| **Overview** | **Status** | **Amber** |
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| Key milestones within this reporting period include:   * Full Planning Application submitted to West Dunbartonshire Council (WDC) * Decision made on window requirement within theatres * Continued development of the service model and workforce plan | | |

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| **Progress Summary** | **Status** | **Green** |
| The Outline Business Case (OBC) was submitted to the Scottish Government Capital Investment Group (CIG) on 28 June 2018 and the outcome is awaited.  **Programme Update**  The project remains on programme.  **Commercial Summary**  Stage 3 market testing activities have commenced in accordance with the dates identified in the Contract Programme, and in line with target dates to achieve the Stage 3 submission on 29 October 2018.  All Principal Supply Chain Partner (PSCP) activity schedules have been agreed. In the absence of the Stage 3 Contract, pending OBC approval, the PSCP has received a Compensation Event confirming their Stage 3 appointment up to July 2018, at which point, subject to OBC approval, the Stage 3 Contract can be finalised.  **Design Status**  1:50 Clinical Task Group workshops are now complete and the design has been issued for final sign off.  The Stage 3 technical design continues to progress, in accordance with programme. Queries are being dealt with through a formal Request for Information (RFI) process and at the fortnightly design team meetings. A full set of Mechanical and Electrical design drawings have now been issued to Estates for comment.  **Statutory approval status**  The Full Planning Application was submitted to West Dunbartonshire Council in June 2018. It is anticipated that feedback will be received in the next couple of weeks.  The Stage A Building Warrant submission is programmed for submission on 27 November 2018.  **Ophthalmology Clinical Work Stream Group (incorporating updates from the Admin pathway / process sub group and the Hospital Expansion Nursing Workforce Group)**  Work continues on the development of the overarching unit operational policy document which will link to existing Golden Jubilee National Hospital (GJNH) policies and also include standard operating procedures.  Work of the administrative pathway group is ongoing, there are two key issues:   * Ensuring self check in facility is fully accessible – visits to other hospitals will be undertaken in August and an update will be provided to the Programme Steering Group in September. * Given the fast role out of the Electronic Patient Record (EPR) the group is liaising with EPR leads to support implementation of processes e.g. Instant Discharge Letter and real time operation note recording in theatre.   Funding has been set aside for a Workforce Planning and Development post. Unfortunately there were no applicants. Following discussion with the Associate Director of Human Resources (HR), a solution has been identified to secure access to a specialist recruitment and specialist workforce planning and development resource from within the HR team.    The Hospital Expansion Nursing Workforce Group has developed a first draft of a Gantt chart to identify predefined milestones in nurse training and recruitment and will be discussed and finalised at the next Hospital Expansion Nursing Workforce Group prior to being shared at programme steering group on 21 August 2018.  The decision with regards NHS Lothian repatriation will support the development of more detailed workforce recruitment and training plans.  The 1:50 design process continues. A number of 1:50 Room Data Sheets (RDS) are being updated by Kier and the Virtual Reality walk-through is being prepared to support GJF team sign off. Dates have been agreed for 18 July and 15 August 2018.  There are two major design decisions that have now been discussed and are required to be finalised (theatre window options and microscope options). Theatre windows have been agreed by the Steering Group and natural light will be controlled by interstitial blinds. Detail of the final specification will be confirmed by the PSCP and signed off by the oophthalmology work stream group and consultant group.Further work is required in relation to microscopes and this will be reviewed at the Steering Group in August 2018.  The new Royal College of Ophthalmologists’ service guidance documents have been fully reviewed. Recommendations relevant to the GJF project have been identified and assessed against GJF current status. Outstanding actions have then been identified in an action plan with responsible leads identified. The action plan will be monitored by the Ophthalmology work stream group and a progress update report against each of the actions will be provided to the programme steering group in October 2018.  **Phase 1 Clinical and Non Clinical Support Services Work stream Group**  The group has started developing an operational procedure describing how clinical and non-clinical services will support the new ophthalmology facility. It is anticipated that this work will be completed by October 2018.  Following OBC completion, a more detailed workforce training and recruitment plan is now under development.  