

NHS 24 BOARD MEETING		21 DECEMBER 2023 ITEM NO 9.1 FOR ASSURANCE	
2024/25 PLANNING PROCESS			
Executive Sponsor:		Steph Phillips, Director of Transformation, Strategy, Planning & Performance	
Lead Officer/Author:		Steph Phillips, Director of Transformation, Strategy, Planning & Performance	
Action Required		The Board is asked to note the process for the development of the 24/25 delivery and finance plan.	
Key Points for this Committee to consider		<ul style="list-style-type: none"> • Guidance for jointly commissioned delivery and finance plans was received 4th December. This alignment is a positive development in the approach taken to Health Board planning as is the alignment with medium-term plans and less prescriptive nature of the guidance for this coming year. • NHS 24 corporate planning process for 24/25 began in October 2023 and is fully aligned to the SG timetable set out in this paper. • There is further discussion to be had with SG to understand the expectations for national Boards where this is expected to be more tailored and representative of individual Board roles and contribution to whole system recovery and delivery of strategic priorities. • The Board should also note the establishment of a national delivery and planning board for NHS Scotland that will have clearer oversight of planning and delivery across the whole system. 	
Governance process		<ul style="list-style-type: none"> • Guidance and formal commission have been received from Scottish Government. • Draft delivery and finance plans will be shared with Board and relevant Committees ahead of submission. 	
Strategic alignment and link to overarching NHS Scotland priorities and strategies		<ul style="list-style-type: none"> • Fulfilment of the ADP contributes towards the delivery of the Medium-Term Plan and the NHS 24 Corporate Strategy aligned to national planning and policy priorities for health and care across NHSScotland. 	

Key Risks	<ul style="list-style-type: none"> There is a risk that discussions in respect of specific tailored requirements of NHS 24 are delayed and do not align with delivery and finance plans.
Financial Implications	The 2024/25 ADP will be fully aligned to the 2024/25 Finance Plan.
Equality and Diversity	Full consideration across all our corporate plans is and will be an essential requirement.

1. RECOMMENDATION

1.1. The Board is asked to note the approach for development of 2024/25 delivery and financial plans and the work to date in line with NHS 24’s agreed corporate planning process.

2. TIMING

2.1. The delivery and finance plans are expected to be 3-year rolling plans, with detailed commitments set out for year 1 2024/25.

2.2. Timetable for submission to Scottish Government:

- Draft Finance Plan - 29th January 2024
- Delivery Plan - 7th March 2024
- Finance Plan - 11th March 2024

3. BACKGROUND

3.1. Guidance was received from Scottish Government on 4th December setting out the approach to 2024/25 delivery and finance plans. This is the first time that Boards have received a joint commission from health planning and finance, which is a welcome development. The intention moving forward is to fully align the workforce planning timetable with the finance and delivery planning cycle, which again, would offer a more considered approach to planning for Boards.

3.2. The guidance at this stage sets out continued reference to supporting delivery of the national recovery priorities set out in the 2023/24 ADP, however, where the current year’s plans were relatively prescriptive in terms of content, the guidance for 2024/25 is less so.

- 3.3. Discussions and feedback with and from Directors of Planning (DOPs) throughout the year have led to some positive developments in the guidance for 2024/25, specifically,
- the MTP will be the basis for Boards to develop their 3-year plans, which is more closely aligned to NHS 24's strategy and commitments.
 - at this point, there is no ADP 2 template for completion, which required quarterly milestones and risks to be set out. This template was considered cumbersome and excessively detailed for SG and that feedback was replicated across Boards.
 - alignment of finance and delivery plans better reflects the challenging financial position and will support improved prioritisation of plans.
- 3.4. Separate discussions with SG health planning and national Board DOPs have also taken place this year. In addition to the feedback above, there is an expectation that national Board ADPs will be more tailored and that there is expected to be a differentiation between patient-facing Boards, including NHS 24, and other more corporate Boards.
- 3.5. At the time of writing, there has been no further discussion with NHS 24 to clarify exactly how that would manifest for the ADP nor any opportunity to formally influence that. It should be noted, however, that both the recent Annual Review and the recent bi-annual performance review with Scottish Government have both provided and opportunity for consideration of NHS 24's wider role in supporting NHS Scotland priorities for delivery. In addition, whilst no formal feedback has been received in respect of the MTP submitted in 2023, the commitment within the guidance to use this as the framework for Boards delivery and finance plans, should ensure greater alignment with NHS 24's strategic plans and commitments.
- 3.6. It is noted in the guidance that further discussion with DOPs and DOFs will take place to clarify any specific Board expectations and Director TSPP is engaging with the sponsor team within SG to understand when and how this will be taken forward.
- 3.7. As the Board is aware NHS 24 initiated its 2024/25 corporate planning process in October 2023 following submission of the Q1 and Q2 updates on 23/24 ADP to SG. To that end, all directorates submitted their 3-year plans, inclusive of capacity requirements and SPRA details to the strategic planning team at the end of November.
- 3.8. The Strategic Planning Team are now reviewing those submissions in the context of the guidance from SG, NHS 24's MTP, and the status of the 2023/24 ADP in terms of delivery to year end. The Finance and Planning teams will also

cross-reference assumptions within the 3-year finance plan with those emerging in the delivery plans to ensure corporate alignment.

- 3.9. The timetable for submission of plans is set out in section 2 of this paper, however, the Board should be assured that the process is well underway in advance of receipt of guidance. Board and relevant Committees will be sighted on the delivery and finance plans as these are drafted and ahead of any submission to Scottish Government in March 2024.

4. ENGAGEMENT

- 4.1. The Strategic Planning Team has engaged with Executive, and delivery leads for each deliverable within the ADP to fulfil the reporting requirements as set out in the SG commission. There is ongoing engagement with EMT and directorates to develop the 2024/25 corporate plans.
- 4.2. The EMT, SMT, SDG, PPC and Board will all input to the development and review of the 2024/25 ADP ahead of submission in early March 2024.

5. FINANCIAL IMPLICATIONS

- 5.1. There are no financial implications as a result of this paper. ADP activity is funded from 23/24 budget allocation as set out in the Finance Plan and through the SPRA process.
- 5.2. 2024/25 planning at directorate and organisational level will align delivery and financial planning. The Board should note, however, that the assumptions in respect of the Finance Plan will impact on the pace and scope of delivery plans.