

Scottish Borders Health & Social Care Integration Programme

Strategic Planning Governance

1. Purpose

To set out the governance arrangements around the Strategic Planning work stream of the Integration Programme

2. Programme Context

An overview of the Programme Governance arrangements is set out below in Figure 1.

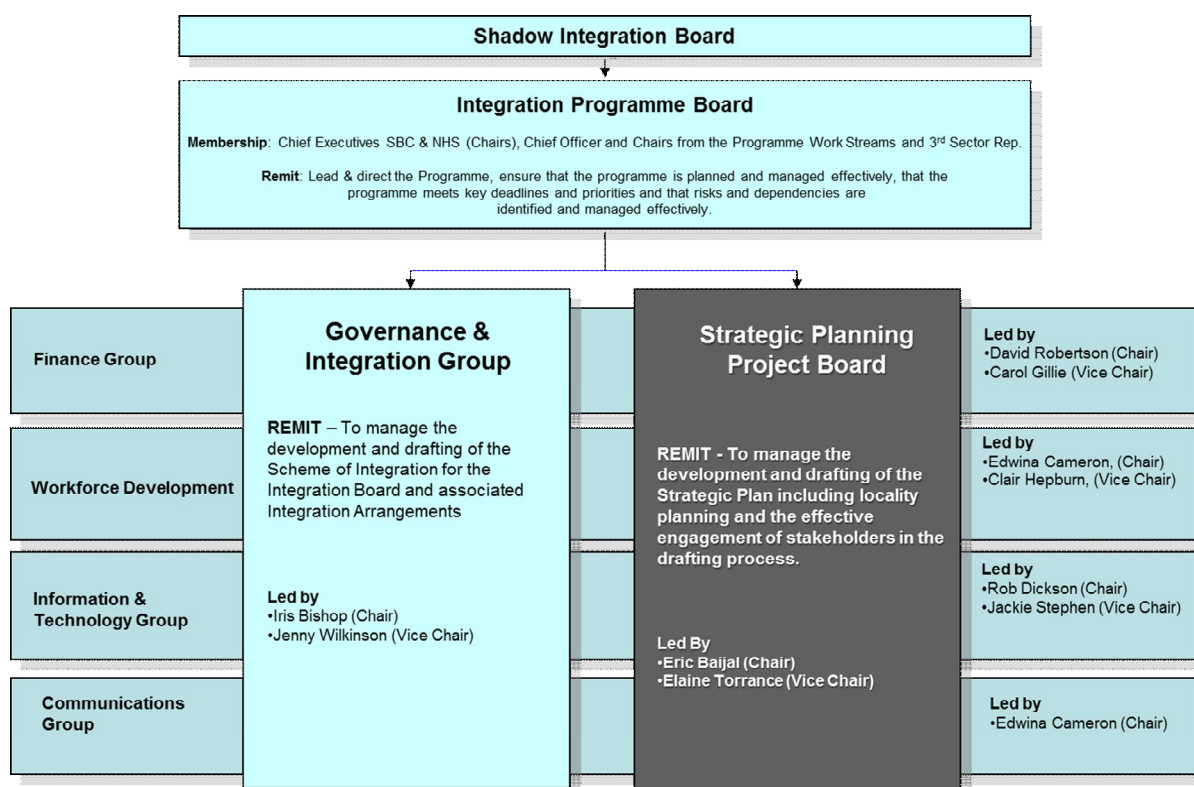


Figure 1 Overall Integration Programme Arrangements

The Strategic Planning work stream is one of 6 work streams under the Integration Programme which are overseen by the Shadow Integration Board and the Integration Programme Board.

The Shadow Integration Board will become the formal Joint Integration Board in April 2015 and will be the standing body responsible for the commissioning and delivery of integrated adult social care and health services through its associated, agreed Strategic (Commissioning) Planning arrangements.

The Strategic Planning work stream is tasked with developing the Strategic (Commissioning) Plan arrangements, (including locality planning and the effective engagement of stakeholders as part of the drafting and agreement of the Strategic Planning arrangements).

3. The Strategic Planning Work Stream Governance - Overview

Figure 2 below summarises the Governance for the Strategic Planning Work Stream which comprises 3 elements - manage, do, review:

1. The Strategic Planning Project Board (**those who manage**) – the formal Project Board
2. The Strategic Planning Project Team (**those who do**) – the team of key officers responsible for delivering and co-ordinating defined packages of work. Each work package is either likely to have a temporary team of people to support the work or be undertaken by one of the other existing programme work streams (see fig 1 above).
3. The Strategic Planning Group (SPG) (**those who review and advise**) – a standing body defined under the Legislation and associated guidance, which will continue to operate beyond the completion of the Programme in October 2015, to support the Joint Integration Board in the development, review and renewal of the Strategic (Commissioning) Plan.

