

**NATIONAL DELIVERY PLAN IMPLEMENTATION GROUP MEETING: 3
NOVEMBER 2008, BRITISH MEDICAL ASSOCIATION, 14 QUEEN
STREET, EDINBURGH**

Present: Caroline Selkirk, Director of Innovation and Change, NHS
Tayside - Chair
Jim Beattie, Scottish Officer, Royal College of Paediatrics and
Child Health
Helen Byrne, Director of Acute Services Strategy,
Implementation & Planning, NHS Greater Glasgow and Clyde
Lorraine Currie, Chair, Child Health Commissioners' Group
Eddie Doyle, Clinical Director, NHS Lothian
Myra Duncan, Regional Planning Director, SEAT
Deirdre Evans, Director, National Services Division
Stewart Forsyth, Medical Director, NHS Tayside
Ken Mitchell, North of Scotland Regional Planning Group
(Representing Annie Ingram)
Heather Knox, Director of Regional Planning, West of Scotland
Jackie Sansbury, Director of Strategic Planning, NHS Lothian
Iain Wallace, Associate Medical Director, NHS Greater Glasgow
and Clyde
Mary Boyle, NHS Education for Scotland
Fiona Dagge-Bell, Director of Patient Safety and Performance
Assessment, NHS Quality Improvement Scotland
Andrew Eccleston, Consultant Paediatrician, Dumfries &
Galloway
Sharon Adamson, Chair of West Scotland Child Health
Planning Group
Mary Mack, AHP Children's Action Group
Mike Bissett

Scottish Government

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

Apologies: John Wilson, Chair, SEAT Children's Regional Planning Group
Fiona Dagge-Bell, Director of Patient Safety and Performance
Margaret McGuire, Interim Deputy Chief Nursing Officer

ITEM 1. WELCOME AND INTRODUCTIONS

1. Caroline Selkirk welcomed everyone to the meeting. She thanked everyone for the work they had carried out since the previous meeting especially the Directors of Planning, Deirdre Evans and Robert Stevenson.

ITEM 2. TERMS OF REFERENCE AND MEMBERSHIP

2. The changes that were discussed at the last meeting have been completed and everyone was content. There is still a need for certain groups to be represented on the group. It was agreed to find a Nursing representative, a Surgical representative, a representative from the Voluntary Sector and a representative from the Staff Partnership Forum.

Action Point:

Annie Ingram to finalise the details of the Nursing Representative who is to join the group.

Robert Stevenson to contact the Scottish Colleges Committee for Children's Surgical Services to get a surgical nomination.

Robert Stevenson to approach Combined Voluntary Children's Group to get a nomination from the voluntary sector representative.

Robert Stevenson to approach the Staff Partnership forum to ask them to nominate a representative.

ITEM 3. PRIORITISATION PROCESS FOR BIDS IN 2009/2010

3. The new bids template was brought to the table to be considered. The template should bring clarity on how the bids are to be submitted. The Scottish Government are expecting consolidated bids to come up through the Regions. Derek Lyndsay is working on a spreadsheet which will give clarity on what funding has been allocated, what is recurrent and what is not – Finance Directors are scrutinising the funding. An Activity spreadsheet may be required as well as a financial one. This could be carried out by the Regional Planners network. Additionality must be demonstrated. A CEL will be issued which should help clarify the process.

4. Slippage was discussed and what it could be used for. It was decided that the extent of slippage would need to be known before a decision could be made. The Regional Planning Directors should establish how much slippage there will be from first round of bids and bring that information to the next meeting on 17 December 2008.

Action Point:

Potential content of CEL to include:

- **National Delivery Plan (NDP) update**
- **Reminder of bids process – via Regional Planners Groups**
- **Template for year two bids**
- **Information about timeline for year 3 bids i.e. criteria to be agreed on 17 December 2008**
- **Information about National Event in Jan/Feb**
- **Priorities for year 3 bids to be agreed on 11 March 2009**
- **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 the Implementation Group (IG)**

Robert Stevenson to revise Bids Template to include:

- **Potential impact on activity/patient flow**

ITEM 4. PROCESS TO IDENTIFY AND PRIORITISE REMAINING SPECIALITIES

5. The list of potential areas still to be reviewed was looked at and it was clear there was a considerable amount of work still to be done and that it could not all be achieved by the Implementation group. Good data and more robust information on each of the services would be needed. A clear prioritisation process should be drawn up. Clinicians need to be included and decisions taken as to what can be done at National and Regional levels. More operational work is required before the paper is made public. A status report on each of the services is to be produced by the Regional Planning Groups for the next meeting and decisions on what priorities will be made at the meeting on 11 March 2009.

