


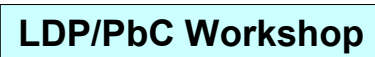






PCT LDP Planning – 2008/09 Process

Overview

1. The Local Delivery Plan (LDP) is the annual planning process that decides which services will be commissioned in the year ahead and how the PCT's money will be spent.
2. Unlike previous years, the business planning process will also incorporate detailed input from Practice Based Commissioners, and will be required to deliver the priorities set out in the Strategic Commissioning Plan (SCP). The SCP will be used as the baseline for assessing whether the Local Delivery Plan is moving the PCT toward its stated strategic aims. Input from Practice based Commissioners will be received from the PbC Management Leads at a workshop on the 30th of November, as well as the availability of PbC Annual Commissioning Plans by mid December.
3. As in previous years, the LDP will look at the services that are needed next year, but will also develop an investment plan for the next three years. As ideas and requirements are developed in the LDP, it will also be possible for them to develop the objectives and timelines set out in the SCP.
4. This paper sets out the process by which the LDP will be managed. Almost all staff within the finance and commissioning directorates will have an input into the development of the LDP at some level, so this year the LDP is being co-ordinated by the PCT's 10 change programmes, who will co-ordinate their own responses to the timetable set out below.
5. As the LDP will ultimately drive the development of the 2008/09 SLA and contracts, it must be managed to a tight timescale and specified activities completed on time. **Change Programme Leads, SIG Leads and PbC Locality Leads will need to ensure they have appropriate internal processes in place to provide the required responses to the timetable set out below.**

Timetable

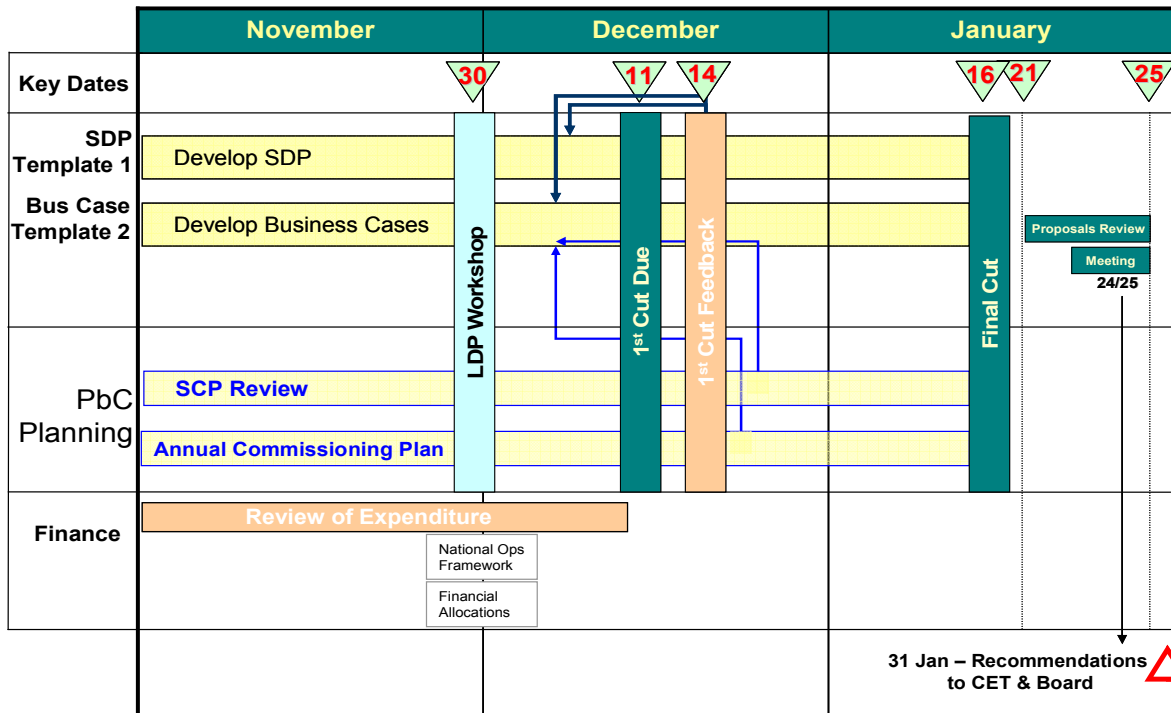
6. The Key Dates for Change Programme Leads are as follows:

