| **Overview** | **Status** | **Green** |
| --- | --- | --- |
| Key milestones within this reporting period include:   * Completion of Stage 2 Report * Stage 2 Contracts signed * Completion of the Strategic Case of the Outline Business Case (OBC) * Completion of the Non Financial Benefits Appraisal as part of the OBC | | |

|  |  |  |
| --- | --- | --- |
| **Progress Summary** | **Status** | **Green** |
| **Programme Update**  The completion of the Stage 2 Report by Kier was delayed due to protracted discussions around the costs. The costs were finalised w/c 19 February 2018 and agreed at the Cost Control Meeting on 23 February 2018. This allowed the Stage 2 report to be issued on 2 March 2018, some four weeks’ later than scheduled. This has not impacted on the programme critical path as Technical Design development has continued in parallel.  **Commercial Summary**  The final cost plan was completed and included within the Stage 2 report and will now be included within the OBC. This shows an overall capital value of £13.188m. This increase from the Initial Agreement (IA) is reflective of the increased floor area of the agreed design as well as a significant increase in inflation since IA submission.  **Contractual**  Stage 2 Principle Supply Chain Partner (PSCP) contract agreed and signed by GJF and with Kier for signing.  Stage 2 Project Manager contract agreed and signed by GJF and with Aecom for signing.  Stage 2 Cost Advisor contract agreed and with GJF for signing.  A Compensation Event will be raised under Stage 2 to cover the Technical Design (1:50) development.  **Design Status**  The 1:500 and 1:200 process has been completed and formal sign off achieved. The development of the Technical Design (1:50) commenced on Wednesday 6 December 2017 and these meetings will run until the end of March 2018.  A final meeting to agree the theatre design was held on 5 March 2018 with Health Facilities Scotland (HFS) and Health Protection Scotland. The design including ventilation requirements etc was agreed and this will be confirmed in the final National Design Assessment Process (NDAP) Report issued by HFS and Architecture & Design Scotland.  A meeting to finalise the impact of the FM design on the existing Orthopaedic Outpatient Clinic is required and will be scheduled before the end of March 2018.  **Ophthalmology Clinical Work stream Group / Clinical and Non Clinical Support Services Workstream Group**  Completion of the phasing of activity by financial year has enabled each area/ department to identify their workforce requirements, as well as the timescales for both recruitment and training of staff ahead of opening.  **Business Case Status**  The Strategic Case of the OBC has been completed; it includes an update of the demand modelling exercise, phasing of the forecast additional activity by both financial year and by Health Board of residence. The Non Financial Benefits Option Appraisal workshop was held on 8 February 2018 and was very well attended by our stakeholder group; this section of the OBC has also now been fully drafted.  Both these sections of the OBC will now be shared with the Programme Steering Group, the Programme Board and the West Engagement Group to seek feedback.  **West Regional Engagement**  The group met for the eighth time in early February; the Chief Executive of NHS Greater Glasgow & Clyde (NHS GG&C) joined the group to provide an update of the work of the regional planned care group set up to support the development of the West of Scotland (WoS) regional delivery plan. The group were supportive of the demand modelling work for orthopaedics and supported the requirement for additional endoscopy capacity. The group recognised the need for further elective surgical capacity (most likely day case general surgery activity) and suggested at this Initial agreement stage, ahead of the finalisation of the West regional delivery plan, the additional capacity within phase 2 (over and above the orthopaedic and endoscopy capacity) should be described as future proofed flexible inpatient / day case theatre and associated space.  **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. A site visit took place on 6 February 2018 with students from West College Scotland to view the site investigation works.  **Key Risks and Mitigation**  The PSCP Project Team and our Advisors Aecom maintain a risk register; the split of risks between the GJF and PSCP have been agreed for OBC stage. There is some discussion and work needed with the PSCP to align the risk scoring method used. The PSCP Project Team register has been developed with an overall risk rating on four levels similar to the GJF method. At present there are no very high risks (red) with 20 high (amber) risks identified. Part of the risk allocation discussions will include how we monitor risks owned by the PSCP with potential to impact on wider programme issues. | | |
| **Programme Budget** | **Status** | **Green** |
| A project budget has been allocated for the internal Programme Team within 2017/18 and separate funds have been identified for External Advisors. These have been identified and approved in the Board’s Financial Plan. Funding for 2018/19 will be agreed shortly.  Formal Cost Control Meetings continue to be held on a monthly basis. | | |
| **Governance** | **Status** | **Green** |
| An Equipment Group has been established and will hold a first meeting on 21st March 2018.  The Gateway Review Action Plan was submitted to Scottish Government and the Centre of Excellence on 23 February 2018. | | |
| **Issues Affecting the Programme** | **Status** | **Green** |
| **Review of Programme Team Resources**  Following discussion with NHS GG&C, Consultant microbiologist input has now been provided on an adhoc basis to support the approval of the 1:200 design. A document is being developed to describe this role going forward and how it interacts with both the lead infection control nurse and the substantive consultant microbiologist responsible for supporting existing service delivery at the GJF.  A review of the resources required to support the operational aspects of programme has been undertaken, resource has been identified for the following additional roles:   * Health Intelligence analyst (part time –potentially provided by ISD) * Workforce Planning Lead * Lead Consultant Orthopaedic Surgeon (1 PA per week) * Lead Consultant Anaesthetist (1 PA per week) * Lead Consultant Microbiologist (1 PA per week)   Once the programme team budget is finalised these roles will be advertised. | | |
| **Communications and Stakeholder Engagement** | **Status** | **Green** |
| The Communications and Engagement Plan has been refreshed in line with the project timeline. A phase one benefits workshop was held with staff, patients and the third sector on 8 February 2018. A report on this will be issued to participants shortly.  The phase one stakeholder workshop for the Outline Business Case is scheduled for mid April. The Initial Agreement Stakeholder Workshop for phase two will also take place in mid April. Reports will be issued to participants after the events.  The Communications Team are in discussions with West College Scotland and this will form part of the overall Community Benefits work. | | |

| **Key Tasks for April 2018** |
| --- |
| Key tasks for the forthcoming period include:   * Approval of Stage 2 Report * Sign off of the Technical Design (1:50) * Finalisation of the Workforce Training and Recruitment Plan for discussion with the Board’s Workforce Planning and Education Steering Group and OBC inclusion * Finalisation of the equipment requirements for inclusion within the OBC * Further West Engagement – the Director of Operations and Programme Manager will visit every Health Board to enable one to one discussion ahead of the OBC approvals process * Completion of the full draft OBC document by end March 2018 for circulation for approvals during April and May 2018, ahead of submission to the Capital Investment Group on 3t May 2018. * HFS National Design Assessment Report (NDAP) Report to be completed ahead of OBC submission |

**John M Scott, Programme Director**

**Claire MacArthur, Programme Manager**

**13 March 2018**