

Strategic Planning	G	Consultation paper on Strategic Commissioning Regulations – Summary Paper produced for the Programme Board. Draft Consultation Response produced for the Board.
---------------------------	----------	---

Programme Highlight Report Summary

Contribute to Business continuity & Civil Contingencies	G	Content being provided by Jim Fraser and Lorna Paterson
Initial Information Gathering	G	Completed Mid July - Joint/commissioning strategies have been brought together and an initial analysis of the strategies against outcomes has been undertaken
Determine Structure and Content/Framework for Strategic Plan	G	Complete - Initial draft produced in June. Further draft presented to the Board on 6 th October. National Regulations published in Nov. will be "WIP" for the duration of the project.
Stakeholder Analysis	G	Complete - Stakeholder analysis undertaken and contribution to the process identified
Information and Data Analysis work scoped and initiated	G	Work package drafted and NSS engaged to support this work.
Practitioner and User/Carer Engagement Events	G	Events booked and agendas being developed. Notifications sent to staff/practitioners.
SPG Membership	G	Membership of the Project Board. Work started on identifying SPG group membership – as per Draft Regulations
Localities Paper	G	Paper going to the Shadow Board (see attached agenda). This may be updated following the Development Session with the Shadow Board on the 3 rd November.
Outline Plan for Next Stage	G	Work Packages developed for next stage of the Project. These will be agreed at the Project Board in November and Plan will be updated.

Gov. & Integration	A	Version 5 of the Draft Integration Scheme will be submitted to the Programme Board for review and comment. The Draft Integration Scheme will then be revised and returned to the Programme Board for final approval on 28 November. Draft Integration Scheme to be submitted to Borders NHS Board on 4 December for approval, SBC Full Council on 18 December for approval and be shared with the ISB on 8 December (subject to SBC approval).
Section 2 - Local Governance Arrangements. Develop:	G	Section complete and included in Draft Integration Scheme for Programme Board to review and agree/amend
Section 4 – Local Operational Arrangements. Set out:	G	Section complete and included in Draft Integration Scheme for Programme Board to review and agree/amend
Section 14 – Dispute and resolution mechanism	G	Section complete and included in Draft Integration Scheme for Programme Board to review and agree/amend
Section 12 – Liability & Indemnity.	A	Input received from the Risk Manager at NHS Borders via the Care and Clinical Governance workstream. Workstream to review and finalise at next meeting.
Section 13 – Risk Management.	A	Input received from the Risk Manager at NHS Borders via the Care and Clinical Governance workstream. Workstream to review and finalise at next meeting.
Stage 1 – Scoping & Initiation	G	To be completed by mid August
Stage 2 – Research & Development of First Draft	A	To be completed by mid October
Stage 3 – Consultation on 1st draft and development of 2nd draft		To be completed by mid December
Stage 4 – Consultation on second draft		To be completed by end May 2015
Stage 5 – Production of final draft		To be completed by end June 2015

Workforce Planning	A	
Section 9 Workforce – Joint appointments	G	Standard Operating Procedure for Joint Appointments agreed. Previously developed "Joint Staff Framework" to be revisited and refreshed as required. Plan for initial stakeholder engagement developed. Baseline data being collated on workforce planning and HR policy currently being gathered. Draft OD Plan developed
Contribute to Section 7 – Local Operational Arrangements.	G	Staff Governance discussion. Group agreed to work within the management framework
Scope each orgs. existing HR policy - produce a report on significant differences	G	In progress for reporting in October
Agreement for staff to raise public service issues using existing policies	G	In progress for reporting in October
Develop a staff engagement Plan	A	Agreement to link more closely with Communications Group. Chair will be shared between both groups to ensure consistency and best use of resources - Complete
Develop an OD plan up to and including April 2015	G	Work in progress – interim report in October - Complete
Scope and develop joint training	G	Work is underway to scope existing Statutory and Mandatory Training. Work is also underway to look at the potential opportunities within eLearning

Info., Performance & Techn.	G	NHS have circulated a SWAN discussion paper with regard to sharing services and future integration. The paper is being reviewed by both BGH and SBC IT depts..
Section 15 – Information Sharing & Confidentiality	G	Content for the Scheme of Integration has been drafted and submitted
Section 16 – Complaints	G	Content for the Scheme of Integration has been drafted and submitted. It has been agreed with Iris that FOI sits better within Information Sharing so this has been moved over.
Section 23 – Performance Management	G	Content for the Scheme of Integration has been drafted and submitted. Performance will now move to Strategic Planning.
Detailed Information Gathering & Needs Analysis	G	NSS have completed their analysis of IT requirements and submitted a report that will be considered at the Nov meeting of the IT workstream

Finance	G	Key area of progress has been the draft completion of the definitions of financial processes and key underlying principles for incorporation into the Scheme of Integration.
Revenue Financial Planning	G	Revised Draft Regulations have now been issued and work is almost complete to remodel the draft shadow integrated budget. Budget setting principles and high-level process, together with financial planning timetable has also now been defined for incorporation within the Scheme of Integration.
Revenue Financial Management	G	A detailed timetable for the production of management reports to the Shadow Board is now in place. Work continues on developing and agreeing budget reports for all joint Budget Holders
Statutory reporting	G	
Governance	G	An appendix to the Scheme of Integration has been prepared outlining high level arrangements for the assurance of: Risk Management; Claims Handling; Financial Accountability; Resource Transfer; Due Diligence; Audit Committee; Financial Planning and Budget Setting; The Role of the Chief Financial Officer
Capital Planning & Asset Management	G	Work is currently ongoing to define all leased or owned properties currently occupied in whole or part by integrated health and social care services.

Decisions Needed from the Board :

--