

**NATIONAL DELIVERY PLAN IMPLEMENTATION GROUP MEETING: 17
DECEMBER 2008, SCOTTISH HEALTH SERVICE CENTRE, CREWE
ROAD SOUTH, EDINBURGH EH4 2LF**

Present:

Caroline Selkirk, Director of Innovation and Change, NHS
Tayside - **Chair**
Sharon Adamson, Chair of West Scotland Child Health
Planning Group
Jim Beattie, Scottish Officer, Royal College of Paediatrics and
Child Health
Michael Bissett, Medical Manager, NHS Grampian
Mary Boyle, NHS Education for Scotland Assessment, NHS
Quality Improvement Scotland
Helen Byrne, Director of Acute Services Strategy,
Implementation & Planning, NHS Greater Glasgow and Clyde
Eddie Doyle, Clinical Director, RHSC, NHS Lothian
Myra Duncan, Regional Planning Director, SEAT
Andrew Eccleston, Consultant Paediatrician, Dumfries &
Galloway
Deirdre Evans, Director, National Services Division
Iain Hunter, General Manager, Scottish Centre for Telehealth
Annie Ingram, Director of Regional Planning, North of Scotland
Heather Knox, Director of Regional Planning, West of Scotland
Derek Lindsay, Director of Finance, Ayrshire and Arran
Health Board
Isabel McCallum, Representing Jackie Sansbury, Director of
Strategic Planning, NHS Lothian
Mary Mack, AHP Children's Action Group
Dawn Moss, Educational Projects Manager, NHS Education
Scotland
Marie OSullivan, Children's Services Manager NHS Orkney
David Simpson, Chair, Scottish Colleges Committee for
Children's Surgical Services
Iain Wallace, Associate Medical Director, NHS Greater
Glasgow and Clyde

Scottish Government

John Froggatt, Deputy Director, Child and Maternal Health
Division
Alison Hutchison Child and Maternal Health Division
Morgan Jamieson, National Clinical Lead for Children and
Young People's Health in Scotland
Mary Sloan Child and Maternal Health Division
Dr.S.J.Louise Smith, Senior Medical Officer.
Robert Stevenson, Head, Specialist Children's Services Team

Apologies:

Lorraine Currie, Chair, Child Health Commissioners' Group
Fiona Dagge-Bell, Director of Patient Safety and Performance
Stewart Forsyth, Medical Director, NHS Tayside
Margaret McGuire, Interim Deputy Chief Nursing Officer
John Wilson, Chair, SEAT Children's Regional Planning Group

ITEM 1. WELCOME AND INTRODUCTIONS

Caroline Selkirk welcomed everyone to the meeting. She acknowledged the amount of work people had completed since the last meeting and thanked them for their time and effort.

ITEM 2. OUTCOMES – ALASTAIR PHILPS

Alastair explained that they are at a very early stage in this work. Proposals were made to the support group to look at data to ascertain what constitutes a good outcome. First meeting of this group was on 4 December 2008 and suggestion was made that they should focus on short term activity. Will work with Managed Clinical Networks (MCN) to reflect outcomes and links had been made with ScotPHN. It was suggested that they could look at one MCN and perhaps another speciality.

Action Point:

- **Alastair to return to our meeting in April to give an update.**

ITEM 3. RESOURCES

3.1 Financial Framework

Caroline thanked Derek for completing this spreadsheet as it made things a lot clearer and would provide good financial governance. She stressed that we had to be aware and understand the figures on the sheet. Derek went on to explain how much was recurring and how much was non-recurring which was taken from John's letter issued in August.

Action Point:

- **Discussion to be held with Derek, Regional Planners, Deirdre Evans, Morgan Jamieson and John Froggatt to consider proposals for funding at a meeting on 6 January 2009**
- **Reply from A Ingram's letter to Derek Feeley about recurrent funds to be circulated to the group when received**
- **Leads to let Derek Lindsay know any corrections that need to be made to the spreadsheet including infrastructure costs etc.**

- **The Implementation Group (IG) agreed to redistribute £100000 slippage on an Arbuthnot basis, although it was recognised that it could be used this year in Paediatric Telemedicine which would release money from next year's allocation.**

3.2 Slippage

Slippage was discussed and the slippage was noted as follows:

