

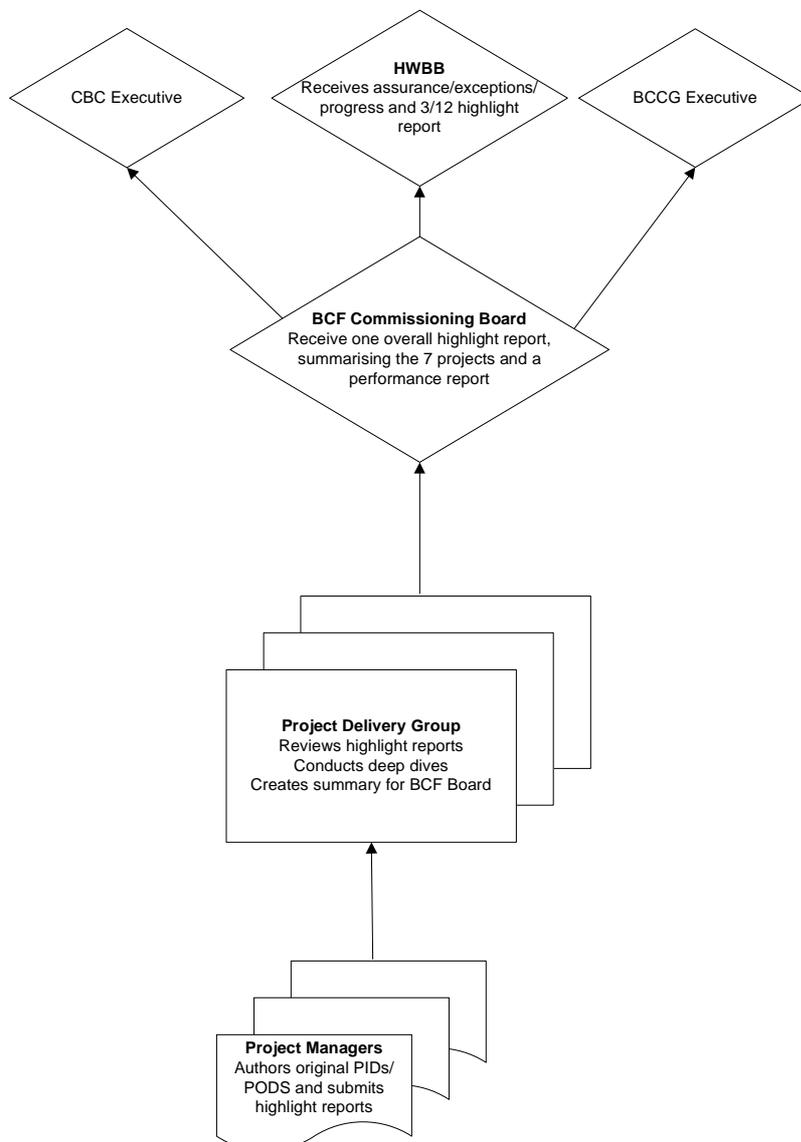
Appendix 3 - Central Bedfordshire Better Care Fund 2016/17 Reporting Framework

Background:

During 2015/16, the BCF Project Delivery Group received regular highlight reports from key areas of the BCF Programme, together with monthly Performance Reports detailing performance against the six BCF metrics. These items were then escalated to the BCF Commissioning Board with any quarterly submissions to NHS England also forming part of the quarterly report to the Central Bedfordshire Health and Wellbeing Board.

2016/17 Reporting Framework:

The reporting structure agreed for 2016/17 is similar in nature to that described above but gives clearer focus to who needs to see the operational data and who needs to review high level information in order to make strategic decisions. The framework also shows the links between BCF structures, the Health and Wellbeing Boards and the wider governance structures of CBC and BCCG.



The reporting framework will begin with each of the seven projects confirming their **project lead/manager**. This lead/PM will be responsible for the production of the initial PID/POD and the monthly highlight reports.

The **Project Delivery Group** will receive the seven highlight reports and, as a result of discussions at this level, will produce a summary highlight report covering all seven projects. It will operate a rolling programme of 'deep dives' into the seven projects, inviting the **lead/PM** to present an update and outline of issues/achievements/risks to the group.

The summary highlight report will be presented to the **BCF Commissioning Board** together with the BCF Performance Report to offer assurance of satisfactory progress or highlight exceptions and risks. This information can also be used, when required, to offer assurance to the Executive Committees of both CBC and BCCG

The Chair and Vice Chair of the **BCF Commissioning Board** will produce quarterly update reports to the Health and Wellbeing Board which will contain a robust narrative that adds context to performance data; highlights quarterly progress and gives guidance on when the impact of BCF initiatives is likely to be demonstrable.

The 2016/17 Highlight Report Template:

The highlight report template has been enhanced to give a clearer indication of the level and type of detail required from the Project Managers/Leads. For example, the progress update section now gives the prompts *‘What have been the key achievements this month? What impact has it had? What will be the key focus for the next month?’* – requiring the PM to not just describe what has happened (e.g. three training sessions delivered covering 60 staff) but to focus on why this is important, what impact will it have, how will that enhance patient/customer care etc. It also asks the author to look ahead to the next month so that the reviewing committees can see month on month progression towards the end goal. A section on links to BCF metrics has also been added; this complements the structure of the BOSCARD templates for each project which also links the projects to BCF metrics and national conditions allowing the Board to anticipate the impact of a project’s progress on the overall performance metrics. Finally, a section on dependencies and links to other initiatives is included in the 2016/17 template; this recognises that some projects may be aligned to and consequently also being monitored under QIPP structures, have links to the CQUIN agenda or form part of local authority efficiencies. This approach acknowledges that success or failure of projects has a reach beyond the BCF agenda.

A copy of the highlight report is embedded below:



3.2 Blank highlight
report v2.xlsx

Agreed schedule of Deep Dives:

During 2016/17, Central Bedfordshire will operate a rolling programme of ‘deep dives’ into the seven projects, inviting the project lead/PM to present an update and outline of progress to the group.

The purpose of these deep dives is to allow the Project Lead/PM to take the group through progress to date/successes/exceptions/ areas where they may need the members of the group to help unblock barriers etc. It offers project leads access to a group of health and social care colleagues and allows the group to learn more about the projects and see them ‘brought to life’ via presentation rather than just monthly highlight reports. The Project Delivery Group can then take an informed decision about which achievements and exceptions/risks need escalating to the BCF Commissioning Board.