

NATIONAL DELIVERY GROUP

22 April 2010

11am – 1pm

Conference Room 2, Cathays Park, Cardiff

Present:

Paul Williams – Chair
Sheelagh Lloyd-Jones
Gwyn Thomas
Richard Bowen
Owen Crawley
Rosemary Kennedy
Chris Hurst
Jane Wilkinson
Rob Pickford

Simon Dean
Tony Jewell
John Palmer
Sian-Marie James
John Collins
Peter Max
Zoe Harcombe

Christopher Cule – Secretariat
Paula Walters (Observing)

1. APOLOGIES FOR ABSENCE

- 1.1** Apologies were received from Stephen Hunter.

2. MINUTES OF PREVIOUS MEETING – 18 MARCH 2010

- 2.1** The minutes were agreed to be an accurate record, except for:
- In relation to 6.2, the final sentence in the second paragraph – PM asked if the NDG could gain assurance that the LHBs, at Health Board level, were regularly monitoring delivery against their own clinical plans.
 - In relation to 12. It should read “OC will Chair the Modernising Scientific Careers Group for Wales...”

3. 5-YEAR SERVICE, WORKFORCE AND FINANCIAL STRATEGIC FRAMEWORK

3.1 Paper on the Strategic Framework

PMW advised that the paper was in draft form, and was a Framework around which local plans were developed. As this was long-term transformational change, LHBs would be providing greater clarity on their plans for the last five years in the summer. PMW confirmed that he was setting up a Project Board to take this forward.

Chief Executives were reviewing descriptors of programmes and these will be updated after the next CE meeting. Both a Technical Document and an Executive Summary will be available, with the summary widely circulated. PMW will ensure that NDG receives regular updates.

Action:

- ***Final document on the 5-Year Service, Workforce and Financial Strategic Framework to be brought back to a future meeting – PMW/SD***
- ***Regular updates on the 5-Year Service, Workforce and Financial Strategic Framework to be placed on the agenda – PMW/Secretariat***

4. DIRECTOR OF FINANCE

4.1 Financial Position 2009-10

CH reported:

- For 2009/10 – he had met with all Finance Directors and he was expecting all organisations to break even. Final returns are due at the end of the week;
- For 2010/11 – following a meeting with the Minister, all LHBs and Trusts are submitting plans, which they will take to their Boards. Organisations are to report on Month 1 to their Boards during May; and
- Longer term planning needs to be addressed and the Assembly Government has established a process of review.

CH agreed that he would present slides to the next NDG meeting setting out the Month 1 position and a summary of the 2010/11 financial plans.

Action:

- ***Report on plans, along with Month 1 position – setting out profiles at May meeting – CH***

5. DIRECTOR OF OPERATIONS

5.1 NHS Wales Performance Update

RB reported:

- INFORMATION REDACTED
- INFORMATION REDACTED
- INFORMATION REDACTED
- INFORMATION REDACTED
- INFORMATION REDACTED
- INFORMATION REDACTED

The following matters were discussed:

- PM asked for more detail on Delayed Transfers of Care (DTOCs) for future meetings.
- JC enquired how the press briefing on RTT had been acknowledged. RB confirmed that it was positive and he was considering undertaking a similar exercise quarterly.
- PM questioned the deviation on the Mortality Rates (SF02). TJ advised that these figures were not an absolute measure, with the index being produced by CHKS using an agreed formula. TJ referred to best practice where Medical Directors review mortality figures on a weekly basis. PMW agreed that this would be brought to the attention of the Chief Executives.

Action:

- **INFORMATION REDACTED**
- ***DTOC detailed update at a future meeting – RB***
- ***Update on the lag time with clinical coding on Mortality Data at the next NDG meeting – RB***

5.2 Welsh Assembly Government Response to the WAO Report *Unscheduled Care: developing a whole systems approach*

RB reported that the fourth WAO report had been published and a response now needs to be submitted to the Public Accounts Committee by 28 April 2010.

There was nothing new to report and the Unscheduled Care National Board will take recommendations forward.

The following matters were discussed:

- PM asked for confirmation that the dates in the report that were in the past would be updated and whether the dates had been agreed with the LHBs.
PM requested that NDG receives an update on the success of the summer trial of Intelligent Targets for unscheduled care.
- GT said that we need to use this information to link to the previous months IT Paper. What IT requirements need to be linked across. GT and RB would discuss outside the meeting.

