

Health and Social Care Integration Directorate  
Primary Care Division

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Dr Chris Williams  
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7 July 2016

Dear Dr Williams

**GP Recruitment and Retention Fund – Rural Medicine Collaborative (NHS Boards involved - Highland, Shetland, Western Isles, Ayrshire & Arran, Grampian, Dumfries & Galloway, Orkney)**

Thank you for your application to the GP Recruitment and Retention Fund, on behalf of the Rural Medicine Collaborative. I am pleased to say that you have been successful and we are now in a position to offer you the following funding package:

- Year 1 - £275,000 in 2016/17
- Year 2 - £230,000 in 2017/18 – subject to success and learning in year 1

We have aimed to select initiatives that appear to have transferable outcomes that will benefit the whole of NHS Scotland primary care, and provide key learning. We have also tried to ensure that there has been as great a geographic spread as well as taking into account the real issues faced by remote and rural areas and address health inequality in areas of deprivation.

**Funding Offer and Conditions of Award**

Funding will be allocated to you via board allocation to NHS Tayside on behalf of the North of Scotland Planning Group (NoSPG) in July 2016. We will confirm with you when the allocation has been authorised and would appreciate if you can confirm receipt of payment once you have received the funds.

**Meeting with Project Team**

We will be in touch to follow up any areas which require further clarity. Ongoing support will also be available and it would be useful to organise an initial meeting with you to discuss the workplan for the coming year and how the you envisage the funding will be spent. I will be in touch shortly to discuss a suitable date and time.

Can you provide an up to date version of your project plan on receipt of this letter, if not already done so.

## **Reporting / Evaluation**

We intend to monitor projects on a quarterly basis and we will contact you in advance on each occasion to provide us with a progress report (a standard template will be provided). You will also be expected to provide an end of project report. Full details are set out in **Annex A**.

It is also important to establish a robust evaluation process and we are considering how this will be best taken forward. Ideally a national approach is favoured and further detail will follow shortly.

## **GP Recruitment and Retention Project Forum**

We want to ensure that all boards and interested parties are brought along on this journey and will invite you to attend or nominate a representative to attend on the Rural bid's behalf. The group's remit is still to be fully agreed but the essence is to ensure shared learning and support to both existing projects and areas who wish to benefit from these developments. It is likely that the first meeting will take place 2<sup>nd</sup> week of August and more details will follow very soon.

## **GP Recruitment and Retention Learning Event – 4 May 2017**

All successful projects will be expected to attend next year's Scottish Medical Education Conference which takes place in Edinburgh on the 4 May 2017 and participate in a "Learning Event". This will give you the opportunity to collaborate on progress share learning and knowledge and discuss any issues and how these have or could be overcome.

**If you wish to discuss this letter in more detail, please contact:**

**[Lara.cook@gov.scot](mailto:Lara.cook@gov.scot)**  
**0131 244 3038**

Your sincerely

Chris Bain  
**Primary Care Team**

## **Reporting**

As detailed in the application guidance, as part of our funding conditions the Scottish Government require monitoring reports throughout the year.

These allow us to ensure initiatives are progressing satisfactorily and public funds are being used correctly.

The reports will be required as per the following schedule:

### **Report 1 – 15 Oct (reporting period 1 July – 30 Sep)**

This report should provide a report on progress against your objectives in the first quarter.

It must also give an indication of future milestones and the likelihood of them being achieved.

Details of actual spend for the period will be required, evidencing that spending has been appropriate to the project. This report should include anticipated expenditure for the remainder of the year.

We intend to make a pro forma available to you, to assist with completion of this report and subsequent quarterly reports (contact Claire McKenna for details).

### **Report 2 – 15 Jan (reporting period 1 Oct – 31 Dec)**

This report should provide similar, updated detail to the previous reports, and must include a firm estimate for the remaining three months of the financial year.

### **Report 3 – 15 April (reporting period 1 Jan to 31 March)**

A report will be required in April of each year confirming spend to end March was in line with the earlier reports.

### **End year reports – end April**

A final financial and progress report will be required for the past year and for the entirety of the project, signed off by the appropriate accounting officer of the organisation undertaking the project or an official designated to act on their behalf. This report should be received by Chris Bain no later than the end of April, or one month after the end of the project.

**Reports can be emailed to:** [Chris.bain@gov.scot](mailto:Chris.bain@gov.scot)

### **Alternatively you can send them to:**

Chris Bain  
Primary Care Strategy Team  
Scottish Government  
Area 1R  
St Andrews House  
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