Adult Social Care Operations - Programme Plan

Plan Start Date 01 June 2020
Display Week: 5

Heywood, Middleton and Rochdale Clinical Commissioning Group

(D) DELIVERABLE, (P) PHASE, (T) TASKS, (G) GOVERNANCE	OWNER	PROGRESS	START	END	Risks	RAG	Interdependencies	Comments/ Updates
Discharge Pathways	**Jane Myers**							
D Monitoring and development of the Hospital Discharge Hub for all HMR Sites inc. Standard Operating Procedure. Transition to Business As usual.	Jane Myers							
P Scoping & Definition	Jane Myers							
T Establish and operationalise the Hub	Steve Blezard	100%				Green		
P Commissioning Activities								
T Development of Hub	Jane Myers	50%	01/06/2020	01/09/2020	None anticipated	Green	Utilisation of AT	
M Staff Consultation regarding 7 day working	Jane Myers	25%	20/06/2020	31/08/2020		Green	Utilisation of AT	
M Starting Service Consultative Group process and Council HR Procedures	Jane Myers	25%	20/06/2020	31/08/2020	None anticipated	Green		
M Amended Contracts are issued	Jane Myers	0%	01/09/2020	01/09/2020	None anticipated	Green		
T Inform finance of the financial impact of the service	Jane Myers	25%	01/06/2020	01/08/2020	We may find funding from reviews of other services (see below) finances may not cover BAU services as normally delivered	Amber	Reviewing activity from other areas	
G **Finance Board - Agree the financial envelope signed-off to fund**	Jane Myers	0%	02/07/2020	01/08/2020	There is a risk that if this is not approved, then the pressure will be on other services. As recovery starts capacity will not meet demand. Due to adjusting BAU due to Covid-19.	Amber		
P Implementation								
M Implementation of the 7 day working following the outcome of the consultation.	Jane	0%	01/09/2020	31/03/2021	None Identified	Green		
T Supporting Hub with mobilisation	Jane	50%	01/03/2020	31/03/2021	None anticipated	Green		
P Contract/Performance Monitoring								
T Hospital Discharge Hub becomes an established service managed	Jane Myers	50.00%	01/06/2020	01/09/2020	On track	Green		
D Review of STARS, Moving On, Dementia Day Services	Jane Myers							
P Scoping & Definition								
T Review of Pathways Prioritised including: STARS, Moving On Dementia Day Services	Jane Myers	25%	30/06/2020	01/10/2020	The funding is not sufficient to restructure appropriately.	Amber	Development of the hospital hub	
P Commissioning Activities								
T Map and understand current pathways, demand and capacity to inform options for future provision.	Jane Myers	25.00%	30/06/20	31/07/20	None anticipated	Green		
T Utilise Learning from Covid-19 to inform risk management for the provider of last resort.	Jane Myers	25.00%	30/06/20	31/09/20	None anticipated	Green		
M Define the Standard Operating Procedures inc. triage and deflecting activity.	Jane Myers	0.00%	01/09/20	31/10/20	None anticipated	Green	Utilisation of AT	
M Complete Options Appraisal with recommendation	Jane Myers	25.00%	01/07/20	20/07/20		Green		
G **Health & Care SMT Approval**	Jane Myers	0.00%	31/07/20	31/07/20		Green		
G **SitRep - Approval (if required)**	Jane Myers	0.00%	30/07/20	06/08/20		Green		
G **ICB - Final Approval of Option (if required)**	Jane Myers	0.00%	TBC	TBC		Green		
T Staff Consultation (including briefing and with those affected)	Jane Myers	25.00%	20/06/20	31/08/20	None anticipated	Green		
T Service User Consultation	Jane Myers	25.00%	01/08/20	31/08/20	None anticipated	Green		
G **Health & Care SMT - Outcome of Consultation**	Jane Myers	0.00%	01/09/20	07/09/20		Green		
P Implementation								
M Implement the restructure	Jane Myers	0%	01/10/2020	01/10/2020		Green	BAU processes- restructure in ASC to deliver differently.	
M Mobilisation phase including training	Jane Myers	0%	01/10/2020	30/11/2020		Green		
P Contract/Performance Monitoring								
T Monitor outcomes/activity KPIs	Jane Myers	0%	01/10/2020	31/03/2021		Green		
D Enhance and develop neighbourhood working	Jane Myers/Charlotte Marshall and Sharon Hollister /Pennine							
D Community Neighbourhood Offer								
P Scope & Definition								
T Take stock of the changes that have arisen as a result of Covid-19 i.e. use of technology and any learning.	Jane Myers	100%	03/07/2020	03/07/2020	None anticipated	Green		
P Commissioning Activities								
T Integrated Neighbourhood Group (fortnightly) manages the work to develop neighbourhoods.	Jane Myers	100%	03/07/2020	Ongoing	None	Green		
T Develop and deliver action plan to introduce new ways of working for next 6 months.	Jane Myers	25%	03/07/2020	31/12/2020	None	Green	LCO Governance	
T Further develop links with all stakeholders in the neighbourhoods. Placed based teams and housing and PCNs.	Jane Myers	25%	03/07/2020	31/12/2020	None	Green	LCO Governance	
G **LCO Board - Send updates to report progress**	Jane Myers	0%	03/07/2020	31/12/2020		Green	Finalise where we reports to- LCO SMT	
G **SitRep - Send updates to report progress**	Jane Myers	0%	30/06/2020	06/08/2020	None	Green		
G **ICB - as and when required**	Jane Myers	0%	TBC	TBC		Green		
P Implementation								
T TBC	Jane Myers	0%	TBC	TBC		Green		
