>New Issue: Go Live date likely to be 1 Jul following 8 week set-up/recruitment period. Subsequent Contract management to be undertaken by Patrick Leavey (Service Manager) and WBC Contracts & Commissioning Team as part of their BAU.</p> <p>New Risk: Contract cannot be let without funding confirmed via S75 agreement - (not escalated onto programme risk log)</p>	Amber	
Enabling Programmes					
Connected Care	<ul style="list-style-type: none"> • Commercial - Berkshire West has approved a joint procurement with Berkshire East. Berkshire East has a more complicated and therefore lengthy approval process – decision expected end June (seen as a formality). Project budget has been identified, CCG funding to the end of the pilot and procurement stage, i.e. the end of Phase 2. Business case has started. First draft of the cross organisational "partnering agreement" has been submitted to the SRO and FD. Pre (formal) procurement market engagement has started. • Deployment - Infrastructure has been purchased and is being setup. Due to be available to the implementation team on 13th July. Orion have been re-engaged. Milestone dates have now been baselined. Cross organisational process to gain agreement of requirements defined. Planning activities have started. BHFT have confirmed their dates for the provision of RIO data. Local Authority data-set being defined, expect this to be verified by 31 July. A review of existing solution capabilities has started (a business case input). • IG - Cross organisational IG steering group meeting scheduled. ToR, expected outputs and inputs defined. Data Sharing Agreement for Phase 2, GP schedule D's now complete. RBFT schedule D now complete. BHFT – delay in signing (no formal issue identified). • Benefits - Phase 2 pilot teams (Sam's story) & BW_10 scenarios are complete and documented. Comms team have been tasked with producing a robust plan for phase 2 and into phase 3. 	<p>Operational Lead - Katie Summers Programme Manager John MacDonald</p>	<ul style="list-style-type: none"> • Commercial - Fully engage all partners in the development of the Business Case, including analysis of existing solutions. Update partnering agreement based on SRO/FD feedback. Meet with potential vendors as part of the pre formal process engagement. • Deployment - implement the infrastructure and start the initial build. Localise the procurement documents required for the formal process. • IG - BHFT to sign the ISA. Prepare the input documents for the first cross organisational IG steering group. SRO to attend this first meeting to help set the direction. • Benefits - Comms plan drafted. Scenarios will identify the top 10 issues – draft the "year 1" deliverables from these. 	Amber	<p>Information Governance L2 Compliance. Reading and West Berkshire Unitary Authorities have estimated a lead-time of 9 months minimum to achieve IGL2 accreditation without a marked increase in senior management engagement levels (essential to drive through the required changes in processes/practices). These timescales will limit their ability to consume data during the first stages/months of Phase 3. IGL2 status is a pre-requisite to signing up to the Berkshire Wide Core Information Sharing Agreement as data consumers and gaining access to N3.</p>
Market Management	<p>Evaluation report on the current spends - The achievement on the procurement on the feasibility report has been completed to agreed deadline. It was agreed from the last market management meeting that officers will carry out a feedback exercise from approaching other local authorities that are using the data warehouse system and directory on the investment and effectiveness of the system. The PMO will co-ordinate and also be part of this exercise. The need to involve other interested parties such as Bracknell Forest and RBWM has been agreed to have a separate meeting.</p> <p>Progressing work to Manage Market Failure Policy / Protocol Each LA Partner has their Market Failure Policy/Protocol in place</p> <p>Ensuring Fair Pricing for Nursing and Residential Care - A template was created to capture existing toolkits used on care packages. West Berkshire have submitted their information however no such toolkits have been used. Reading and Wokingham are working on collecting their information. (in line with the aged 6-8 week period).