

Please Note: Any Red or Amber Milestones need to be accompanied by informative commentary in the final column							This Tracker will be going to the Primary Care Operations Group for sign-off on 30th May													
Portfolio/ Department	Project/ Workstream	HIDDEN DETAIL	Outcome/ Output	Metrics/KPI	Lead Manager	2018/19 Priority	Quarter 1 2018/19 Key Requirements for the Quarter	April 2018	APR RAG	May 2018	MAY RAG	June 2018	JUN RAG	Key Highlights & Achievements from Quarter 1	Quarter 2 2018/19 Key Requirements for the Quarter	July 2018	August 2018	September 2018	Key Highlights & Achievements from Quarter 2	Comments by Lead Manager
Primary Care	Networks	ICS Federations	Sustain general practice through working at scale	All practices in east Berkshire committed to a Primary Care Network	Alex Tilley	YES	Role of population health approach for primary care networks identified	Confirm Primary Care Network (PCN) landscape to ICS leads	Green	Identify clinical and management lead role in each PCN Confirm 100% practices engaged in PCNs	Green	Confirm leads and resources available for PC Networks			Dataset required to enable networks to assess variation agreed			Primary PCNs have rebase plans to progress their status through the network model		
Primary Care	Investment - Transformation Plans	Transformation Plans KDM	Support the establishment of GP Federations and expand workforce in general practice, through the MDTs	Reduce unplanned practice closures. (Strengthening sustainability and increasing efficiencies)	Locality leads	YES	Ensure signed MOU agreements with Primary Care clusters / networks and meet first delivery milestones	MOUs in place, transformation plans updated. Workflow Optimisation training commenced. Regular meetings with the Federations established.	Green	Federations to define specs for services and MDTs. Ongoing Federation engagement and input into the IDCMs	Green	Federations to outline recruitment plans for MDTs. Ongoing Federation engagement and input into the IDCMs			Workload - productive workflow initiatives delivered in all practices. MDT roles initiated. Ongoing Federation engagement and input into the IDCMs	MDTs to update progress of MDTs and numbers recruited to date. Provide a workflow optimisation update. Ongoing Federation engagement and input into the IDCMs	Federations to update progress and outputs of additional workforce to date. Ongoing Federation engagement and input into the IDCMs	Federations to provide a summary of the benefits of Workflow Optimisation seen in general practice since implementation. Ongoing Federation engagement and input into the IDCMs		
Primary Care	Investment - LCS		Commission using the outcomes from the first year GPOF including outcomes and service gaps	Reduce disease, deprivation & risk factor prevalence / impact	Ricky Chana	YES	Present outcomes from LCS commissioned services from 2017/18	Issue contract variation for 2018/19	Amber	Award contract for SAS service provider Implementation support for ACP/LCS launch	Amber	Transfer services from VP provider into the SAS service Report 2017/18 outcomes to AD meeting			Review of CSU support Proposal for 2019/21 GPOF commissioning framework New SAS services	Implement and monitor new SAS service provision LCS group to support discussion with provider practices and PC networks Finalise CSU function in delivering LCS define what CSU/CCG responsibilities are.	Finalise CSU function in delivering LCS define what CSU/CCG responsibilities are.	Finalise a new framework for LCSs for 19/21 - new consolidated way of commissioning LCSs compared to current numerous individual schemes and payments		
Primary Care	Investment - PMS		Commission using the outcomes from the first year GPOF including outcomes and service gaps	Reduce disease, deprivation & risk factor prevalence / impact	Ricky Chana	YES	Review the PMS Premium reinvestments in Slough	Clarify the PMS investment in Slough over the past 2 years. Convene a working group to review the Slough PMS investment.	Green	Review the PMS Premium reinvestments in Slough Review the coding for GPFV investments (NHSE)	Amber	Agree approach to investment of PMS premium in WAM and B&A localities			Ensure outcomes and investments for PMS premium investment is in place	Develop a draft revised 18/19 specification for Slough and agree through governance process.	Publish final version of revised 18/19 specification to Slough Providers.	Develop specification for WAM and Bracknell locality for their PMS Premium investment, if required (ie if invested through an LCS).		