Action Point:

The Regional Planning Groups, and National Projects to produce a Status Report on each service based on Annex A for discussion at next meeting

Robert Stevenson to develop a paper on the prioritisation process for bids for 2009/2010 and produce it for discussion at the next meeting.

ITEM 5. WORK PLAN

6. Regional Planners and Deirdre Evans were thanked for identifying leads, but a discussion is required to establish service areas for inclusion. The process should start coming together after the financial spreadsheet is produced as some commitments from year 2 might have implications on year 3. During discussion the following points were raised:

- Page 2-3, Emergency Care should be deleted.
- Page 4-5, will be updated re; Agenda item 4.
- Page 6, divide into which year each belongs to.
- Add MSN on page 6 to cancer on page 3.
- Age Appropriate Care – will issue guidance after the launch of the National Delivery Plan.

A decision from Scottish Government on including CAMHS in the Specialist Services Funding is awaited.

Action Point:

Robert Stevenson to revise the Work plan to include the following:

- 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.

Emergency care to be removed.

Morgan Jamieson to explore the role of clinical leadership and proposals are to be produced for consideration at the next meeting.

Item 5.1

Annie Ingram to revise the paper on cancer services to reflect the development of MSN approach, neurosurgery MSN resubmit it for consideration at next meeting.

Item 5.2

Derek Lindsay to prepare a financial spreadsheet providing information on expenditure for 2007/2008 and resources available in 2008/2009 and 2009/2010.

Regional Planning Groups all to provide details of slippage on approved bids from round 1.

Regional Planning Groups to make bids for slippage using the template for production of implementation plans.

Robert Stevenson to discuss with Derek Lindsay what extra resources are required to complete financial component.

Implementation Group to hold a discussion on how to take the bidding for slippage forward.

ITEM 6. DIRECTORS OF PLANNING

7. A paper was circulated around the Directors of Planning and Regional Planners meeting. A National Planning Forum has been proposed – discussion still to take place about membership and Chair.

Action Point:

Planning Directors to circulate discussion paper when available and update to be provided at next meeting.

ITEM 7. CLINICAL ENGAGEMENT

8. An Event should be organised to engage with front line services and raise awareness of Children's Specialist Services. Stewart Forsyth is to Chair a small working group and to produce an outline plan for event.

Action Point:

Scottish Government to contact Scottish Health Service Centre to source possible dates.

Small group to be set up and chaired by Stewart Forsyth to draft a more detailed programme and bring to meeting in December.

ITEM 8. COMMUNICATION

9. The template is useful and very comprehensive, but concerns were raised about whether the group would have the capacity to implement it. It may have to be out sourced. A discussion was held as to whether a news letter would be the best way forward and it was agreed to produce a newsletter and circulate it to the group for comments. A website needs to be developed to fit in with the Children and Young People's Health Support Group (CYPHSG) website.

Action Point:

Robert Stevenson to revise the draft Communication Plan to include development of links to NHS Board communications teams.

Scottish Government to identify resource to support Communications plan.

Scottish Government to produce a Newsletter.

ITEM 9. PERFORMANCE MANAGEMENT

10. North of Scotland is going to continue to develop the 'NDP proposals to Evaluate the Impact' paper and take it forward. All areas to be brought

together for an Information Statistics Division (ISD) meeting on 4 December and it was suggested that one Director should attend the meeting. Dr Taylor and Alistair Philip to be invited to our meeting on 17 December. It was agreed to request regular updates from ISD.

Action Point:

Annie Ingram North of Scotland to continue to develop 'NDP Proposals to Evaluate the Impact' paper and take it forward.

Invite ScotPHN and ISD representative to discuss work being taken forward on outcomes.

ITEM 10. MINUTES FROM LAST MEETING

Minutes from meeting 5 September 2008 were agreed as accurate.

ITEM 11. ACTION PLAN FROM 5 SEPTEMBER 2008 MEETING

Action plan agreed

ITEM 12. MATTERS ARISING

There were no matters arising.

ITEM 13. A.O.C.B.

There was no other competent business.

ITEM 14. DATE OF NEXT MEETING

17 December 2008 at the Scottish Health Service Centre, Crewe Road South, Edinburgh, EH4 2LF