

Draft - Actions agreed at the NDP for Children and Young People's Specialist Service in Scotland Implementation Group (IG) meeting on 5th September 2008

Item	Action	Lead	Deadline	Status – 20/10/08
2. Terms of reference and membership	Terms of reference to be updated in light of discussion and circulated to the IG	SG		Completed
	AHP and Lead nurse to be identified to join the IG. One of these representative should be able to represent the remote and rural perspective	Al re R&R SG – other reps	26 September 2008	In progress
	Clinician from Dumfries and Galloway to be identified to join the IG	Heather Knox		Completed
	Telehealth Scotland (SCT) representative to be identified to join the IG.	Morgan Jamieson		Raised with Telehealth Scotland
	ISD to be invited to join appropriate sub groups.	IG		In progress
	Need input from finance on development of plans re affordability, prioritization, process etc. Discussion with Derek Lindsay, A&A on his potential involvement.	RS		In progress
3. Prioritisation process for bid in 2009/10	Bids to be sought for year 2 expected by the end of December 2008. Year 3 funding to allow for bids to be made by specialties that still have to agree plans – e.g. page 5 plus additions discussed.	RPG's/SHB's	31 Dec 2008 31 Dec 2009	In progress
	Common template to be developed			

National Delivery Plan Implementation Group Meeting 3/11/08 – Item No 11

Item	Action	Lead	Deadline	Status – 20/10/08
	1. 3 Regional Directors to send their template and methodology to SG	3 Regional Directors	12 Sep	Completed
	2. A common template to be produced	SG	19 Sep	Completed
	3. Common template to be considered by small group and once agreed circulated to the whole group for comment	RDs/DE and SG	26 Sep	Completed
4. Process to identify and priorities remaining specialties	SG to circulate template for discussion with RPG's/HB Directors.	SG	19 Sep	Completed
	Circulate to IG members to provide information on activity already initiated and identify other areas not included.	IG	26 Sep	Completed
	This will be included in draft work plan below for agreement at October IG	SG	20 Oct	In progress
5. Work programme	All IG members to send in comments and proposed amendments to the work plan.	All	26 Sep	Completed
	Revised document to be sent out for final comment.	SG	20 Oct	Completed
	Proposed changes to the work plan to be made in line with discussion at October (now 3 November) meeting .	IG	Nov 2008	In progress

National Delivery Plan Implementation Group Meeting 3/11/08 – Item No 11

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	Structure to support IG i.e. working groups to be discussed at October IG.	IG	Oct 2008	Now 3 Nov
	Leads for other areas of activity to be discussed at the October (now 3 Nov) meeting. 1 Annie Ingram to lead developing Children's Cancer MSN. 2. Myra Duncan to lead the integration of complex respiratory and cystic fibrosis. Other leads identified and incorporated into revised forward work programme for discussion at Oct Meeting	AI MD SG	3 Nov 2008	In progress (See updated work programme)
6. Directors of Planning	Update to be provided at next meeting following planned discussion of options with CEOs	HB/JS	October 2008	In progress
7. Communication	All IG members agreed they had a responsibility to share information from the group and to bring views from the wider community	All		In progress
	A quarterly newsletter to be produced on the work of the IG	SG	November 2008	In progress
	Communication plan to be developed for discussion at next meeting of the IG	SG	20 October 2008	Draft communication plan to be discussed with IG
	A stakeholder event should be planned for late November / early December. A venue and date should be identified and circulated widely ASAP, (there are difficulties in relation to the logistics of	SG	To be discussed at 3 Nov	SF produced outline programme for discussion

National Delivery Plan Implementation Group Meeting 3/11/08 – Item No 11

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	<p>trying to arrange a major event for late November/early December, this is to be discussed further at the October (now 3 Nov) meeting).</p> <p>Scoping paper to be produced on aims and intended outcomes</p>	SF	20 October	Completed
8. Performance management	<p>Agreed that performance measures needed to be identified.</p> <p>Include the work of the Patient Safety Programme and QIS should be involved in these discussions</p> <p>Work of NoS Public Health Network to be circulated to IG for information.</p> <p>ISD be contacted with a view to pulling together a meeting around ‘outcomes’ (as per recommendation in draft NDP). This would also involve QIS and RCPCH</p> <p>Produce discussion paper on performance management for meeting in October (now 3 Nov).</p>	<p>IG</p> <p>SF</p> <p>SG</p> <p>DE</p> <p>SG</p>	<p>12 Sep</p> <p>October 2008</p> <p>20 Oct 2008</p>	<p>In progress</p> <p>In progress</p> <p>Completed</p> <p>In progress</p> <p>In progress</p>
9. Dates of future meetings	<p>Meeting dates to be arranged initially on a six weekly basis and</p> <p>January meeting will consider bids for year 2</p>	SG	Sep 2008	<p>Completed</p> <p>In Progress</p>

National Delivery Plan Implementation Group Meeting 3/11/08 – Item No 11

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	Provisional dates for the next 12 months should be identified on a 2 monthly basis after Jan 09.			Completed
	A timetable of agenda items by meeting dates should be produced. This will ensure all items are discussed in a timely manner and that group members are able to come prepared having been able consulted others.	SG	Sep 2008	Circulated for comment to IG 12 Sep.
10. AOCB	<p>Morgan Jamieson should continue to progress work around the NDP recommendation regarding looking at service provision for children with life-limiting complex conditions.</p> <p>Discussion regarding CAMHS. Noted this is a decision for others to make. Concerns raised re effect of adding CAMHS to NDP for CYPSS bids on significantly reducing much needed funding for other areas.</p>	MJ	<p>Ongoing</p> <p>Noted</p>	In progress
	<p>Consideration to be given to support for the IG</p> <p>A proposal to come to October IG re</p> <ul style="list-style-type: none"> • general support for the work of IG • clinical support for the work of the IG 	CS/JF	October 2008	In progress

Caroline Selkirk
Chair of the NDP for Children and Young People’s Specialist Service in Scotland Implementation Group