- NSD £85000
- NOS £97000
- SEAT £270000
- NES £63000
- West £53000
- Telehealth (not mentioned in the body of Derek's paper) just under £10000

Action Points:

- **Agreement in principle to support OD work with childrens cancer workstream.**
- **Utilise £100k for identified slippage to bring forward expenditure from 2009/2010 on Paediatric Telemedicine**
- **Update on slippage situation to be forwarded to Child and Maternal Health Division by the end of January so final adjustments can be made before the year end.**
- **Paper to be produced with what outlining criteria and action would be taken with year two and three slippage**

ITEM 4. Prioritisation Process for bids in 2009

4.1 Bids Template

Bids template was discussed and the general opinion was that there was a lot of duplication on it and a risk assessment should be carried out and the template should be refined for proposals for 2010/2011.

4.2 Process

Bids to be in to Scottish Government (SG) by 31 December 2008. A meeting will be held on 6 January 2009 to discuss proposals to clarify implications for meeting on 16 January.

Morgan Jamieson and Hamish Wallace to review children's cancer proposals from a clinical prospectus with Derek Lindsay to consider the financial implications.

Action Point:

- **Directors of Planning and Deirdre to look at Bids Template and feed back ideas on how to refine it.**
- **Proposals for funding to be submitted to SG by 31 December 2008**

ITEM 5. PROCESS TO IDENTIFY AND PRIORITISE REMAINING SPECIALITIES

5.1 Status Reports

Some speciality areas hadn't been involved in the process so far, therefore a scoping exercise had been initiated. Initially 12 services had been identified with a number being added. The DOH Specialist Definitions set was discussed. Advice should be sought on what services were identified as being at risk during the next 12 months. We also have to establish which service areas should be dealt with at Health Board and Region level and those that should be looked at on a pan Scotland basis.

Action Point:

- **Submissions on priorities considered in relation to the specialist children's definition set produced by Department of Health**
- **All leads to consider high risk and pressure areas over next twelve months.**

ITEM 6. WORK PLAN

We need to take project management approach. Priorities have to be determined and programme to be revised for years 2 & 3. This is to be revisited after the Event in March.

Action Point:

- **Work plan to be re-drafted after Event in March and developed as a Project Initiation Document for 2009/2010.**

ITEM 7. Clinical Engagement and Leadership

It was emphasised that clinical engagement was important and that the onus was on the Clinicians within the group to communicate to their colleagues networks.

Action Point:

- **Agreed to proceed with arrangements for the national workshop on 11 March 2009.**
- **Agreed to implement the proposals in the circulated paper.**

ITEM 8. COMMUNICATION

8.1 Communication Plan

Communication plan discussed, and it was noted that our communication manager has links with communication managers in the NHS and that we should share our thinking.

Action Point:

- **Agreed to proceed with communication plan.**

8.2 Newsletter

It was agreed to tie this in with the launch of the NDP.

ITEM 9. Performance Management

It was agreed to defer the presentation to be given by Sarah Taylor and Phil Mackie on Performance Management until our meeting in April.

Action Point:

- **ScotPHN to be asked to do a presentation at our meeting in April.**

ITEM 10. DIRECTORS OF PLANNING

Membership is to be discussed at the next planning forum. The paper is nearly finalised.

Action Point;

- **Papers to be circulated when available. Update to be given at next meeting.**

ITEM 11. MINUTES OF PREVIOUS MEETINGS

NSD to be added to paragraph 5 on status report and Michael Bisset to be added to attendee's.

ITEM 12. ACTION PLAN

Spreadsheet may need to be broken down into Boards not just Regions. Financial schedule to be looked at on 6 January 2009 meeting with the bids being looked at on 16 January 2009. The template should be reviewed at the meeting on 11 March 2009. Bids for year 3 to be in by end of November with a financial meeting help prior to that.

ITEM 13. MATTERS ARISING

Annie Ingram gave feedback from the cancer meeting held at West Park. The meeting on the 19 November was about people being honest about how they felt. A self assessment was developed to see where people thought they were and what they needed to achieve. The general approach had been agreed however there was still a requirement to agree investment in services at a regional and national level. The group would be meeting mid January

therefore it was unlikely that a prioritised set of actions would be available for 16 January.

ITEM 14. A.O.C.B

There was no other competent business

ITEM 15. DATE OF NEXT MEETING

16 January 2009