

Strategic Planning Group –Terms of Reference

1. Purpose

This paper sets out the proposed terms of reference and role for the Borders Health and Social Care Partnership's Strategic Planning Group.

2. Background

The Integration of health and social care is the Scottish Government's ambitious programme of reform to improve services for people who use health and social care services. Underpinned by the Public Bodies (Joint Working) (Scotland) Act 2014, it aims to ensure that health and social care provision across Scotland is joined-up and seamless, especially for people with long term conditions and disabilities, many of whom are older people.

This means from April 2016, the partnership between NHS Borders and Scottish Borders Council will bring together the following functions (or services to which these functions relate):

- District Nursing
- General Medical Services
- Public Dental Services
- General Dental Services
- Ophthalmic Services
- Community Pharmacy Services
- Community Geriatric Services
- Community Palliative Care
- Community Learning Disability Services
- Mental Health Services including child and adolescent mental health services (CAMHS)
- Continence Services
- Kidney Dialysis outwith the hospital
- Services provided by health professionals that aim to promote public health
- Social work services for adults and older people
- Services and support for adults with physical disabilities and learning disabilities
- Drug and Alcohol Services
- Community Care and Assessment Teams
- Care Home Services
- Adult Placement Services
- Health Improvement Services
- Aspects of housing support, including aids and adaptations
- Day Services
- Local Area Co-ordination
- Respite Provision
- Occupational Therapy Services
- Re-ablement Services

There are a number of functions delegated above that apply to children as well as adults. Those are:-

- District Nursing
- Public Dental Services
- General Dental Services
- Ophthalmic Services
- Community Pharmacy Services
- Community Learning Disability Services
- Mental Health Services including child and adolescent mental health services (CAMHS)
- Kidney Dialysis outwith the hospital
- Community Addiction services
- Allied Health Professionals services

There are number of housing functions which must be delegated and some that may be delegated. The Scottish Government Housing Advice Note of 2015 gives more detail in relation to these. From 1 April 2016, Scottish Borders Council and NHS Borders will delegate responsibilities – and associated budgets - to a joint legal body called the 'Integration Joint Board'. In the meantime, a Shadow Integration Board has been created to oversee the work.

Integration will see NHS, SBC and the voluntary and independent care partners, work as one to deliver services which are integrated around the needs of individuals, their Carers and family members.

3. Strategic Commissioning Plan

As part of the requirements laid down in the Public Bodies (Joint Working) (Scotland) Act 2014, the Integration Joint Board must produce a Strategic Commissioning Plan, and, in 2015, the Scottish Government published Statutory Guidance which requires that Strategic Commissioning Plans must also include a Housing Contribution Statement. The Strategic Plan must set out how they will plan and deliver services for the Borders over the medium term (three years) and, through this, how they will meet the National Health and Wellbeing Outcomes and achieve the core aims of integration:

- To improve the quality and consistency of services for patients, carers, service users and their families;
- To provide seamless, integrated, quality health and social care services in order to care for people in their homes, or a homely setting, where it is safe to do so; and
- To ensure resources are used effectively and efficiently to deliver services that meet the needs of the increasing number of people with long term conditions and often complex needs, many of whom are older.

4. Strategic Planning Group (SPG)

Stakeholder Engagement

All stakeholders must be fully engaged in the preparation, publication and review of the Strategic Commissioning Plan as part of an on-going, cyclical process. To ensure this, the Act requires each Integration Authority to establish a Strategic Planning Group. The Integration Authority is required to consult the Strategic Planning Group on the Strategic Plan as it developed; the Strategic Planning Group acts as an advisory committee to the Integration Joint Board.

Role

The role of the Strategic Planning Group (SPG) is to support the Integration Joint Board in the cyclical development and finalising of the Plan and the continuing review of the progress in its delivery against the agreed national and local outcomes.

The Strategic Planning Group will be concerned with a series of questions throughout the commissioning process, such as the following, based on work by Audit Scotland:

- How many people will need services and what type will they need?
- What is the current provision, is it the right level, quality and cost?
- How can these services improve people's lives?
- Which services will best achieve this?
- How do we develop these services at an affordable cost?
- How do we procure and deliver these services to best effect?
- How do we monitor and review these services?

The process itself does not start or end with the publication of the Strategic Commissioning Plan. Engagement with stakeholders and the involvement of the Strategic Planning Group are all part of a continual, iterative cycle.

