



## SCOTTISH EXECUTIVE

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Your ref:  
Our ref:

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*Dear David,*

### **NHS QUALITY IMPROVEMENT SCOTLAND LOCAL DELIVERY PLAN – AGREEMENT**

Thank you for submitting the draft Local Delivery Plan (LDP) for NHS Quality Improvement Scotland (NHS QIS) for 2007-08. The LDP has been assessed and has been agreed, subject to the comments below.

We recognise the amount of work which has been undertaken in order to produce such a comprehensive LDP. It reflects a broad programme of work which supports the delivery of key priorities for NHSScotland; and it demonstrates the array of stakeholders with which NHS QIS works. These issues underline the importance of ensuring that the delivery of the work programme is kept under review and that there is ongoing engagement with colleagues in SEHD, NHSScotland and the range of organisations and stakeholders with which you work.

It is evident that there are a number of strategic developments, such as the Scottish Patient Safety Alliance, which will be significant for NHS QIS in 2007-08. Accordingly, it will be necessary to keep the LDP under review and to ensure it is updated in line with these strategic developments. You should ensure that any revisions are approved by your sponsor division.

I am satisfied with the financial profile as set out in Annex 4 of your 2007-08 Local Delivery Plan. I understand that this has been formally approved by the Board, and that the key risks associated with delivery of the financial plan have also been considered, including necessary action to ensure these risks are managed during the lifetime of the LDP. You should ensure that your Director of Finance continues to keep appropriate contact with the Department, particularly in relation to new and emerging risks and the overall achievement of all targets as outlined in the plan.

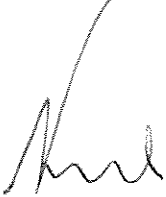
You are of course aware that in order to achieve the performance set out in your LDP, you will need to have the right workforce in place, not only now but in the future. You are due to complete your workforce plans and send them to us by the end of April. I would like these plans to demonstrate in a very clear way how they support your current and future delivery agenda. I would also stress the need to ensure that both the LDP and workforce plans are costed and affordable within the financial

plans signed off by this letter. In this respect I would wish to be reassured that your workforce and financial plans match and are fully integrated in 2007-08

With regards to Staff Sickness Absence I note that you are currently beneath the 4% target and I would like to encourage you to maintain, and where possible improve, this position. We will wish to receive regular reports from you on progress.

I would like to thank you and the staff at NHS QIS for producing the LDP in a way which describes the key role which NHS QIS plays in NHSScotland. Accordingly, it is a key corporate document and progress against it will be reviewed regularly by way of existing links with your sponsor division; and with policy colleagues leading on particular areas. If you have any questions about this response please contact Andrew Macleod.

Yours sincerely



**KEVIN WOODS**