Primary Care	Investment - Reserve releases		Investment plan in place for release of the delegated funds	Reduce disease, deprivation & risk factor prevalence / impact	Alex Tilley	YES	Agree 2018/19 Delegated reserve investments for in year releases	Outline list of investments supported by GPOF to develop business cases	Green	SelfCare and Prevention framework		Share proposed investments with members and groups			Agree Qtr 2 investments Lower limb services implemented					
Primary Care	Infrastructure - ETTF	ETTF	Ensure the infrastructure for general practice continues to be fit for purpose	Additional capacity to fit with significant population growth	Ann Bryant	YES	Provision of the Primary Care Infrastructure Plans	Commission premises needs assessment Primary Care Premises Group established Stakeholder Project Group established for Binfield	Green	Establish Service design steering group for general practice plan in Ascot Engagement meetings with Parish Councilors / Borough Councilors on Ascot Plan proposals ahead of planning committee meetings. Practice Managers - sharing final draft of the Infrastructure	Green	Completion of due diligence for The Avenue / Britwell Final Stakeholder Workshop for the Ascot Plan - external support aligned with OBCs Outline the service transformation in each programme Completion of GVA infrastructure needs assessments and reports received to Premises Group / PCOG Completion of ICS business case for capital monies			ETTF OBC approved by NHSE Binfield PID for cohort 2 approved Final Stakeholder Workshop for the Ascot Plan - external support aligned with OBCs OBC to NHSE for The Avenue / Britwell to Premises Group and PCOG	Complete Full Business Cases for Ben Lywood, Heatherwood and The Avenue / Britwell Agreement of the Primary Care Infrastructure Plan - PCCOC			All ETTF scheme to be completed by March 2020 - option to extend for 12 months being sought via PID and OBC/BC Premises Group dates - TBC	
Primary Care	Infrastructure - Information Technology	GPT Online consultations Connected Care	Provide alternative consultation for patients who would benefit from more flexible access to primary care	All primary care services have access to online consultation systems	Alex Tilley	YES	ICS wide online consultation procurement complete joint plan with digital workstream agreed		Green	Preferred online consultation system confirmed	Green	Share technology model for primary care to members			Online consultation software available to 100% of practices	Roll out of Online Consultation into practice 30%	Roll out of Online Consultation into practice 60%	Implement online consultation and direct booking to extended hours services		
Primary Care	Workload - High Impact Actions	Time 4 Care	Sustain general practice through High Impact Actions	Reduce unplanned practice closures	Hayley Edwards	YES	Primary care networks maturity matrix agreed Role of federations in primary care networks identified Organisational development programme agreed Action plans to deliver a minimum 2 Time for Care actions in all practices in place Pre-resilience practice assessment questionnaire available to all practices	Review the Active Signposting training to date and design phase two	Amber	Q1 / change mgmt skills training - session 1 Proposal for non-clinical programme for Protected Learning Time to CEPN board for approval Proposal for Phase two of the Active Signposting to PCOG for approval Review of the Practice outcomes that engaged with the 10 Hubs in 2017/18. Sharing of best practice and promotion of 2018/19 opportunities at the Collaborative event. Bid for additional Productive General Practice money for a 2018/19 programme of delivery.	Amber	Include WAM Social Prescribing Project within the remit of the PC team Q1 / change mgmt skills training - session 2 If approved - plan of non-clinical training and commence delivery of Active Signposting Phase 2			Primary care networks plans in place Organisational development programme phase 1 commenced Impact of Time for Care actions on workforce gap agreed Plans in place to address pre-resilience issues identified from practice assessment	Monitoring and sustaining momentum of the change mgmt skills training. Work with NHSE Releasing Time for Care Team for any future opportunities for East Berkshire. Monitoring of the ongoing Active Signpost training and PGP (if bid is successful)	Monitoring and sustaining momentum of the change mgmt skills training. Work with NHSE Releasing Time for Care Team for any future opportunities for East Berkshire.	Monitoring and sustaining momentum of the change mgmt skills training. Work with NHSE Releasing Time for Care Team for any future opportunities for East Berkshire. Monitoring of the ongoing Active Signpost training and PGP (if bid is successful)		