The role of the Strategic Planning Group is in developing and finalising the Strategic Commissioning Plan and in continuing to review progress, measured against the statutory outcomes for health and wellbeing, and associated indicators. The Strategic Commissioning Plan should be revised as necessary (and at least every three years), with the involvement of the Strategic Planning Group.

Localities

The views of localities must be taken into account with the Integration Authority required to identify the most appropriate person to represent each locality on the Strategic Planning Group. Local flexibility is allowed, so that an individual can represent more than one locality.

5. Members' Roles

Strategic commissioning is crucially about establishing a mature relationship between different partners from across the public, third and independent sectors in a way which will help to achieve the best services for the population. Providers

themselves will bring knowledge and experience of their services and the outcomes they are delivering. Every partner has a role to play in strategic commissioning, and that is why it is important that local arrangements promote mature relationships and constructive dialogue.

Members will be expected to:

- Act in an advisory capacity
- Represent their sector or professional area (community of interest) see table 1 below.
- Ensure the interests of the agreed localities are represented
- Develop and maintain the necessary links and networks with groups and individuals in their community of interest to enable views to be sought and represented over the development, review and renewal of the Strategic Commissioning Plan
- In the first year, to take an active role in the development of the initial draft of the Strategic Commissioning Plan (as well as the subsequent drafts)
- Help ensure the Plan reflects the needs and expectations (and that there has been an adequate assessment of those needs and expectations) both across the Borders and in the localities

6. Membership

The membership of the SPG is given in Appendix 1. Should the group identify that other stakeholders or partners would add value then appropriate representatives will be invited to attend. Attendees are there to support the Strategic Planning Group.

7. Quorum

No business shall be transacted at a Strategic Planning Group meeting unless there are present both Service Users and Carers of Service Users and at least half of the whole number of Members of the Strategic Planning Group.

Appendix 1**Members of the Strategic Planning Group**

Prescribed Group/Title	Role	Name and Deputy
Health Professional	Chair of Area Clinical Forum	Karen McNicoll Deputy: ACF Committee Member
GP	GP Sub-Committee Representative	Tim Young Deputy: Sandy Morris
User of Health Care	Representative from NHS Public Participation Network	Dr Peter Symms
Carers of Users of Health Care	Manager, Borders Carers Centre	Lynn Gallacher Deputy: Linda Jackson
Social Care Professional	Acting Group Manager/Specialist Teams Manager Health & Social Care, SBC	Gwyneth Johnston Deputy: David Powell
Users of Social Care	Co-ordinator, Borders Voluntary Care Voice	Jenny Miller Deputy: Kathleen Travers
Carers of Users of Social Care	Manager, Borders Carers Centre	Lynn Gallacher Deputy: Linda Jackson
Commercial Providers of Social Care	Local integration Lead, Scottish Care	Margaret McGowan Deputy: Margaret McKeith
Statutory Housing Authority	Housing Strategy Manager, SBC	Gerry Begg Deputy: Donna Bogdanovic
Non-Commercial Social Housing Providers	Director of Housing and Care Services, Eildon Housing Association	Amanda Miller Deputy: tbc
Third Sector Bodies whose activities relate to Health and Social Care	Executive Officer, The Bridge	Morag Walker Deputy: tbc
Staff Representative SBC	Staff Officer, SBC	David Bell
Staff Representative NHS Borders	Mental Health and Learning Disability Services Partnership Chair	Shirley Burrell
Non-Commercial Providers of Health Care		tbc
Non-Commercial Providers of Social Care		Representative from SBCares tbc

In attendance

Susan Manion	Chair & Chief Officer
Eric Baijal	Director of Strategy
Elaine Torrance	Chief Social Work Officer
Tim Patterson	Joint Director of Public Health
Paul McMenamin	Interim Chief Financial Officer for Integrated Joint Board
Alasdair Pattinson	General Manager Primary & Community Services

	NHS Borders
Sandra Campbell	Programme Manager (Integration)
Julie Kidd	Principal Information Analyst NSS
Clare Malster	Strategic Community Engagement Officer
Steph Errington	Head of Performance and Planning NHS Borders
Clare Richards	Project Manager (Integrated Care Fund)
Carin Pettersson	Communications Officer (Integration)
Trish Wintrup	Locality Co-ordinator
Stewart Barrie	Locality Co-ordinator
Shona Donaldson	Locality Co-ordinator
Jane Robertson	Service Development Manager
Cathie Fancy	Group Manager for Housing Strategy & Services
Julie Watson	Organisational Design & Change Business Partner

Dr Eric Baijal

17 May 2016