

Form 2 - Foreign travel and associated expenditure approval (occasional travel)

For use by teams not listed in Guide 1 who do not have prior agreement of the need for overseas travel. For more guidance, see the Foreign travel, gifts and hospitality policy.

Employees planning to travel:

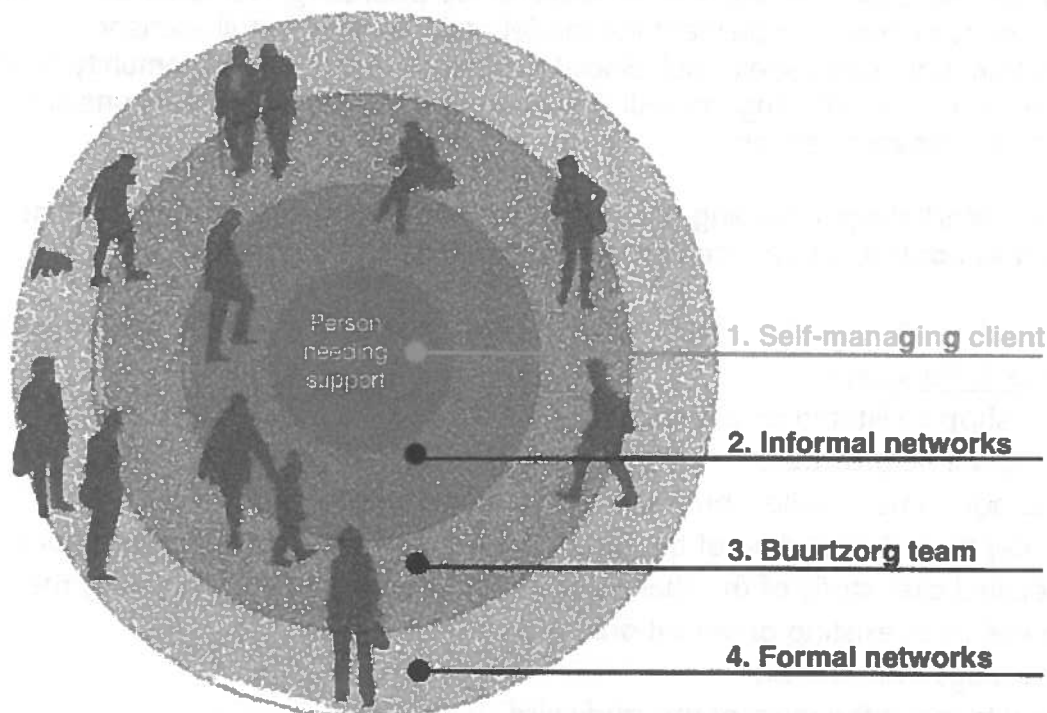
Employee name(s):	Job title(s):
Liz Duncun	Mid Essex ASC Team Manager
Richard Hockley	Mid Essex ASC Acting Team Manager
Darlington Machingura	Mid Essex Senior Social Worker
Ivine Mayo	Mid Essex Senior Social Worker
Julia Lyons	Mid Essex ASC Team Manager
Madeline Carrol	Mid Essex Deputy Manager

Purpose/reason justifying the visit:

Details:

Buurtzorg Visit – 10th December 2018 – 12th December 2018. SCHIPHOL, Netherlands.

The Buurtzorg onion model starts from the client perspective and works outwards to assemble solutions that bring independence and improved quality of life:



Buurtzorg is a model seen as best practice and innovative, it has attracted international attention for its use of independent teams delivering high-quality, relatively low cost neighborhood care. This is an important step towards finding a new way of caring for people in our community, so they can stay at home longer.

Anticipated value / benefit to ECC / Essex:

Details:

The visit would benefit ECC as this will enable Mid to adopt and implement this proactive community care offer. The Buurtzorg healthcare system has reduced costs by around 40%, while the time it takes to administer care has been reduced by 50%. Buurtzorg has also accomplished raised work satisfaction for their employees.

