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DEPARTMENT OF HEALTH AND SOCIAL SECURITY
 HANNIBAL HOUSE
 ELEPHANT AND CASTLE LONDON SE1 6TE
 TELEX 883669 TELEPHONE 01-703 6380 EXT

Your reference:
 Our reference:

EL(88)P/228

Regional General Managers
 SHAs

M.R.H.A	
RCV	30 DEC 1988
FOR ACT	RNO
COPIES	
RGM	
FIG	

23 December 1988

Dear General Manager

PROJECT 2000 IMPLEMENTATION

Mr Peach wrote on 6 October (EL(88)MB/166) requesting Health Authorities to submit initial Project 2000 Implementation Plans by 28 February 1989.

To oversee the initial implementation process and provide guidance and advice to health authorities, three groups have been established. A national level Steering Group will provide overall policy guidance, and reporting to that group will be an Implementation Group, and a support worker action group, the latter being co-ordinated by the NHSTA. Full details of these groups will be announced in the New Year.

In the meantime, this letter is to introduce you to the work of the Implementation Group, the membership and terms of reference of which are set out in Appendix A.

The work of the Group, which I have been asked to chair, has already begun and I am keen to establish a system to open up communications with the possible demonstration districts. To this end, Gail Rudden (01-703 6380, Ext 3937) will act as the contact point for the Implementation Group within the Department. It would be helpful if we could establish similar contact points in the possible demonstration districts. Whilst I recognise that District General Managers will retain the overall responsibility for the implementation of Project 2000, the contact point should preferably be whoever has been given personal and continuing lead responsibility for the day to day planning. If copies of this letter could be forwarded to the appropriate Districts perhaps they could notify their nominations to Gail Rudden direct.

I am most conscious of the need to act quickly to provide health authorities with the support they need to enable them to submit properly costed plans by 28 February. I realise that with a few loose ends still outstanding planning must be very difficult at the present time.

Initially our support will take two forms. Firstly, we are planning a seminar to enable those staff, in the possible demonstration districts, who are most closely involved in the formation of the plans, to come together with members of the Implementation Group to discuss their problems, share their experiences, and obtain advice and guidance. Essential Regional staff, who are able to contribute, will also be welcome. The seminar will be held on 31 January 1989 in Hannibal House, Elephant and Castle, London SE1 6TE. Nomination forms are attached, and should be returned to Gail Rudden as soon as possible.

Secondly, the Department's Nursing Division and Operational Research Service have developed a manpower planning model for the purpose of P2000 proposal's manpower and cost implications. This model has now been adapted (with the help of some Regional manpower planners) for Regional use. The Steering Group has recently agreed that one day analytical workshops should be arranged for regional personnel closely involved with the analytical aspects of preparing the Regional P2000 plans. The adapted model will be presented at the workshops, followed by discussion of manpower and related aspects of the P2000 plans.

The Department is now working on arrangements for three workshops - one in London and two in the Regions - to be held early in January. The aim is to invite four representatives from each Region to attend one of the workshops and we will be asking you to nominate those working closely on the implementation issues. A letter giving further information will be sent to you but I would be grateful if each Region could nominate a contact point with whom Mary Sweeney (Room 1222 Hannibal House, Tel 01-703 6380, Ext 3073, Fax 01-703 9563), who is dealing with administrative arrangements for the workshops, could liaise.

I hope this is helpful, and we can move forward constructively.

Yours sincerely

N B J Gurney

N B J GURNEY

This letter will be cancelled and deleted from the communications index on June 1989.

Chairman: Mr N Gurney

NHS Representation: Treasurer to be nominated by Regional Treasurers Group
General Manager: Mr A Grocott
Nurse: Sheila Roy

NHSTA Representation: Ms J Vaughan-Smith

ENB Representation: Mr A P Smith - Principal Professional Officer

Department of Health: Mr J Rogers
Mrs A Dawar
Miss J Booth
Mr E Collingwood
Mrs G Rudden

Observers: UKCC - Mrs P Allen

DES Observers: Mrs M Fraser
Ms G Dolden

TERMS OF REFERENCE - IMPLEMENTATION GROUP

- i) To provide guidance and advice to health authorities in preparation of their Project 2000 implementation plans.
- ii) To advise the Department of Health on the feasibility of Implementation Plans received from Health Authorities including costing issues.
- iii) To ensure that the agreed timetable for Implementation is adhered to.
- iv) To develop a system of administration of Project 2000 bursaries.
- v) To establish a system of monitoring the implementation of Project 2000 schemes.

REPORTS TO THE PROJECT 2000 STEERING GROUP

NOMINATION FORM FOR PROJECT 2000 IMPLEMENTATION SEMINAR ON 31 JANUARY 1989 AT 11AM, AT THE DEPARTMENT OF HEALTH, HANNIBAL HOUSE, ELEPHANT AND CASTLE, LONDON, SE1

Nominating Authority
(Region)

The following staff would like to attend your seminar:

Name

Position

Nominating Authority
(Demonstrating Districts)

Name

Position

Please return to Gail Rudden, Room 1001, Hannibal House, Elephant and Castle, London SE1.