Action:

- ***NDG to receive a draft of the Intelligent Targets before they are trialled – RB;***
- ***IT requirements resulting from the WAO report on Unscheduled Care to be discussed and prioritised – RB & GT.***

6. DIRECTOR OF WORKFORCE AND ORGANISATIONAL DEVELOPMENT

6.1 Workforce Information Report

SLJ highlighted the following:

- Nursing and Midwifery Registered staff account for 29% of staff in post and 31% of the pay bill;
- Medical and Dental staff account for 8% of NHS Wales workforce, but 21% of total pay bill expenditure;
- FTEs has increased by 0.24%, but the pay bill over the same time period has increased by 3.89%, of which approximately 2.4% can be accounted for by the 2009 Pay Award for A4C staff; and
- The Wales Deanery is working with Health Boards to review the training programmes to ensure the best training experience for doctors.

The following matters were discussed:

- PM asked if WAG received LHBs annual plans that would identify staffing trends. SLJ confirmed that this information was not routinely collected;
- PM asked if LHBs could provide details of which Tier 4 posts remained vacant. PM would request information from LHBs about Tier 3 and 4 posts..
- PM asked whether it would be possible to obtain a forecast headcount per LHB in due course and to monitor actual headcount against this.

Action:

- ***Report on Tier 3 and 4 appointments – SLJ***
- ***Report providing forecast headcount per LHB – SLJ***

6.2 NHS Wales Flexible Working Processes

SLJ presented this paper and confirmed that the NHS must provide clarity around its models of care and its workforce.

The following matters were discussed:

- PM asked about the Knowledge and Skills Framework and whether there was a feel for how efficiently it was being rolled out. RK said we need to move people around in organisations to ensure there are the right people in the right places. Educational modules will be key.
- ZH asked were there were any tools in order to get the necessary performance returns from the investment in people made to date.

6.3 Violence and Aggression Update

SLJ advised that guidance on the V&A data collection and WAG returns had been issued.

7. DIRECTOR OF STRATEGY AND PLANNING

SD said that the Public Accounts Paper on Mental Health Services would be reported to the next meeting. SD gave an oral update, which the Secretariat would circulate.

Action:

- ***Mental Health update report to be circulated to all NDG attendees – SD/Secretariat***
- ***CAMHS report to next NDG meeting – SD / Secretariat***

8. DIRECTOR OF INFORMATION

8.1 Information Requirements Board – Progress Update

GT presented this paper and confirmed that a Non-Officer Member from AB LHB has been appointed to the IRB. The next report would be available in 3 months, with proposals to streamline the plan. GT said that the public want to see raw data, which they will interpret.

The following matters were discussed:

- **INFORMATION REDACTED**
- JC asked whether LHBs were sufficiently represented on the Board. GT confirmed that the membership reflected the groups of people who were requesting the data. Feedback mechanisms were in place.

Action:

- ***Information Requirements Board to be re-visited at a future meeting, along with strengthened proposals – GT***

9. CHIEF MEDICAL OFFICER

TJ provide the following update:

- Officials had been heavily involved with emergency planning about the volcanic ash issues;
- The Pandemic Flu Review has commenced, led by Dame Deirdre Hind;
- The Sunbed (Regulations) Act received Royal Assent on 8 April 2010;
- A consultation on Smoking – point of sale advertising and cigarette vending machines – had been issued;
- Professor Sir Mansel Aylward received his Knighthood the previous week.
- 1000 Lives campaign has received good publicity and 852 deaths have been prevented to date.

10. CHIEF NURSING OFFICER

10.1 Free to Lead / Free to Care

RK provided an overview of the report and that work was now concluding. This report was as a result of the task and finish group that the Minister established as part of empowering ward sisters. ZH asked if there were any checks and balances in the system to monitor this. RK advised that the Fundamentals of Care Tool Kit was useful for this purpose. RK would report on the Community Nursing Strategy at a future meeting.