P Contract/Performance Monitoring								
T Monitor the performance in the Integrated Neighbourhood Group to inform work plan	Jane Myers	0%	Ongoing	Ongoing		Green	Agree workplan for Integrated Neighbourhood Group	
D Link with statutory Housing at operational level	Jane Myers							
D Implement the Accommodation Strategy - to ensure the best housing options are commissioned for people								
P Scoping & Definition	Jane Myers							
T Operationalise the deliverables outlined in the 5 year Housing Strategy	Jane Myers	25%	01/06/2020	Ongoing	Capacity for extra housing scheme	Green	New schemes and housing options and operational capacity to fill them	
P Commissioning Activities								
T Establish a Housing Panel to manage the delivery and ensure that housing is fully utilised and improve joint working between housing and adult care. (Monthly)	Jane Myers	0%	01/08/2020	31/08/2020	None	Green		
T Develop a Terms of Reference	Jane Myers	0%	01/08/2020	31/08/2020	None	Green		
M Develop Protocols for people to access the housing options available	Jane Myers	0%	01/08/2020	31/08/2020	None	Green		
T Refresh Protocol as new options become available	Jane Myers	0%	01/09/2020	31/03/2021	None	Green		
G **Accommodation Group - approve protocol**	Jane Myers	0%	04/08/2020	04/08/2020	None	Green		
G **Health & Care - updates**	Jane Myers	0%	06/08/2020	30/09/2020	None	Green	Linked to commissioning- if delays of new schemes coming onboard, affecting timescales	
G **SitRep - updates**	Jane Myers	0%	06/08/2020	30/09/2020	None	Green	Linked to commissioning- if delays of new schemes coming onboard, affecting timescales	
G **ICB - updates**	Jane Myers	0%	06/08/2020	30/09/2020	None	Green	Linked to commissioning- if delays of new schemes coming onboard, affecting timescales	
P Implementation								
T *Operationalise the Housing Options Protocol*	Jane Myers	0%	01/09/2020	31/03/2021	If options are not ready, will not be able to be operational	Green		
P Contract/Performance Monitoring								
G Housing Group to monitor activity and manage and risks and issues .	Jane Myers	0%	01/09/2020	31/03/2021	Any anticipated delays with above milestones	Green		
D Enhanced Digital Opportunities	**Jane M/Helen Murphy**							
D Review current Assistive Technology (AT) Strategy								
P Scope & Definition								
T Review of the Assistive Technology Strategy Prioritised	Steve Blezard	100%	30/06/2020	30/06/2020		Green		
D To ensure Assistive Technology and 'front door' work is aligned to other prevention services in the most effective, customer focussed way	Helen Murphy	100%	30/06/2020	30/06/2020		Green		
P Commissioning Activities								
M Job descriptions / person specifications that reflect the future structure and tasks and enable generic working and support resilience.	Helen Murphy	0%	03/07/2020	20/07/2020		Green		
M Outline proposal re structures and processes	Helen Murphy	0%	03/07/2020	31/08/2020				
M Consultation of proposals	Helen Murphy	0%	03/07/2020	31/08/2020	Responsiveness of workforce to work differently	Green		
G **Service Consultative Group - for approval**	Helen Murphy	0%	03/07/2020	31/10/2020		Green		
G **Health & Care SMT - outcome of consultation update**	Helen Murphy	0%	03/07/2020	01/11/2020		Green		
P Implementation						Green		
M Implementation of structural changes	Helen Murphy	0%	03/07/2020	01/11/2020				
P Contract/Performance Monitoring						Green		
T None required as will shift to internal Business as Usual Process	N/A	0%	03/07/2020	N/A		Green		
D New linkage across Adult Social Care Operations and Commissioning - oversight and ownership around contract and quality issues	Helen Murphy and Tracey Harrison							
D Developing Contract Management Function for Older People								
P Scoping & Definition								
T Contract management for older people services that ensure accountability and effective control of budgets and ensure that anticipated benefits are realised.	Helen Murphy	100%	01/04/2020	02/07/2020		Green		
P Commissioning Activities		0%						
T Work with Adult Social Care Commissioning to get contract management activity	Helen Murphy	0%	03/07/2020	31/08/2020		Green		
T Analyse the contract register	Helen Murphy	0%	03/07/2020	31/08/2020		Green		
M Job descriptions / person specifications that reflect the future structure and tasks and enable generic working and support resilience.	Helen Murphy	0%	03/07/2020	31/08/2020		Green		
M Outline proposal re structures and processes	Helen Murphy	0%	03/07/2020	31/08/2020		Green		
M Consultation on proposals	Helen Murphy	0%	03/07/2020	31/08/2020		Green		
G **Service Consultative Group - for approval**	Helen Murphy	0%	03/07/2020	31/10/2020		Green		
G **Health & Care SMT - outcome of consultation update**	Helen Murphy	0%	03/07/2020	01/11/2020		Green		
P Implementation		0%						
M Implementation of structural changes	Helen Murphy	0%	03/07/2020	01/11/2020		Green		
P Contract/Performance Management		0%						
T None required as will shift to internal Business As Usual Process	N/A	0%	N/A	N/A		Green		

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