

Draft – Actions agreed at the NDP for Children and Young People’s Specialist Service in Scotland Implementation Group (IG) meeting 3 November 2008

ITEM	ACTION	LEAD	DEADLINE	STATUS
2. Terms of reference and membership	Nursing Representative’s identified, arrangements to be discussed as only one place available.	AI	28 Nov 2008	Completed
	– Scottish Colleges Committee for Children’s Surgical Services to be approached to nominate surgical representative	AH	28 Nov 2008	Completed
	Combined Voluntary Children’s Group to be approached to nominate voluntary sector representative.	RS	28 Nov 2008	In progress
	Staff Partnership forum to be approached to nominate a representative.	AH	28 Nov 2008	In progress
3. Prioritisation process for bids in 2009/2010.	Potential content of CEL to include: <ul style="list-style-type: none"> ○ National Delivery plan update ○ Reminder of bids process –via RP1 Groups ○ Template for year Two bids ○ Information about timeline for year 3 bids I.e. criteria to be agreed on 17 December ○ Information about National event Jan or Feb. ○ Priorities for Year 3 bids to be agreed on 11th March ○ Explain about financial spreadsheet ○ Impact on patient flows/activity to be incorporated in template. Spreadsheets to be created. And maintained by Regions- and reported regularly to IG 	RS	28 Nov 2008	On progress

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3.1 Bids Template	To be revised to include potential impact on activity/patient flows.	AH	28 Nov 2008	Completed
3.2 Process	(see relevant sections of action note)			
4. Process to identify and prioritise remaining specialities	Status reports to be produced on each service based on Annex A For discussion at next meeting.	RPG’s/SHB’s	28 Nov 2008	In progress
	Prioritisation process to be developed for bids for 2009/2010 and paper to be produced for discussion at next meeting.	RS	28 Nov 2008	In progress
5. Work Plan	Work plan to be revised to include the following: <ul style="list-style-type: none"> ○ Update following consultation ○ Year 2 priorities. ○ Year 3- long list with Potential areas still to be prioritised ○ Matrix showing NDP actions matched against will streams 	RS	28 Nov 2008	In progress
	Emergency Care to be removed for it as there is a separate process for this.	RS	28 Nov 2008	Completed

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5.1 Children’s cancer services	The role of clinical leadership to be explored and proposals produced for consideration at next meeting.	MJ	28 Nov 2008	Completed
5.1 Children’s cancer services	Paper on cancer services proposals to be revised to reflect development of MSN approach, neurosurgery MSN and resubmitted for consideration at next meeting	AI	28 Nov 2008	In progress
5.2 Resources	A financial spreadsheet is to be produced providing information on expenditure for 2007/2008 and resources available in 2008/2009 and 2009/2010.	Derek Lindsay	28 Nov 2008	Completed
5.2 Resources	All to provide details of slippage on approved bids from year 1.	RPG’s	28 Nov 2008	In progress
5.2 Resources	Bids for slippage to be using template for production of implementation plans	RPG’s/SHB’s	28 Nov 2008	In progress
5.2 Resources	Discussion to take place with Derek Lindsay, on what extra resources required to complete financial component.	RS	28 Nov 2008	In progress
5.2 Resources	Discussion will take place on how to take the bidding for this slippage forward.	IG	17 Dec 2008	

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6. Directors of planning	Discussion paper to be circulated when available and update to be provided at next meeting.	Planning Directors	28 Nov 2008	
7. Clinical Engagement	Discussion to take place with Scottish Health Centre and possible dates in Jan/ Feb to be sourced circulated to the group.(Confirmed date 11 March 2009)	SG	28 Nov 2008	In progress
	Small group to be set up chaired by Stewart Forsyth to draft a more detailed programme.	Stewart Forsyth	28 Nov 2008	In progress
	Paper on above to come to Dec meeting	Stewart Forsyth	28 Nov 2008	In progress
8. Communication	Draft Communication Plan to be revised to include development of links to NHS Board communications teams.	RS	28 Nov 2008	Completed
	SG to identify resource to Support Communications plan.	SG	28 Nov 2008	In progress
	Newsletter to be produced highlighting the NDP on the work of the IG	SG	28 Nov 2008	In progress
9. Performance Management	NOS to continue to develop ‘NDP Proposals to Evaluate the Impact’ paper and take it forward.	AI		In progress

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	Invite ScotPHN and ISD representative to discuss work being taken forward on outcomes.	AI - ScotPHN AH -ISD	28 Nov 2008	Completed
	To take the first round of bids and look at performance indicators. Performance indicators from Year 1 bids to be extracted and set out in a performance template. To be circulated to IG for comments and suggested additions	RS	28 Nov 2008	In progress
Future Agenda Items	Paper on National event Paper on clinical Support Update from Directions of planning Draft Work plan Further topics forward to Alison.hutchison@scotland.gsi.gov.uk	NDPIG Members	28 Nov 2008	