# Ref: GJF/2017/10/13

# GJF LogoBoard Meeting: 26 October 2017

**Subject:** Golden Jubilee Foundation Winter

Plan 2017/18

**Recommendation:** Board members are asked to approve

the Winter Plan for 2017/18

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## 1 Background

All NHS Boards are required to produce a Winter Plan. The purpose of the Winter Plan is to ensure that the Board is fully prepared for winter in order to minimise any potential disruptions to services, patients and carers.

This year the winter planning guidance has been developed in accordance with the “National Unscheduled Care Programme: Preparing for Winter 2017/18” guidance for NHS Boards as issued by the Scottish Government (SG).

Following discussion with the SG Winter Planning Team and our SG Performance Manager, it has been agreed that we are not required to submit a Winter Plan to Scottish Government. This plan will, however, be of use locally as part of our usual resilience arrangements over the festive period.

## 2 Proposals

The Golden Jubilee Foundation Winter Plan outlines the proposed action that would be taken to deliver our key business objectives supported by contingency planning. The plan supports the existing Golden Jubilee Foundation Business Continuity Planning Policy. The plan includes our response to the following Winter Planning Priority Actions outlined in the “National Unscheduled Care Programme: Preparing for Winter 2017/18” guidance.

1. Business continuity plans tested with partners;
2. Escalation plans tested with partners;
3. Safe and effective admission / discharge continues in the lead-up to and over the festive period and also in to January;
4. Strategies for additional surge capacity across Health and Social Care Services;
5. Whole system activity plans for winter: post-festive surge / respiratory pathway;
6. Effective analysis to plan for and monitor winter capacity, activity, pressures and performance;
7. Workforce capacity plans and rotas for winter / festive period agreed by October;
8. Discharges at weekends and bank holidays;
9. The risk of patients being delayed on their pathway is minimised;
10. Communication plans;
11. Preparing effectively for norovirus; and
12. Delivering seasonal flu vaccination to public and staff.

## 3 Consultation

The Winter Plan has been produced in consultation with Divisional Managers and Senior Nursing Leads and was approved by the Senior Management Team on 5 October 2017.

## 4 Resource implication

It is anticipated that the plan will be achieved within existing resources, although, any exceptional demands on beds may require the use of external agencies to provide additional capacity on a short term basis. Should there be any resource implications, proposals will be discussed at Senior Management level.

## 5 Conclusion

Board members are asked to approve the Golden Jubilee Foundation Winter Plan for 2017/18.

**Jill Young**

**Chief Executive**

**28 September 2017**

**(Carole Anderson, Head of Strategy and Performance)**