</p>	<p>SRO - Stuart Rowbotham Programme Manager - Amina Begum</p>	<p>Purchasing of the Information Market Management System (IMSS) and for directory A meeting has been scheduled with relevant lead officer from each LA who wish to purchase the data are house and directory system. The meeting will enable a co-ordinated approach to officer's visits and give contacts for LA, the meeting has been scheduled for 18th June. This will then be used to report to the MMPG.</p> <p>Market Failure-Phase 2 will look at a collective approach taking into consideration all the other existing work stream that is taking place e.g. joint commissioning etc. Fair Pricing-Berkshire West has sent in their information however no such toolkits have been used. Reading and Wokingham are working on collecting their information.</p>	Green	<p>Drafting Phase 2 of the Market Mgmt programme to be reviewed at next meeting on the 8th July</p>
Integrated Carers Commissioning	<p>Carers information Advice and Support Contract: Berkshire wide provider event held 02.06.2015 to inform new service specification(s) and identify support needed to develop collaborative bids.</p> <p>Carers Assessment: Links and advice on signposting to carer assessment tools collated by CCGs for circulation to GP practices.</p> <p>Carers Needs Assessment 1st draft of Reading component developed by Berkshire Shared Services Public Health team</p>	<p>SRO: Gabrielle Alford Operational lead: Janette Searle / Sarita Rakhra</p>	<p>Carers Assessment: Wokingham and Reading components to be developed by Berkshire Shared Services Public Health team.</p> <p>Carer Information Advice and Support Contract: Provider and carer engagement to inform specification for re-commissioned service.</p> <p>Governance: Section 75 agreements to be finalised setting out respective roles of health and social care commissioners in relation to carers funding allocated within Better Care Fund plans</p> <p>Carers Breaks and support: Internal delivery plans and Service Level Agreements to be confirmed in light of Section 75 arrangements. In principle agreements reached and communicated to providers.</p>	Green	<p>'Back Me Up' service provider considering service closure from 30.06.2015 (impacts Reading & Wokingham)</p>
Whole System Organisational Development	<ul style="list-style-type: none"> • 29/30th April workshop agreed key actions around Governance, Finance, Prevention and New models of care. These actions have named leads and delivery dates. • Facilitated meetings with CEOs from all partner organisation • Write up from workshops shared with BW10 	<p>SRO's Fiona Slevin-Brown & Rachael Wardell</p>	<p>Write up on systems leadership for staff to be circulated to partner organisations Next Steering group scheduled for 17th July to review progress against the actions from the April workshop, and planning for September dates</p>	Green	
Integrated Workforce Development	<p>Scoping of the workforce transformation agenda has been completed and an Action Plan agreed 1. The development of new 'generic' roles 2. A skills development programme, 3. The development of joint recruitment plans , 4. Leadership development , 5. Improving workforce data quality, 6. Supporting cultural change.</p> <p>Work programme The workforce strategy which includes an implementation plan has been signed off by the Workforce Group</p> <p>Embedding working arrangements - Membership of the Workforce Group has been extended to include the L&D leads for each of the main provider partners. New Terms of Reference for Workforce Group established</p> <p>A Project Manager to lead the delivery of the Action Plan has been appointed (replacing the current Programme Manager)</p> <p>The first workshop to explore the Generic Support Worker role took place on June 4th (12 attendees). Agreement with Skills for Health to support the programme has been signed off by the Workforce Group</p> <p>Generic Support Worker A Project Manager to lead the delivery of the Action Plan has been appointed (replacing the current Programme Manager)</p> <p>The first workshop to explore the Generic Support Worker role took place on June 4th (12 attendees). Agreement with Skills for Health to support the programme has been signed off by the Workforce Group</p> <p>HETV Partnership Board - Presentation made to HETV Partnership Board highlighting work underway on GSW</p>	<p>Operational Lead - Brigid Day Programme Manager - Derek Williams</p>	<p>Work programme - Monitoring process implemented for work programme Generic Support Worker - Complete scoping work on GSW (Workshop 1st July) Agree action plans for piloting the GSW role arising from workshops Agree draft Job Description for GSW role Agree 'issues log' for implementation of GSW for consideration by the Workforce Group Begin scoping work for Care Navigator role</p> <p>HETV Partnership Board - Develop training plan to identify planned training activities associated with the BW10 prog</p>	Green	<p>New Programme Level Issue - Change in programme management to ensure future focus is on delivery of the agreed action plan First GSW workshop held Thursday 4th June, 13 delegates attended (6 from Reading; 1 from West Berks and 6 from Wokingham) Positive feedback from delegates (combination of managers and Care assistants likely to be performing generic role in the future)</p>
