

BOARD MEETING: 5 February 2015

DRAFT DELIVERY PLAN 2016/17

Recommendation/action required:

The Board is asked to note the stage of development of the NHS Health Scotland Draft Delivery Plan 2016/17, and to discuss the draft Plan pending its final approval by the Board in March 2016.

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29 January 2016

DRAFT DELIVERY PLAN 2016/17

Purpose of Paper

1. This paper presents the draft Delivery Plan 2016/17 to the NHS Health Scotland Board, asks the Board to discuss the draft Plan pending its final approval in March 2016.

Background

2. This is the second year of our internal commissioning approach to planning and developed an integrated Delivery Plan. We have taken forward this approach in developing our Delivery Plan 2016/17. The plan is intended to fulfil our delivery contract with the Scottish Government.
3. We discussed early stages in the commissioning process with the Board at the seminar in October. We noted feedback from the Board and have worked to reflect this in the current draft of the delivery plan.
4. A Strategic Planning Review, which will focus on prioritising resources for the plan, is scheduled for 10 February.

Development of the Delivery Plan

5. In developing this draft plan now presented to the Board, we have asked ourselves the following questions:
 - Is the narrative clearly articulating our strategic position and ambitions?
 - Is there coherence between our narrative and the deliverables?
 - Is our annual review action plan clearly represented in the draft plan?
 - Is the current articulation of the core programmes and their deliverables SMART? i.e.: **s**pecific, **m**easureable, **a**chievable, **r**ealistic and **t**imely?
 - Are there are gaps or areas to strengthen?
6. We are currently in the operational phase of planning where we assess the detailed costs and staff requirements of the draft plan attached to this paper. Therefore it may be that we have to make some revisions to some of the contents of this plan based on what we can actually resource.
7. We are currently finalising a performance management framework which will be included in the final plan.
8. Having reviewed the draft plan, Board members are asked to provide comment in order to inform the final draft which will be presented to the Board at their meeting in March.

Finance and Resource Implications

9. Our draft Workforce Planning Assumptions (WPA) and indicative budget for 2016/17 are included in the attached document. Both are subject to further scrutiny, partnership approval (in the case of the WPA) and also likely further

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updates from Scottish Government, particularly with regard to non-core funding elements. All of these will continue to be considerations as we work through the next month and bring the final and full Delivery Plan to the Board in March. We do however anticipate being able to align our resources well with the priorities we have identified for delivery in 2016/17.

Partnership

10. The elements of the final Delivery Plan as they impact on staff – including any planned changes to workforce and ongoing workforce planning assumptions – are being developed and will be agreed in partnership and reviewed by the Staff Governance Committee. It should be noted that as full a final draft as possible will be included in the March Delivery Plan. However, the timescales for submission of the Workforce element of our Plan to Scottish Government are yet to be confirmed but we expect to be around 31 May 2016.
11. We have been engaging with stakeholders in the development of the plan. A stakeholder engagement event was held on 1 December 2015. We met with the Scottish Government in January to discuss draft deliverables. A copy of the delivery plan attached will be shared with the Scottish Government. We plan to meet with the Scottish Government again before we submit the plan for formal sign off.

Communications

12. The final Delivery Plan will be uploaded to the Source (and its location highlighted to staff) and the NHS Health Scotland Website. We will circulate a summary of the plan to key stakeholders once approved.

Risk

13. The main links from the Draft Delivery Plan to the Corporate Risk Register (V3.0) are Financial Risks 2.1 (As a result of inadequate financial planning and performance management, there is a risk that we fail to optimise the effectiveness and efficiencies of our resource allocation) and 2.2 (As a result of changing political priorities impacting on spending plans and efficiency targets, there is a risk that our financial planning assumptions may become unrealistic).

Equality and Diversity

14. No specific Equality and Diversity implications have been identified. We assess the impact of each of the commitments we make in the delivery plan as part of the operational planning process.

Sustainability and Environmental Management

15. No specific Sustainability and Environmental Management implications have been identified.

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Action/ Recommendations

16. The Board is asked to comment on the NHS Health Scotland Draft Delivery Plan 2016/17 to help shape the final Plan to be presented to the Board for final approval on 18 March 2016.

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