Primary Care	Workforce - ICS Workforce Development	Workforce Development	Implement initiatives to forward plan workforce changes and work at scale on initiative to close the defined gap for GPs and nurses	Reduce the workforce gap for general practice	Alex Tilley	YES	Gap identified for general practice workforce Local workforce plans collated Priority areas for ICS wide workforce plans identified Workforce tool available to 100% of practices Clinical Pharmacists in position across three localities CEPN - non-clinical Training Needs Assessment	Confirm Workforce Gaps in general practice (ICS) local workforce plans collated	Amber	Workforce tool available to 100% of practices with support into practices	Amber	Priority areas for ICS wide workforce plans identified Workforce tool available to 100% of practices Attend VTS scheme - present future general practice and flexible career roles with retention programmes			Impact of current plans to close workforce gap agreed Role of community education providers agreed Impact of technology to close workforce gap agreed Factors to improve recruitment and retention of GP trainees identified	connect with the GP retainer scheme at deanery - resilience ad retention initiative	Clear plan on closing the gap with practices and through at scale working			
Primary Care	Redesign - Extended Access / GPAs	GPAs	Extended access for all patients in east Berkshire and deliver the national requirements aligning to local strategic plans	100% patients have access to 'Improve Access to General Practice'	Katerina Nash	YES	Action plan in place to deliver 100% improved access coverage Alignment with ICDM programme across the three localities / Us	Provider presentation of 2018/19 service developments Include seasonable / population based extended access services i.e. homeless with review arrangements	Green	Contract Signed by all providers - A&MS and LCS Communications Plan implemented including weekends and bank holidays	Amber	Contribute to the public conversation and engagement programme for same day services			Improved access delivery assessed against seven core requirements and UCC GP pillar	Roll out of Black Pear / EMS system in Slough IAGP Clinical Pharmacists into Extended Hours	Slough IAGP Service launch - One Service, One Slough	Assessment of capacity/ demand inclusive of BH and Sundays Secure sundat service for B&A patients Ensure EIA for primary and community care programme includes extended hours and general practice services		
Primary Care	Redesign - Service Transformation		Provide effective support to practices through their transformation journey	A commissioners model on the future of general practice	Alex Tilley	YES	Support programme agreed with appropriate investment - ETTF only		Green	Framework to support practice with premises changes to transfer their service model - investment in support, time and space	Amber	Received applications to access the funds - ETTF only			Invest in service transformations to engage practice in sustaining the general practice services through premises investment					
Primary Care	Resilience - Practice support	Vulnerable Practices Resilience Contract variation	Establish a proactive tool to identify practices challenged in sustaining high quality services	Reduce unplanned practice closures	Hayley Edwards	YES	Review the impact of investment and identify any additional support required		Green	Share with PCOG / PCCO the outcomes of the Resilience Programme in 2017/18 - including the collaborative event.		Tool to proactively identify the practices requiring support Proposal for investment of Resilience Scheme funds 2018/19			Target practices requiring additional support prioritised through the proactive tool - primary care dashboard			All resilience scheme funds committed		
Primary Care	Delegation of General Practice Commissioning		Delegation agreement management Practice enquiries DES CDS Reporting	CCG provides assurance to NHS England under the MDU for delegated responsibilities Ensure effective and efficient engagement with providers across the teams in the CCG	Hayley Edwards	YES	Conclude transition of delegated finance support Establish audit and assurance arrangements for NHSE		Green	Assurance Meetings Qtr 4 2017/18		Scoping and development of the PC Database and produce a proposal for the PCOG meeting Agree with Audit Committee the approach to audit arrangements for delegation			PC Dashboard and contract database in place	Development and creation of the PC Contract Database. Work with the BI team to align the Contract database with the Dashboard	Data input, training and ripple out to Contract Database users. Development of the reporting options.	Auditing and monitoring of the Contract Database.		
Primary Care	General Practice Contracts		Manage general practice medical services contracts	Manage all variations in contracts including mergers, partnership changes, boundary changes	Ricky Chana	YES	Process merger between 2 B&A locality practices for Q2 implementation date Process all partnerships changes notified by practices		Green	Practice merger agreed for July 2018										
Primary Care	ICDM / Locality Plans	ICDM Business Case delivery Support local discussion on the transformation of general practice services	General Practice commissioned services input to locality planning to support Primary and Community Care services		Alex Tilley / Hayley Edwards - WAM Katerina Nash - B&A (swallow commencement) Katerina Nash - Slough (interim until appointment)	Interdependency	Engage Primary care into the locality discussions under existing roles and responsibilities		Green			Recruit to PC team and Slough vacancy position			Active roles in the development of locality plans - ICDM, general practice services and feed into locality estates discussions for general practice premises					