



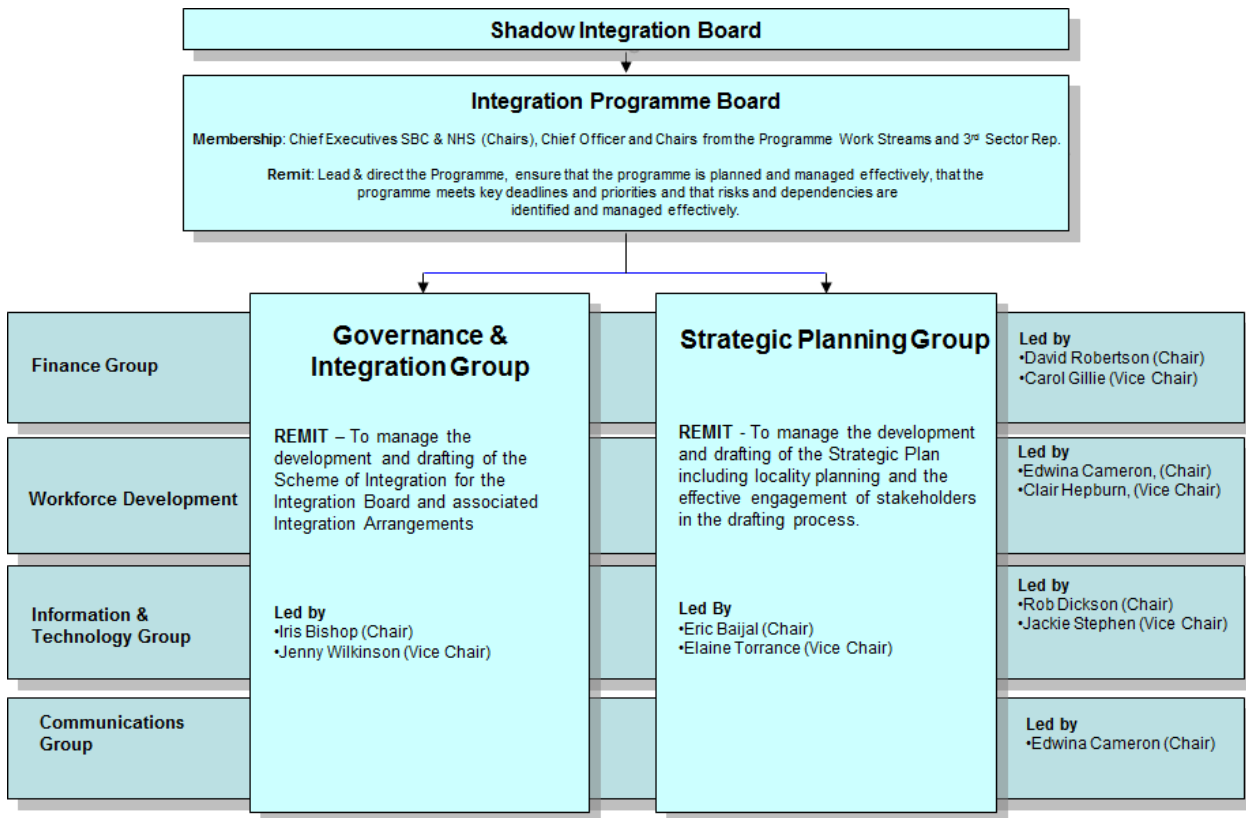
## **PROGRAMME HIGHLIGHT REPORT – September & October 2014**

### **Aim**

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

### **Background and Summary**

- 2.1 The Programme aims to deliver:
  1. a Scheme of Integration (effectively the governance and operating arrangements for the partnership) by April 2015 in line with national, legislative timescales. Work is **ON TRACK** to achieve the target date.
  2. 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 There are now 6 work streams supporting the programme (The Communications & Engagement Group was established within the reporting period). The work streams are shown in the diagram below.



2.3 The two main Work Streams are:

- Governance & Integration Group – responsible for the delivering the Scheme of Integration
- Strategic Planning Group – responsible for delivering the Strategic Plan.