The project methodology and learning will be coordinated by Integration Lead for Mid Essex, this will be shared with the equivalent roles within the other quadrants of the county. This will enable other quadrants to consider adopting a similar method and project for implementation.

Details of visit – dates, itinerary, people/organisations to be visited:

Include also potential engagements –state not yet finalised where this is the case.

Details:

The visit will enable Mid Essex quadrant to understand the Buurtzorg, Netherlands neighbourhood model and the journey of how to implement the model and becoming a full licensee.

Representatives from both Mid Essex Adult Social Care and Provide, the community health provider for the area will be attending the visit. The components within the visit consist of the following steps that Buurtzorg deliver:

1. **Inspiration Workshop**, providing the attendees with a good understanding of the model.
2. **Buurtzorg Academy**, a three step programme containing:

Module 1: Monday 19th and Tuesday 20th November 2018 – Provide HQ, Lime Room

Module 1: Practice & Principles

- 2-day workshop facilitated by Buurtzorg.
- Pre-reading will be provided.
- Detailed programme to follow but essential elements will be:
 - In-depth understanding of the Buurtzorg model: care model, organisational model
 - Detailed case study of the change challenge involved with introducing the Buurtzorg model in an existing organisation.
 - Learnings from the UK
 - How to make the most of the study visit

Module 2: Monday 10th to Wednesday 12th December 2018 – Netherlands**Module 2: Study Visit to the Netherlands**

- 2-day visit.
- We will also provide help and instructions on what to expect and how to get around.
- Ingredients will be: individual shadowing of nurses on their round, presentations on 'the day in the life of a nurse', the role of the coach, quality insurance in the Buurtzorg model, IT and the back office.
- Reflection to put everything we learn in the context of the UK.
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Module 3: Monday 14th and Tuesday 15th January 2018 – Provide HQ, Lime Room | Oak Room**Module 3: Making it happen**

- 2-day workshop facilitated by ourselves.
 - Pre-reading will be provided.
 - Reflections on learnings to date
 - What a good pilot looks like
 - Expert sessions on a variety of topics (to be determined with ourselves): CQC, HR, evaluation, IT, etc)
 - How to secure senior exec commitment
 - We are investigating whether we can include a visit from one of the current pilots in the UK for a presentation and Q&A.
3. **Test and Learn**, a small scale implementation to test the model, find local solutions and enablers to support the model and support to identify any local stumbling blocks.
 4. **Up-Scale**, supporting us to replicate the model on a wider scale
 5. **Full License**, potential for us to roll the model out across our organisation with the ongoing support of Buurtzorg and the Partner Network; with access to BuurtzorgWeb.

The visit will support the work being progressed relating to integrated community health and social care in Mid Essex. The visit will enable us to embed neighbourhood models with the support of Buurtzorg.

Estimated costs:

Refer to policy for key areas, eg travel, accommodation, hospitality, gifts if required, and so on. Add information needed to give a clear understanding of the visit and likely expenditure. Show actual costs where known. Where actual costs are not available in advance, please give estimates and then update the actual costs upon your return – see below.

Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Return flights		£61.00	
Train transfer		£30.00	
Hotel x 2 nights		£188.00	
Dinner x 2 nights		£58.52	
Lunch @ £10.00 (approx)		£20.00	

Above is the break down per participant.

The total cost for the entire trip for 6 participants (accommodation, travel fees and food) is therefore approximately **£2,095.80 inc. VAT**



Breakdown of
costs.xlsx

Authorisation to travel:

The Executive Director will copy this form to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate and Customer Services. If actual costs are not known before travel, please resubmit the updated form upon your return to the Executive Director, who will repeat the above process.

Executive Director:

Name	Signature	Date
Nick PRESMEH		2/11/18.

Comments:

Prior approval of travel plans and budget is also required by the relevant Committee – see policy.

Approval of actual costs by Executive Director (after travel):

Name	Signature	Date