CAMHS PROJECT BOARD

	PROJECT START: DISPLAY WEEK:	Mon-7-No			07-Nov-22 14-Nov-2		v-22 05-Dec-22 12-Dec-22	19-Dec-22 26-Dec-22	02-Jan-23 09-Jan-23	16-Jan-23 23-Jar	n-23 30-Jan-23 06-Feb-23	13-Feb-23 20-Feb-2		3 13-Mar-23 20-Mar-23 27-M
	TASK			END STAT	JS MTWTFSSMTWTF	SMTWTFSSMTWT	FSSMTWTFSSMTWTFS	S M T W T F S S M T W T F S S	M T W T F S S M T W T F S S	M T W T F S S M T W T	F S S M T W T F S S M T W T F S S	w T w T F S S w T w T F	S S M T W T F S S M T W T F S	5 S M T W T F S S M T W T F S S M T W
GOVERNANCE	Establish Project Board Terms of Reference	NV NV		13-Nov Comp 13-Nov Comp										
	Membership	NV	07-Nov	13-Nov Comp	ete									
	Project Support Arrangements	NV NV		13-Nov Comp										
	Reporting Arrangements/Frequency Relationship with Commissiong Group			13-Nov Comp 13-Nov Comp	ate ate									
SERVICE LEVEL	SLA - Notice	MD/EB	13-Oct	15-Nov Comp	ete									
AGREEMENT	Complete Jointly agreed Governace Process around cessation odf SLA	MD/EB MD/EB		23-Jan In Prog 28-Feb In Prog										
	Agree revised SLA documents with associated Financial schedule Establish monitoring arrangements for revised SLA through Commissioning Group		09-Jan		ess									
	Ongoing monitoring of SLA	MD/EB	01-Apr											
WORKFORCE	Establish baseline assessment of current vacancies	SB/JWS/AW	14-Nov	19-Dec Comp	ate									
	Establish mechanism to monitor ongoing vacancies/locum spend Ongoing vacancy/locum review	SB/JWS/AW SB/JWS/AW	23-Jan	23-Jan In Prog 31-Mar In Prog	ess ess									
	Document shared with Staff Side representatives			06-Dec Comp	ete					<u> </u>				
	Date of Consultation launch	SB/JWS/AW	13-Dec	13-Dec Comp 21-Dec Comp	ete									
	Dates for joint Consultation meetings Additional Fortnightly joint meeting	SB/JWS/AW SB/JWS/AW	21-Dec	31-Mar In Prog	ess									
	Staff individual meetings to be held with CTM	SB/JWS/AW	09-Jan	13-Feb										
	Consultation Ends	SB/JWS/AW												
	Date letters will be issued to CTM staff confirming transfer and agreed measures. Date Due Diligence information provided to SBUHB	SB/JWS/AW SB/JWS/AW												
	SBU induction programme for transferring staff	SB/JWS/AW	01-Mar	15-Mar										
	Confirm Management arrangements welcome letter to staff			16-Dec Comp	ate									
	Payroll transfer	SB/JWS/AW SB/JWS/AW	01-Mar	15-Mar 15-Mar										
	Security Access	SB/JWS/AW	15-Mar	31-Mar										
	Other staff benefits	SB/JWS/AW SB/JWS/AW												
ORGANISATONAL	Staff Transfer Date Establish regular 1.1s with relevant staff	SB/JWS/AW SB/KW/JWS/AW												
DEVELOPMENT	Workshop to meet new management team	SB/kM/JWS/AW	13-Dec	13-Dec Comp	ate									
	Establish regular 'conversation' events outside formal consultation process Baseline assessment of training needs (Plan)	SB/KM/JWS/AW SB/KM/JWS/AW	13-Dec	31-Mar 15-Feb										
		SB/KM/JWS/AW												
ESTATES	Review legal lease on Tyr Meddwl to update the change of employer and associated insurance/H&S imp			01-Dec Comp	ote									
FINANCE	Update the financial schedule to reflect current position Establish a mechanism to regularly review tmonthly position	CS/RB/AR/KG CS/RB/AR/KG												
	Translate commissioning budget into operational service group budgets	CS/RB		19-Feb										
	Disaggregate the corporate overhead to ensure these are applied consistently	CS/RB	23-Jan											
CORPORATE	Establish efficiency requirement underpinning the operational budgets identification of legal cases	CS/RB NV	23-Jan 01-Jan											
COM CHAIL	Identify any corporate systems to ensure that CAMHS staff are included on data bases		01-Jan											
ICT	Network and telephony													
	NPTH Rinck D - network and telephony provided by SRU	SW	16-Nov	16-Nov Comp	ato									
	Block D - network and telephony provided by SBU Joint Reception in Children's Centre - network and telephony provided by SBU	SW SW	16-Nov 16-Nov	16-Nov Comp 16-Nov Comp	ate ate									
	Block D - network and telephony provided by SBU Joint Reception in Children's Centre - network and telephony provided by SBU Ty'r Meddwl - Kingsway	SW	16-Nov	16-Nov Comp	ate									
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Agree migration approach	RL/LD 05-Dec 09-Dec Complete	
Systems used		
3Di	RL/AH 11-Jan 31-Mar	
AttendAnywhere	RL/LD/DU 09-Dec 11-Jan In Progress	
WCP	RL/LD/DU 16-Nov 11-Jan	
WPAS		
Establish data transfer options	RL/LD/DU 16-Nov 11-Jan In Progress	
Configuration	RL/LD/DU 11-Jan 31-Mar	
Data transfer	RL/LD/DU 01-Mar 31-Mar	
Training	RL/LD/DU 11-Jan 24-Mar	
Reporting - historical data	RL/LD/DU 11-Jan 24-Mar	
Reporting - new data	RL/LD/DU 11-Jan 24-Mar	
Digital literacy		=
Identify areas where staff will need familiarisation/ training sessions	RL/LD 16-Nov 11-Jan In Progress	
Paper medical records		
Establish process for transfer of historical paper records	TBD	
Establish process for transfer of current paper records	TBD	
Identify any corporate systems to ensure that CAMHS staff are included on data bases	NV 20-Feb 19-Mar	
Admin Review	SB/KM/JWS/AW 15-Jan 31-Mar	