7 Day Working including BCF National Condition	<p>Local Authorities: mapping of 7 day services, current and future requirements, has been completed in Wokingham, but is subject to further review in West Berkshire and Reading. This review work is not expected to be completed until July 2015.</p> <p>BHFT: Work on SDIP continues. This will cover mapping of current, future and proposals for change in relation to 7 day working requirements.</p> <p>RBFT: Improvement plan being developed to implement 7 day working in key areas across the Trust.</p> <p>GPS: New Community Enhanced Service under development which is likely to provide a degree of evening and Saturday morning services across all localities. Westcall/Walk-in Centre continue to be operational across 7 days.</p> <p>SCAS (Non-emergency Patient Transport Service): Current contract provides Saturday and Sunday transport service between 8am – 8pm. Contract is to be re-procured which may extend provision further.</p> <p>Community Pharmacy: Mapping exercise completed which shows adequate range of 7 day services across all localities.</p> <p>All of the above actions will ensure that a comprehensive picture of 7 day services is available across the system to identify critical gaps.</p>	<p>Sub Group Lead - Gerry Crawford PM TBC</p>	<p>Local Authorities: mapping of 7 day services, current and future requirements, has been completed in Wokingham, but is subject to further review in West Berkshire and Reading. This review work is not expected to be completed until July 2015.</p> <p>BHFT: Work on SDIP continues. This will cover mapping of current, future and proposals for change in relation to 7 day working requirements.</p> <p>RBFT: Improvement plan being developed to implement 7 day working in key areas across the Trust.</p> <p>GPS: New Community Enhanced Service under development which is likely to provide a degree of evening and Saturday morning services across all localities. Westcall/Walk-in Centre continue to be operational across 7 days.</p> <p>SCAS (Non-emergency Patient Transport Service): Current contract provides Saturday and Sunday transport service between 8am – 8pm. Contract is to be re-procured which may extend provision further.</p> <p>Community Pharmacy: Mapping exercise completed which shows adequate range of 7 day services across all localities.</p> <p>All of the above actions will ensure that a comprehensive picture of 7 day services is available across the system to identify critical gaps.</p>	Amber	<p>Given Local Authority reviews being undertaken completion of mapping delayed until July</p>
Integration Programme Delivery Group & Finance Sub Group	<p>Delivery group have identified a number of Next Step activities for the Hub programme to understand the impact to Scope, time and delivery of a BW integrated H&S care Hub.</p> <p>Rescoping of care homes phase 2 started with a focus on NICE guidance</p> <p>Revisions to overarching Section 75 including schedules for governance, risk management and reporting.</p> <p>Discussions with CSCU to commission informatics and communications support for the information.</p> <p>Recruitment of Interim Head of PMO and replacement workforce lead successfully completed. PMO admin support recruitment ongoing.</p>	<p>Naseema Khan</p>	<ul style="list-style-type: none"> • Capacity issues impacting development and quality of programme documentation PIDS/ Milestone plans/ Dependencies, Risks etc. • Further work on Overarching Section 75 agreements required • Develop transition plans for management of Integration Programme Office and Delivery Group Meeting • Inductions for new starters to PMO • To establish a clinically focussed sub-group to take forward the joint assessment work started within the BW Health and Social Care Hub Group • Phase two scoping of market management and care homes 	Amber	<p>Gaps in resources, PMO Support New Starters: Integrated Workforce Development Fast track PMO Support for 3 Months / Head of PMO</p>