

Integrated Resource Framework Programme Phase 2 Project Progress Report to Steering Group		
Project East Ayrshire CHP – Support to Adults with complex and intensive needs		Project Lead/(s): Alison Findlay - Senior Manager, East Ayrshire Council Linda Boyd - Health Care Manager, NHS Ayrshire & Arran
Author of Report: J McCreath, J Kerr, D Jarrett		Date: 01/02/10 Date approved:
Approved by Project Sponsor NO		
Reporting Period:	From: 29/01/10	To: 19/04/10
Highlights in Period:	A data collection pro-forma was distributed to clinicians identified in relation to clients in the target postcode areas. Project update was delivered to East Ayrshire CHP committee, and was positively received.	
Actions in period per implementation plan	Progress	
Disseminate data collection pro-forma	An expanded data collection form was disseminated to staff. The majority of requested forms have been returned, with some outstanding as of 19/04/10	
Analysis of returned data	Initial work on entering data onto a template for analysis is ongoing.	
Disseminate regular update to staff	The first update was sent out to staff at the end of March, additional updates will be provided on a 2-monthly basis, or more frequently if the work of the project requires it.	
Maintain links with carer/client groups	J McC has had ongoing contact with carer groups as part of her continuing involvement in the LD Sub-group, and some mention has also been made of the IRF where appropriate. Opportunity has also been taken to secure involvement for the IRF project in a planned PiP consultation launch day, to take place in May. This provides a valuable opportunity for discussion with service users & carers.	
Undertake focus groups/interviews in order to provide scope for staff experience to inform IRF agenda	Team leaders were asked to provide an opportunity for the project team to discuss the IRF issues with staff. The first of these group discussions will take place with the CAST on Friday the 23 rd , with further groups scheduled for the following week.	
Comments on variations from plan: NA		
Risks & Issues identified & how dealt with : Reflecting, in part, restrictions imposed by the data-collection pro-forma itself, some of the more detailed information provided requires clarification. Discussion within the IRF team will seek to resolve these issues as far as possible, and where necessary additional information will be sought from the relevant staff member.		

Any Workforce planning issues arising & how dealt with:

Accommodation within NWK for the project team is now established, however a desktop pc for DJ is still an outstanding item, which, given the work now commencing on analysis/write up, is becoming increasingly necessary

Actions planned for the next 2 months:

Continued detailed analysis of form data, gathering additional detail as required
Continue information gathering in relation to local service structures, funding streams etc.
Undertake focus groups with staff from NHS, local authority staff, and third sector
Research and analyse models of good practice and innovative approaches in other areas and arrange site visits as appropriate
Participate in PiP consultation day.
Deliver workshop as part of LD Awareness week.
Participate in NES event

Decisions required from the Steering Group:

Support of planned activity

Overall Status of Project at time of reporting – please tick appropriate box (✓)

On Target	Slippage occurred, but rectifiable	Material slippage, overall project objectives in jeopardy
✓		