



PROGRAMME HIGHLIGHT REPORT – AUGUST 2014

Aim

- 1.1 To provide an outline update on progress in the delivery of the Integration Programme.

Background

- 2.1 The Integration Programme set out to achieve three main objectives:
- a) The creation of the Shadow Integration Board **ACHIEVED**
 - b) The development of the Scheme of Integration (effectively the governance and operating arrangements for the partnership). This needs to be in place, and signed-off by the Scottish Government by April 2015. Work is in progress and we are **ON TRACK** to achieve the target date.
 - c) The development of a Strategic Planning Framework for the delivery and commissioning of services under the new integration arrangements. The Strategic Planning Framework needs to be in place by April 2016 at the latest. Our local target is to have this in place by October 2015 and we are currently **ON TRACK** to achieve this.
- 2.2 The high-level milestones for the development of both the Scheme of Integration and the Strategic Planning Framework are set out in 6.2 of the agenda alongside the national integration milestones. It is worth noting that national Regulations and Guidance are not due to be published until December and there is, therefore, still a degree of uncertainty as to the effects they may have on the programme.
- 2.3 The detailed plans relating to both the Scheme of Integration and the Strategic Planning Framework – requested at the last meeting of the Shadow Board – are embedded as PDF files below. Both of these plans are working documents.
- 2.4 There are currently 5 work streams supporting the programme. The two main workstreams are:
- Governance & Integration Group – responsible for the delivering the Scheme of Integration
 - Strategic Planning Group – responsible for delivering the Strategic Plan.
- 2.5 These 2 work streams are supported by 3 workgroups
- The Finance Group

- The Workforce Development Group
- The Information, Performance and Technology Group

2.6 Progress across each of these groups is summarised below.

3. Governance & Integration Group

- The outline Scheme of Integration has been revised and a copy of the current draft is attached for information.
- All work stream groups have been tasked with completing developing the content and associated proposed processes that will enable the first draft of the Scheme to be completed by the end of October this year.
- The 1st draft will be brought to the Shadow Integration Board at it's meeting on **December 8th** before it goes out for formal consultation

4. Strategic Planning Group

- An initial gathering and outline analysis of all the key joint and commissioning strategies has been undertaken.
- An initial outline structure has been developed for discussion and further development.
- Practitioner and Stakeholder events in each of the five localities have been provisionally booked from mid-October to mid-November. An agenda for the events is being put together before invitations are issued. It is anticipated that the events will both set out to inform stakeholders about the Integration developments at a national level and the local response that is being developed as well as seeking feedback from stakeholders which can inform the development of the Strategic Planning framework – as well as the development of the wider programme.
- The Practitioner and Stakeholder events will be guided by both the Engagement & Consultation and Communications frameworks which are included elsewhere on this agenda.
- A proposed approach to localities, in line with the legislative arrangements, is being developed and will be brought to the next meeting of the shadow board.
- Under the legislation and the draft regulations, the Partnership needs to establish a formal Strategic Planning Group with a prescribed membership. Proposals are being developed for the membership of this group – these will be subject to the publication of the national Regulations and Guidance in December.
- The NSS (National Support Services) are supporting the work of the group in identifying and analysing information in support of the strategic plan.
- In the coming months the Group will focus, not just on the above but also on:
 - Contributing to the development of the Scheme of Integration
 - Developing and Agreeing the Strategic Planning Framework
 - Developing and resourcing it's forward programme of work.

5. The Finance Group

- The Group have reviewed the revised draft scheme of integration and have established a robust project plan based around 5 work packages:
 - Revenue Financial Planning
 - Revenue Financial Management
 - Statutory Reporting
 - Governance

- Capital Planning and Asset Management
- Good progress is being made against the plan.
- The capacity of the group to deliver the plan had been identified as an issue. However, this is now being addressed.

6. The Workforce Development Group

- The Group has developed a project plan setting out how it will support the development of both the Scheme of Integration and the Strategic Planning Framework.
- Good progress is being made against the plan including:
 - The development of proposed Standard Operating Procedures for the joint appointment of staff
 - The scoping of current HR, Workforce Planning and Organisational Development policies and practices
 - The development of the proposed content and processes for the Staff/Practitioner events in October/November.

7. The Information, Performance and Technology Group

- The Group has developed a work plan setting out how it will support the development of the Scheme of Integration in terms of:
 - Freedom of Information Requests
 - Information Sharing & Confidentiality
 - Complaint Handling
 - Performance Management arrangements
- The Group is also working with the NSS to:
 - Develop a prioritised action plan to address IT and data/information sharing requirements under the new integration arrangements. Small workshops have been established with stakeholders to establish issues and requirements.
 - Take part in an early test-case in terms of SWAN (the Scottish Area Wide Network) to enable both organisations to share the same network.

Recommendation

The Integration Shadow Board is asked to **note** the report.

Policy/Strategy Implications	N/A
Consultation	N/A
Risk Assessment	N/A
Compliance with requirements on Equality and Diversity	N/A
Resource/Staffing Implications	N/A

Approved by

Name	Designation	Name	Designation

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