

DRAFT Implementation Plan for Phase Two (subject to Cabinet approval of preferred option)

Workstream	Task	Start Date	Finish Date	Lead	Status
Brownhill Respite clients - client reviews & potential re-provision plans	Undertake reviews of all clients currently using Brownhill for regular respite	1 Sept 2015	30 Nov 2015	Mark Howell/ Paul Juan	Completed – outcome reconciled with assumptions in alternative provision for Rehab/Reab proposals
	Confirm availability and specifics of future respite provision for these clients should preferred option be approved by Feb Cabinet	-	Dec 2015	As above	Completed
	Individual discussions with clients & families to firm up on future arrangements	16 Feb 2016	31 Mar 2016	As above	
	If approved, cease admissions to Brownhill House and start using new provisions	18 April 2016		As above	
	If approved, and beds vacant, cease Brownhill House service	1 June			
Brownhill “emergency” respite clients – review of data & potential re-provision plans	Finalise data review of emergency care clients – nature of emergency, number of bed days	Nov 15	30 Nov 15	Mark Howell/ Paul Juan	Completed – outcome reconciled as above
	Confirm future provision for emergency care should preferred option be approved by Feb Cabinet	-	Dec 2015	As above	Completed
	If approved, cease admissions to Brownhill for “emergency” respite care	18 April 2016	-	Mark Howell/ Paul Juan	
	If approved, and beds vacant, cease Brownhill House service	1 June			
Brownhill Rehab/Reablement clients - firm up on potential re-provision plans	Continue to audit admissions and feedback to programme board	1 Sept 2015	31 Mar 2016	Fiona Jeffrey/ Chris Hodges	In progress
	Review feedback from audit	Ongoing	31 Jan 2016	Jamie Schofield	Completed
	If approved, cease admissions to Brownhill for	18 April 2016	-	Mark Howell	

Workstream	Task	Start Date	Finish Date	Lead	Status
	rehab/reablement				
Sourcing of additional Domiciliary Care	Confirm potential pathway, call off arrangements, assessment process e.g. use of trusted assessor, support planning and goal setting, move on process	Nov 2015	31 Jan 2016	Jamie Schofield/Fiona Jeffrey/Adam Wells	Completed
	Confirm future function/focus of in house service (in anticipation of preferred option being approved by Feb Cabinet)	Nov 2015	31 Jan 2016	Jamie Schofield/Fiona Jeffrey/Tracey Flint	Completed
	Confirm funding and number of hours potentially required from Framework (to include externalisation of some CCFS activity)	-	Dec 2015	Jamie Schofield	Completed
	Seek in-principle approval from CPB/CMT (business case) – in anticipation of preferred option being approved by Feb Cabinet	Dec 2015	31 Dec 2015	Carole Binns/Adam Wells	Completed
	Discuss potential with/warm up market	mid Dec 2015	31 Jan 2016	Adam Wells/Matthew Waters	Completed
	Lot 5 Mini competition - design and carry out in anticipation of preferred option being approved by Feb Cabinet	Mid Jan 2015	Mid Mar 2016	Adam Wells/ Matthew Waters	In progress
	If approved, "Go live" with Lot 5	18 April 2016	-	As above	
Sourcing of residential care beds to support potential re-provision	Confirm funding and potential number of beds required	-	Dec 2015	Jamie Schofield	Completed
	Agree commissioning/procurement strategy - CPB/CMT approval (business case)	Dec 2015	31 Dec 2015	Jamie Schofield/Chris Pelletier	Completed
	Develop spec & sourcing plan in anticipation of preferred option being approved by Feb Cabinet	Mid Dec 2015	31 Jan 2016	Jamie Schofield/Chris Pelletier	Completed
	Confirm potential pathway, assessment process, support planning and goal setting, move on process	Nov 2015	31 Jan 2016	Jamie Schofield/Fiona Jeffrey	Completed
	Discuss potential with/warm up market	Jan 2016	Mid Feb 2016	Jamie Schofield/procurement	In progress
	Procurement (should preferred option be approved by Feb Cabinet)	17 Feb 2016		Capita	
	Contract in place	-	18 th April	Chris	

Workstream	Task	Start Date	Finish Date	Lead	Status
				Pelletier/Contracts	
Sourcing of Extra Care Housing	Confirm funding and potential number of beds required	Dec 2015	Feb 2016	Jamie Schofield	
	Put in place arrangements/agreement with Housing for reserving units for short term care	End Feb 2016	May 2016	Jean Brown/Contracts Team	
	Confirm pathway, assessment process, support planning and goal setting, move on process	End Feb 2016	May 2016	Jamie Schofield/Fiona Jeffrey/Jean Brown/social care input	
New pathways and processes for rehab / reablement	Firm up pathways within new rehab/reablement service to include access to alternative bed based options, access to additional dom care (in anticipation of preferred option being approved by Feb Cabinet)	Nov 2015	31 Jan 2016	Jamie Schofield/Fiona Jeffrey	Completed
	Firm up arrangements for potential provision of rehab/reablement into alternative bed based options - clear operational policies for establishing reablement programmes, support planning and goal setting, monitoring, move on processes (in anticipation of preferred option being approved by Feb Cabinet)	Jan 2016	Feb 2016	Jamie Schofield/Fiona Jeffrey/new R&R management	In progress
Location of SCA Day Services	Agree potential future destination(s) with SCA (in anticipation of preferred option being approved by Feb Cabinet)	-	Jan 2016	Jamie Schofield/SCA	Completed
	Variation to contract to include any financial implications	17 Feb 2016	End Feb 2016	Contracts	
	Make any alterations to new location	17 Feb 2016	31 Mar 2016	SCA/SCC	
	Day service commences use of new location	1 Apr 2016	-	SCA	
Communications/ Engagement	Develop comms and engagement strategy for implementation of Phase 2 (in anticipation of preferred option being approved by Feb Cabinet)	Jan 2016	Feb 2016	Jamie Schofield/Madeleine Cato/Comms reps from SCC & CCG	In progress
	Communicate to clients/families regularly using Brownhill timescales and future arrangements	17 Feb 2016	30 Apr 2016	Mark Howell/Paul Juan	
	Communicate to key partners e.g. health providers	17 Feb 2016	1 st June 2016	Jamie	

Workstream	Task	Start Date	Finish Date	Lead	Status
	key dates			Schofield/comms	
Formal staff consultation	Formally consult with affected staff – 45 days (if preferred option approved)	26 Feb	17 April	Fiona Jeffrey/Mark Howell	
De-mobilisation of building	Confirm plan to move client services, end equipment contracts etc (in anticipation of preferred option being approved by Feb Cabinet)	-	Feb 2016		
	If approved, start implementation of de-mobilisation plan	9 May 2016			