November		
December		
		
January		

7. The overarching timetable in more detail is as follows:

- 2 Nov – Launch Event and Input Templates Despatched
- **Nov – 16 Jan:** Practice Based Commissioners develop Annual Commissioning Plans and review the PCT's baseline Strategic Commissioning Plan
- **Nov – 16 Jan:** PCT staff review and complete the Service Delivery Plan template and business case templates
- **30 Nov – LDP Workshop:** Informal Workshop with open discussion of likely PbC input and likely content of service delivery plans and business case bids. If available, an overview of the National Operating Framework and the financial allocations will also be discussed.
- **11 Dec – PbC First Cut:** PbC Commissioners provide a first cut of their Annual Commissioning Plans and their comments on the SCP to the PCT
- **11 Dec – LDP First Cut:** Change Programme Leads submit a first cut of their Service Delivery Plans and Business Case proformas to the LDP Co-ordinating Group
- **14 Dec – LDP Feedback:** The LDP Co-ordinating Group provide feedback to the Change Programmes on their first cut submissions
- **Mid Dec – PbC Direction:** Input from the PbC Commissioners first cut plans shared with the change programmes
- **16 Jan – PbC Final Cut:** PbC Commissioners provide their final cut annual commissioning plans and comments on the strategic commissioning plan
- **16 Jan – LDP Final Cut:** Change programmes submit their final cut service delivery plans and supporting business cases to the LDP Co-ordinating Group
- **24 / 25 Jan – LDP Proposals Review Meeting:** Service Delivery Plans reviewed and change programmes called to present and explain their delivery plans and clarify any points on their business cases
- **31 Jan – LDP proposals to CET and PCT Board**

8. The timetable is also set out here in diagrammatic form.



9. It should be noted by change programme leads that the decisions about funding for the 2008/09 priorities will be based primarily on the templates submitted. The late January review meeting will be to examine delivery plans and to resolve points of clarification. There will be no “Dragon’s Den” style event where funding decisions can be influenced by last minute presentations. Change programme leads are strongly encouraged to ensure that their Service Delivery Plans and Business Case proformas are comprehensive and well prepared.

What is needed?

10. The timetable above means that Practice Based Commissioners and PCT staff have from the beginning of November until mid January to plan their compile input to the LDP. To bring a common structure to the planning process, two simple templates have been designed and should form the basis of the submission for every change programme.
11. The first template is the Service Delivery Plan. This Excel based spreadsheet is intended to create a link between the strategic priorities outlined in the Strategic Commissioning Plan and the delivery plans for each change programme. Clearly, however, some of the change programmes are larger or have been running for longer. The SDP template can, therefore, accommodate some flexibility in how it is completed, but the basic premise of working from strategic priority to measurable actions should be followed.
12. The second template is the Business Case Proforma. It should be completed wherever additional funding is needed in the 2008/09 financial year. The SDP template should include a discrete entry for each business case that is to be submitted. Any questions on section 6 of the template regarding finance and

costing should be addressed to the finance department in Templar House. It should be noted that no bids are expected for less than £50,000.

13. Completed templates should be submitted in first cut form by 11 Dec and in final cut form by 16 Jan.

Practice Based Commissioning Input

14. Practice Based Commissioners will have been asked to complete their Annual Commissioning Plans by mid December. In addition to developing their commissioning plans, Practice Based Commissioners are invited to review and comment on the first draft of the Strategic Commissioning Plan, which is in development until the end of the Business Planning Process. These responses are also needed in the Strategy and Planning team by the 14 December.
15. All staff involved in the development of the LDP are invited to attend an informal workshop on 30 Nov. At the workshop, a update from the PbC Management Leads will provide insight into direction of travel for the Practice Based Commissioners. It will also serve as an opportunity for Change Programme commissioners to provide an informal update on their progress and ideas for the LDP. Lastly, finance will provide details on the National Operating Framework and the financial allocations if the information has been received.

Action: PbC Management Leads, Change Programme Leads and Finance Leads are invited to clear time in their diaries on 30 Nov for the informal workshop.

Business Planning: A New Approach

16. Rather than 'complete' the strategic commissioning plan at the end of October, and then start work on the delivery plan, the intention is to develop both plans in parallel – with final board sign-off for both at the end of February. Adopting this approach will keep the SCP alive in the minds of those working on the detailed planning for next year, and will ensure that the final version of the SCP reflects the most recent work done within the PCT.
17. This also allows time for Practice Based Commissioners to review a completed draft of the plan, as they will only have been able to provide independent input up until that point. This means that the final SCP will contain a three year plan for investment and divestment which reflects the LDP.
18. There is a further critical difference in the 2008/09 LDP process, which is that there will be no presentations by providers. Rather, all the planning and allocation of funding will be channelled through the change programmes. This means that the change programmes will need to act as the conduits for any provider plans for funding allocation. This is a significant change from the process in previous years and change programme leads are advised to consider what provision for provider engagement will be needed.

Governance and Co-ordination

19. As in previous years, the detail of the LDP will be run by an LDP Co-ordinating Group, lead by the AD Strategy & Planning. The LDP Co-ordinating Group will

be responsible for co-ordinating the planning process for both the developing SCP and the LDP. It will also be responsible for developing communications to PCT staff and PBC commissioners. It will develop the key planning tools like the service delivery templates.

20. Ultimately, the PCT Board will be responsible for agreeing the strategy and allocation of budgets. In preparation for this, the following key roles will be undertaken as follows:

Process Champion	– AD Strategy & Planning
Process Sponsor	– Director of Finance & Commissioning
Process Co-ordination:	– LDP Co-ordinating Group
LDP Sign-Off	– Clinical Executive Team & PCT Board