Detailed process mapping of some of the services feeding into the building has highlighted that work is still required to ensure that equipping of the rooms is accurate. Work is ongoing to document the detailed processes of how clinical and non-clinical support services support the new unit and volume of deliveries. This will inform the resulting workforce resources.  In addition, the operational detail of how external services will be delivered will be discussed in more detail. A series of meetings have been organised in August 2018 to specifically focus on waste storage, uplift, volumes and deliveries.  Heads of Department identified the workforce requirements for the OBC. These will be reviewed as part of the development of the more detailed workforce recruitment and training plan and as part of the Full Business Case (FBC) development.  **Equipment Work Stream Group**  Preliminary work has commenced in conjunction with Medical Physics to identify equipment currently in use by the service that would be available for transfer to the new facility. Early indication is that the overall 20% transfer rate will be secured from Medical Equipment transfers.  The requirement for collaborative procurement activity with other elective centres remains to be clarified. The first meeting of the Procurement Sub Group has been arranged for 24 August 2018.  Early planning has commenced on an identified route to market for varying equipment types to determine the time frame for the associated procurement exercises. This will in turn be used to plan the procurement resource to support this procurement activity and to ensure deliveries will be made within the planned commissioning period.  **Business Case Development & Stakeholder / Regional Engagement**  An FBC action plan is under development. Business case development and assurance meetings will recommence once the OBC is approved.  **Community Benefits**  Work continues with Kier and West College on additional community benefits. The agreed targets for Phase 1 and the associated tracker were issued to the Steering Group and Programme Board during February 2018.  **Key Risks and Mitigation**  In line with the risk management plan for the programme, a risk register has been established for each work stream group /sub group, using the same format as the master programme risk register. The registers are reviewed weekly and shared every six weeks at the Programme Steering Group. The various work stream groups have identified five high risks, one of which (inability to recruit to part time medical Infection Control Doctor resource may impact HAI high scribe, final design and 1:50 sign off ) has been escalated to the master programme risk register. The remainder are being managed and mitigated by the work stream group.  Work is continuing on risk appetite with the Head of Clinical Governance. | | |
| **Programme Budget** | **Status** | **Green** |
| A project budget has been allocated for the internal Programme Team within 2018/19 and separate funds have been identified for Advisors and the PSCP.  Formal Cost Control Meetings continue to be held on a monthly basis. | | |
| **Issues Affecting the Programme** | **Status** | **Amber** |
| A lead Consultant Microbiologist has been identified, (Dr Emma Watson) who works for both NHS Highland and Scottish Government.    A meeting has been arranged for 6 August 2018 to discuss and agree input as well as holding the Stage 2 HAI scribe. | | |
| **Communications and Stakeholder Engagement** | **Status** | **Green** |
| As part of the work towards submitting the OBC for Phase One, two stakeholder events took place during Spring 2018. Reports on these events will be produced in July 2018 and sent to participants as well as being made available online. The Scottish Health Council has been supportive of our public involvement and engagement and will continue to assist us throughout the expansion programme timescales.  Once the OBC is approved, further internal and external communication will take place in collaboration with Scottish Government colleagues.  Discussions with West College have provided a number of opportunities for assistance with video, design, and photography needs associated with the expansion programme. These will be agreed shortly in line with the communications plan. | | |
| **Key Tasks for August 2018** | | |
| Key tasks for the forthcoming period include:   * Sign off of the Technical Design (1:50’s). * Agreement of scope with Consultant Microbiologist. * Stage 2 HAI Scribe. * Finalisation of paper confirming microscope choice for discussion at the August 2018 Steering Group and Programme Board thereafter. * Completion of paper summarising Royal College of Ophthalmologists’ new guidance and recommendations to the August 2018 Steering Group and Programme Board thereafter. * Patient Survey – completion of report highlighting feedback key themes and action plan for improvement for discussion at the August 2018 Steering Group and Programme Board thereafter. * Confirmation of decision with regard to NHS Lothian repatriation of activity. * FBC action plan, including timeline, to be finalised for discussion at the August 2018 Steering Group and Programme Board thereafter. * Recruitment to the part time roles of Lead Consultant Orthopaedic Surgeon, Lead Consultant Anaesthetist. | | |

**John M Scott, Programme Director**

**Claire MacArthur, Programme Manager**

**19 July 2018**