Strictly speaking, as a standing operational element of the Integration arrangements, the SPG is not part of the Programme management arrangements. However, it needs to be in place from March 2015 to enable consultation over the 1st draft of the Strategic (Commissioning) Plan.

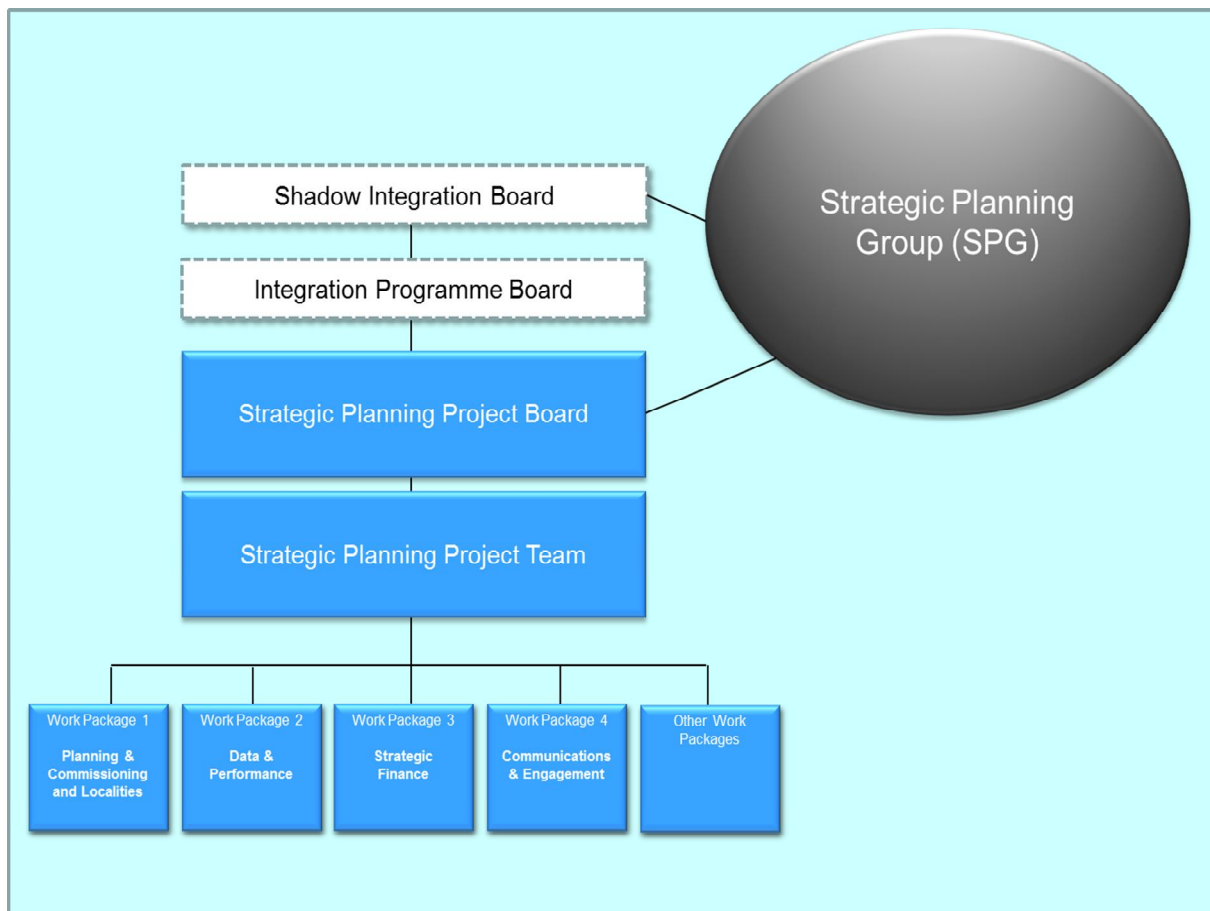


Figure 2 Overview of the Strategic Planning Work Stream Governance

Remits and Terms of Ref for the Board, Project Team and SPG are set out in 4 – 6 below.

4. The Strategic Planning Project Board

4.1 Role and Remit

The Strategic Planning Project Board manages the Work Stream. It is responsible to the Shadow Integration Board through the Integration Programme Board for the delivery of its remit.