2.4 These 2 work streams are supported by 4 Work Streams

- The Finance Group
- The Workforce Development Group
- The Information, Performance and Technology Group
- The Communications and Governance Group

2.5 Progress across each of these groups is summarised below.

### Overall Progress in the Reporting Period

3.1 Progress continues to be made across all work streams over the reporting period. In particular:

- the development of the draft Scheme of Integration
- the start of a series of staff and third sector briefing and engagement sessions

3.2 Within the reporting period statutory regulations have been published on:

- prescribed functions LA and NHS functions
- National Health & Wellbeing Outcomes
- Content and Effect of and Integration Scheme

- 3.3 Draft Guidance has also been issued on Strategic Commissioning – views are sought over draft guidance. A response has been prepared on behalf of the partnership.
- 3.4 All regulations will be published before the end of the calendar year. The regulations are being reviewed by the appropriate groups (e.g. the guidance on the Scheme of Integration has been applied to the structure of the draft Scheme of Integration which is scheduled to be brought to the Shadow Board in December).

### **Governance & Integration Group**

- 4.1 Work has continued to finalise the first draft of the Scheme of Integration. As stated above the first draft will be presented to the Shadow Board in the 8<sup>th</sup> December (it will have been presented to the NHS Board on the 4<sup>th</sup> December and will be subject to approval by the Council on 18<sup>th</sup> December). An associated engagement and consultation plan will be presented to the Shadow Board at the same meeting.

### **Strategic Planning Group**

- 5.1 The Group have drafted a response to the published draft guidance issued in late October. A proposed approach to localities has been developed and is included at item 5.1 of this agenda. Work packages and project teams are being developed and initiated around:

- Data and performance
- Engagement and Communication
- Planning and Commissioning
- Strategic Finance

- 5.2 The work stream aims to produce a first draft of the Strategic Planning framework to the Shadow Board in April to the first meeting of the Integration Joint Board following agreement by both the NHS Trust and Council.

### **The Finance Group**

- 6.1 The 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.

### **The Workforce Development Group**

- 7.1 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.

- 7.2 Good progress is being made against the plan including:

- The development of proposed Standard Operating Procedures for the joint appointment of staff
- The scoping and base-lining of current HR, Workforce Planning and Organisational Development policies and practices
- Supporting the Staff/Practitioner events in October/November.

## The Information, Performance and Technology Group

- 8.1 The Group has produced content for the Scheme on:
- Freedom of Information Requests
  - Information Sharing & Confidentiality
  - Complaint Handling
  - Performance Management arrangements
- 8.2 A review of the IT and Data sharing requirements of both organisations – and those services/functions which will be central to integration is nearing completion. A draft report has been prepared and is currently being reviewed. The analysis is being worked up into a prioritised set of issues to be addressed with an associated action plan. This will form the next phase of work for this workstream.
- 8.3 Problems with IT, access to information and systems has consistently featured as a concern at the Staff briefing and engagement sessions.
- 8.4 Proposals to 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 are being developed.

## The Communications and Engagement Group

- 9.1 The Group has supported the development and delivery of staff and 3<sup>rd</sup> sector engagement events across the borders. Events have/are being held as follows:
- Hawick – 28<sup>th</sup> October
  - Duns – 30<sup>th</sup> October
  - Galashiels – 4<sup>th</sup> November
  - Peebles – 6<sup>th</sup> November
  - Kelso – 18<sup>th</sup> November
  - BGH – 25<sup>th</sup> November
- 9.2 These are very much initial engagement events and a forward programme of staff and wider stakeholder engagement activity is being planned. A fuller consultation and engagement plan will be presented to the Shadow Integration Board on the 8<sup>th</sup> December at the same time – and in relation to – the draft Scheme of Integration (see attached Shadow Integration Work Programme).
- 9.3 A forward programme of news letters – bi-monthly starting in December has been developed. An interim news sheet was produced for the engagement events.
- 9.4 Analysis of the feedback from the engagement events will be undertaken and issues fed back to the appropriate workstreams for action.

## Recommendation

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

<b>Policy/Strategy Implications</b>	The programme will result in Joint Working
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	policies and a 10 year Strategic Plan, with a 3 yearly review and renewal cycle, for the commissioning and delivery of integrated adult Health and Social Care services across the Borders.
<b>Consultation</b>	The programme will involve extensive consultation over the development, delivery, review and renewal of integrated services as part of an associated Communications and Engagement plan.
<b>Risk Assessment</b>	A risk management approach is applied across the programme.
<b>Compliance with requirements on Equality and Diversity</b>	Integration arrangements will seek to identify and address equality and diversity issues and will be subject to the appropriate Impact Assessments.
<b>Resource/Staffing Implications</b>	None at this stage, however the Programme will address resource and staffing implications via its Workforce Development workstream and through its staff engagement arrangements.

**Approved by**

<b>Name</b>	<b>Designation</b>	<b>Name</b>	<b>Designation</b>
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