

West Dunbartonshire Community Health & Care Partnership

Shadow Committee - 11th August 2010

Report By: CHCP Director

Creating the New CHCP – Project Plan Review

Recommendation

The CHCP Committee is recommended;

- 1 to note the progress made in moving towards the creation of the new CHCP as set out in the attached update to the Project Plan; and
- 2 to agree that the Director brings forward to the first meeting of the full CHCP Committee a new Project Plan for the first 6 months of the new Partnership against which progress can be assessed and measured.

Background

The report presented to the Council in February 2010 included a range of detailed items that required to be taken forward in the interim period to create the new CHCP.

This detailed list was subsequently supplemented, after discussion with NHS Board officers, to form a Project Plan that the lead officers from the Council and the Board would use to direct their activity during the shadow period.

Discussion

The Project Plan has now been updated to reflect the position as at the end of July 2010. Members will see that good progress has been made on all the elements that are required.

Next Steps

The Project Plan has been a useful tool in ensuring that progress to create the new CHCP from 1st October has been made. I now propose to develop and extend the Project Plan to set out the implementation priorities and objectives for the Partnership for the next six months.

**Keith Redpath
Director**

	Action	Target Date	Lead Officers	Notes/comments
1	Agree Membership of Project Team	05-Mar-10	Stephen West/Keith Redpath	Agreed to create virtual project teams rather than formal project team to avoid formalities around project team meetings, etc. Will require regular project updates to both CEOs. Keith/Stephen to contact those in each organisation who will be involved to ensure time and resource commitment is in place and to check projected timelines are achievable
2	Formulation of communications strategy	05-Mar-10	Stephen West/Keith Redpath/Louisa Mahon/NHS	Plan to provide updates to employees approximately monthly or immediately following any significant events. A number of communications have been issued since March 2010
3	Identify costs of current management structures of both existing organisations	05-Mar-10	Stephen West/Keith Redpath	Cost base identified – Management structure proposal to be assessed against current cost base.
4	Arrange regular meetings between Chief Executives	15-Mar-10	Stephen West/Keith Redpath	Suggested 6 weekly discussions to be diaried for both chief executives
5	Arrange meetings with Trade Unions - initially separate and hopefully, with agreement of TU's jointly thereafter	15-Mar-10	Stephen West/Keith Redpath	Joint process established; programme of monthly meetings in place; 3 meetings so far next meeting on Friday 30th July.
6	Report to Council to approve recruitment process - requiring suspension of Council Standing Orders	25-Mar-10	Andrew Fraser	Completed

7	Establish a joint shadow Community Health Partnership and Social Work Sub-Committee (CHCP) from 1 April 2010	27-May-10	Andrew Fraser/NHS	Reports submitted to council and NHS Board between April and June; First meeting of Shadow Committee on 11th August
8	Make arrangements for meeting(s) of Shadow Sub-Committee between date of agreement of membership and 1 October	30-Apr-10	Andrew Fraser & Keith Redpath	See 7, above
9	Discuss Draft Scheme of Establishment	31-May-10	Stephen West/Keith Redpath	Draft Scheme to be presented at Shadow Committee on 11th August.
10	Appointment of CHCP Director	31-May-10	Tricia O'Neill/Serena Barnatt	CHCP Director appointed on 11th June. Takes up post from 1st August.
11	Confirmation of appropriate management structure and identification of scope for further joint posts. This structure to consider the role of the CSWO	30-Jun-10	Director of CHCP	Structure proposal being discussed by Director with Chief Executives. WDC confirmed Anne Ritchie as CSWO.
12	Agree process for recruitment to joint posts including agreement of a synthesised approach to organisational change	31-Jul-10	Tricia O'Neill/NHS	Position paper on organisational change policies presented to June meeting with Trade Unions. Process to be dealt with as part of structure proposal.

13	Officers and CHCP to reach a clear joint statement on long term objectives of integration, including simplifying Care pathways, use of multi-disciplinary teams and options around existing jointly managed services moving closer to service integration	01-Sep-10	Anne Ritchie/Stephen West/Keith Redpath	Role remit and purpose of CHCP set out within draft Scheme of Establishment.
14	Agreement of CHCP governance arrangements (parent action for the following 5 items)	01-Sep-10	Andrew Fraser/NHS	Governance arrangements set out in detail in draft Scheme of Establishment and draft Standing Orders
15	Agree Scheme of Establishment for CHCP	01-Sep-10	Stephen West/Keith Redpath	Draft Scheme of Establishment to be presented at Shadow Committee 11th August.
16	Agreement of new Standing Orders for CHCP and amendment of Council's Standing Orders	01-Sep-10	Andrew Fraser/NHS	Draft Standing Orders prepared to consideration at Shadow Committee on 11th August.
17	Identification of human resource issues affecting joint staffing of CHCP	01-Sep-10	Tricia O'Neil/NHS	Detailed within draft Scheme of Establishment
18	Identification of Financial and budgetary arrangements affecting CHCP	01-Sep-10	Joyce White/NHS	Detailed within draft Scheme of Establishment
19	Equalities Impact Assessment of future proposals	01-Sep-10	Director of CHCP	Will be detailed in final report form CHCP Director to Council & NHS Board recommending approval of the Scheme of Establishment.
20	Identification of issues relating to joint commissioning of services	01-Sep-10	Anne Ritchie/Stephen West/Keith Redpath	Work continues to develop under the auspices of the Clyde Valley Initiative. No issues identified for resolution prior to CHCP establishment.

21	Report to Council & NHS Board setting-out proposals for governance, partnership plans, etc for final approval to formally move to CHCP on 1 October 2010	01-Sep-10	Anne Ritchie/Stephen West/Keith Redpath/Andrew Fraser	All contained in draft Scheme of Establishment and will be covered in report to Council and NHS Board in September
22	Review governance arrangements around Criminal Justice Partnership	01-Sep-10	Anne Ritchie/Stephen West/Keith Redpath/Andrew Fraser	Arrangements detailed in draft Scheme of Establishment.
23	Recruit to any further joint posts utilising the agreed Organisational Change Policies	01-Oct-10	Partnership Director	This is an assumed end date for this process
24	Information and data sharing protocols developed/revised - including ability to access all files in the joint organisation	01-Oct-10	Stephen West/Keith Redpath	DSP agreed between WDC and NHS - review other issues
25	Agreement reached with NHS regarding provision of support services to CHCP	01-Dec-10	Joyce White	Need to investigate options for delivery of support functions and agree on appropriate supports provided by which organisation.
26	NHS and WDC look at respective performance management arrangements to identify joint performance measures and performance indicators	01-Jan-11	Anne Ritchie/Stephen West/Keith Redpath	Key Performance Indicators, National Outcome Measures and HEAT measures in place, need to review
27	Analysis of policies and procedures used in NHS and WDC in order to identify potential for rationalisation	01-Jun-11	Director of CHCP	For future analysis and review