Action:

- ***Community Nursing Strategy to be discussed alongside the work being undertaken by Dr Chris Jones and be brought back to meeting in June – RK / Secretariat***

10.2 Press Release – New Nurses Uniforms

New nurses uniform were rolled out to Betsi Cadwaladr and Hywel Dda LHBs at the beginning of April. There have been some issues with the make-up of the material used and out of 8,500 uniforms issued, 400 nurses have reported a reaction. Final test reports on the material were due later in the week. Similarly, there have been problems with new uniforms in Birmingham and Scotland. The next phase of roll-out on uniforms may now be delayed.

RK will provide NDG with a paper on School Nurses at a future meeting.

Action:

- ***School Nurses to be brought to a future meeting, but before September – RK / Secretariat***

11. DIRECTOR OF THERAPIES AND SCIENTISTS

OC confirmed the following:

- OC chaired the first meeting of the Modernising Scientific Careers Implementation Group the previous week.
- Seven Directors of Therapies and Health Sciences have now been appointed to the LHBs. OC will be meeting with them monthly.

12. DIRECTOR OF SOCIAL SERVICES

RP confirmed the following:

- A number of fundamental reviews have been commissioned, including the Independent Commission on Social Services;

- A number of Senior Joint Appointments have been made between LHBs and Local Authorities – Bridgend, Torfaen and Pembrokeshire.

13. ASSISTANT HEAD OF DEPARTMENT

13.1 Consultation on Non-Emergency Patient Transport in Wales

JP advised that the Patient Transport Review had been issued for a 2-month consultation.

114. ANY OTHER BUSINESS

JC confirmed that all three Independent Members had met with PMW earlier in the morning and presented a paper for tabling at a future meeting.

15. DATE OF NEXT MEETING – 20th May 2010

**Conference Room 24, Cardiff Bay
14:30 – 16:30**

ACTION POINTS

Paragraph	Action	Lead	Completed
3.1	Final document on the 5-Year Service, Workforce and Financial Strategic Framework to be brought back to a future meeting.	PMW/SD	Actioned NDG Mtg 20/05/10
3.1	Regular updates on the 5-Year Service, Workforce and Financial Strategic Framework to be placed on the agenda.	PMW / Secretariat	Actioned NDG Mtg 20/05/10
4.1	Report on plans, along with month 1 position – setting out profiles at a future meeting.	CH	Actioned NDG Mtg 20/05/10
5.1	Waiting Times comparison report on the England v Wales 18 v 26 week wait to be circulated.	RB	Outstanding
5.1	DTOC detailed update at a future meeting.	RB	Actioned NDG Mtg 20/05/10
5.1	Update on the lag time with clinical coding on Mortality Data at the next NDG meeting.	RB	Actioned NDG Mtg 20/05/10
5.2	NDG to receive a draft of the Intelligent Targets before they are trialled	RB	Outstanding
5.2	IT requirements resulting from the WAO report on Unscheduled Care to be discussed and prioritised	RB / GT	Outstanding
6.1	Report on Tier 3 and 4 appointments.	SLJ	Outstanding
6.1	Report providing forecast headcount per LHB	SLJ	Actioned NDG Mtg 20.05.10
7.	Mental Health update report to be circulated to all NDG attendees.	SD / Secretariat	Actioned
7.	CAMHS report to next NDG meeting	SD / Secretariat	Actioned NDG Mtg 20/05/10
8.1	Information Requirements Board to be re-visited at a future meeting, along with strengthened proposals.	GT	Outstanding
10.1	Community Nursing Strategy to be discussed alongside the work being undertaken by Dr Chris Jones and be brought back to meeting in June.	RK / Secretariat	Actioned NDG Mtg 20/05/10
10.2	School Nurses to be brought to a future meeting, but before September.	RK / Secretariat	Outstanding

Actions carried forward from previous meetings:

Action	Lead	Completed
1000 Lives update to be provided at a future meeting	<i>AW/Sec</i>	<i>Outstanding</i>
Medicines Management Paper to be presented at next meeting	<i>GT/Sec</i>	<i>Outstanding</i>
Expenditure by LHB report to be presented at next meeting	<i>CH</i>	<i>Outstanding</i>
Independent Members' Paper for agenda in April	<i>Sec</i>	<i>Outstanding</i>
Alcohol and Tobacco Advertising to be discussed at a future meeting	<i>TJ</i>	<i>Outstanding</i>
Further update on NHS appointments	<i>SLJ</i>	<i>Outstanding</i>
Staff sickness absence costs against productivity	<i>SLJ</i>	<i>Outstanding</i>