The remit of the group is to:

- **manage the preparation of the Partnership’s Strategic (Commissioning) Plan**
- **determine, agree and deliver key priorities and actions as identified from the legislation and associated formal and informal guidance relating to the preparation of the Strategic (Commissioning) Plan**
- **establish and agree an associated performance management framework**
- **establish, develop, and deliver a plan to achieve the above – including establishing and delivering work packages**
- **ensure adequate resources are identified and secured to deliver the above**
- **identify and manage risks and issues relating to the above and to escalate, as appropriate, to the Integration Programme Board.**
- **identify and manage dependencies with other work streams in the wider Programme**

4.2 Membership

The Group comprises senior representatives from the Health Service and Council and includes representatives from the Housing Sector, 3rd Sector, Independent Sector and national organisations.

Group membership has evolved over time and needs to be reviewed – particularly in the light of the establishment of the standing Strategic Planning Group (see 6 below). It is likely that some of the Board membership will migrate to the formal standing Strategic Planning Group.

5. The Strategic Planning Project Team

5.1 Role and Remit

The Project Team comprises key officers involved in delivering work packages (the doers) and is a means of driving the work and making sure dependencies are identified and managed. As such the role of the group is to:

- **Scope, Develop and Deliver Work Packages/Actions**
- **Develop and update the project plan**
- **Manage and monitor delivery**
- **Identify and manage risks, issues and dependencies.**

5.2 Membership of the Project team

The project team will comprise key officers who will have responsibility for work packages and actions within the project plan. As the plan/work progresses the membership of the group may change to reflect the work that is underway at that time. The team will be chaired and led by Bob Howarth as the Lead Officer for the Work Stream.

6. The SPG (Strategic Planning Group)

6.1 Role and Remit

The role and remit is largely determined by the Legislation¹ and associated guidance. The SPG is a standing group – i.e. it has a permanent advisory role in the on-going development, review and renewal of the Strategic (Commissioning) Plan and in support of the Joint Integration Board.

Under the Legislation and associated guidance the remit of the SPG is to support the Integration Joint Board in the development review and renewal of their Strategic Plan and associated integration arrangements.

6.3 Membership

The membership of the SPG is likewise prescribed by the legislation (Section 32) and associated guidance and must include:

- a) health professionals;**
- b) users of health care;**
- c) carers of users of health care;**
- d) commercial providers of health care;**
- e) non-commercial providers of health care;**
- f) social care professionals;**
- g) users of social care;**
- h) carers of users of social care;**
- i) commercial providers of social care;**
- j) non-commercial providers of social care;**
- k) non-commercial providers of social housing; and**
- l) third sector bodies carrying out activities related to health care or social care.**

¹ Public Bodies (Joint Working) (Scotland) Act 2014 – Section 26

In line with the above a work package will be developed to agree:

- the membership of the SPG for the Borders
- the recruitment and process for SPG members – and renewal on a cyclical basis
- a forward programme of activity (as part of the development and publication of the 1st Strategic (Commissioning) Plan by October 2015 and the cyclical (3 yearly) timetable for review and renewal of the Plan
- the induction package to enable members of the SPG to undertake their roles effectively
- Governance arrangements for the SPG.

7. Key Milestones

- February 2015 – Develop Proposals for the establishment, recruitment, induction and support of the standing Strategic Planning Group
 - Proposals to NHS Board on 19th February
 - Proposals to Scottish Borders Council on 19th February
 - **Proposals to Shadow Integration Board on 9th February**
- March 2015 -1st Draft (for Consultation) of the Strategic (Commissioning) Plan to
 - NHS Board on 2nd April
 - Scottish Borders Council on 2nd April
 - **Shadow Integration Board (TBC)**
- March-April –Strategic Planning Group put in place
- **April 2015 – the 1st Draft (for Consultation) presented to the Integrated Joint Board.**
- April–June 2015 – Consultation over the 1st draft of the Strategic (Commissioning) Plan and development of the 2nd draft – via prescribed stakeholders i.e. the Strategic Planning Group.
- June 2015 – 2nd Draft (for wider Consultation) of the Strategic (Commissioning) Plan presented to
 - Integrated Joint Board (TBC)
 - Scottish Borders Council on 25th June 2015
 - NHS Board on 25th June 2015
- July-Sept 2015 – Formal Consultation on the Strategic (Commissioning) Plan
- October 2015 – Strategic Plan agreed by Parent Bodies and Integrated Joint Board
- April 2016 – National deadline for Strategic (Commissioning) Plans to be in place.