



Scottish Borders
Health and Social Care
PARTNERSHIP

**Meeting of the Strategic Planning Group
1.30pm to 3.00pm on 18 May 2016
Committee Room 2, Scottish Borders Council Headquarters**

Minute

Present: Margaret McGowan, David Bell, Peter Symms, Tim Young, Jenny Miller, Karen McNicoll, Linda Jackson, Gerry Begg, Gwyneth Johnston

In Attendance: Eric Baijal (Chair), Carin Pettersson, Clare Malster, Paul McMenamin, Trish Wintrup, Shona Donaldson, Stewart Barrie, Clare Richards, Julie Watson, Suzanne Hislop (Minutes)

1.	Welcome <ul style="list-style-type: none">• Introductions were made and the Chair welcomed Julie Watson (Organisational Design & Change Business Partner) who was attending the Strategic Planning Group for the first time.	
2.	Apologies: Susan Manion, Elaine Torrance, Morag Walker, Amanda Miller, Shirley Burrell, Alasdair Pattinson, Steph Errington, Julie Kidd, Sandra Campbell, Tim Patterson, Cathie Fancy, Jane Robertson	
3.	Minutes of the previous meeting <ul style="list-style-type: none">• The minutes of the previous meeting of 19 April were accepted as a true record.• The group went through the actions arising from the last minute and updated the action tracker.	
4.	Matters Arising <ul style="list-style-type: none">• None noted.	
5.	Performance Monitoring <ul style="list-style-type: none">• The Chair gave a presentation on annual performance reporting requirements that outlined the issues around performance monitoring for the Integration Joint Board (IJB). It is a legal requirement to publish annual performance monitoring report from 2016/17 onwards. The deadline is 31 July 2017 and preparation needs to begin now with a collaborative approach across the Partnership required. Quarterly performance monitoring reports are to be provided to the IJB.• The Commissioning & Implementation Plan will be required to be	

	<p>reviewed every three years.</p> <ul style="list-style-type: none"> • There are several bodies that will be auditing and reviewing performance and there are currently 19 pieces of guidance in relation to Health & Social Care. EB to circulate a link to these documents. • The importance of communicating with those involved with providing services and ensuring that they are kept informed regarding decisions was raised. This will allow staff to assess, for example, if they will be required to work in a different way or develop new skills. • The issue of Co-production and how this is assessed was raised. An approach to Co-production is being discussed at the Community Planning Joint Delivery Team meeting today and a copy of this document is to be circulated. • Presentation to be circulated. 	<p>ACTION EB</p> <p>ACTION CM ACTION SH</p>
6.	<p>Integrated Care Fund – Scottish Government Submission</p> <ul style="list-style-type: none"> • The Integrated Care Fund (ICF) End of Year Submission to the Scottish Government was presented to the group. As an advisory group to the IJB, it is important that the SPG are aware of the report. • This has been to the Strategic Planning Board and minor amendments made in light of feedback received. • It was noted that some missing information had been recently supplied and an updated version of the document is available. • It was agreed that this was a useful paper and the dashboard included at the beginning for ease of reference was helpful. 	
7.	<p>Terms of Reference</p> <ul style="list-style-type: none"> • The revised Terms of Reference were discussed. Some amendments were suggested including: <ul style="list-style-type: none"> ○ Cathie Fancy (Group Manager for Housing Strategy & Services) to be added to list of those ‘in attendance’. ○ Order of columns in membership table to be changed to show prescribed group followed by role and name. ○ ACF Committee member to be added as Karen McNicoll’s deputy. • It was agreed by the group to approve the Terms of Reference with the addition of the aforementioned amendments. 	<p>ACTION SH</p>
8.	<p>Provision for Patients/Clients with Sensory Impairment</p> <ul style="list-style-type: none"> • The paper produced by PS was discussed. • The Chair emphasised that this was an issue of importance to the IJB/Partnership. • GJ is keen to involve PS in discussions around the issues to be addressed in the future planning of Sensory Services. The ‘See Hear Strategy’ is looking at integrated working and pathways. This is a complex piece of work that is currently focused on training, but is due to be expanded. Currently centralised sensory services approach with small numbers of people working in this area. Is going to be a challenge as to how these services are delivered locally. Will be important to engage with the Third/Voluntary Sector to capture the changes taking place in provision within these sectors. • Was agreed that it may be appropriate to present an item on the ‘See Hear Strategy’ to both the Strategic Planning Board (SPB) and the SPG later in the year when work has progressed. • It was suggested that it was important to focus equally on mainstream transformation and smaller group and ensure people have confidence in us to consider all groups and demonstrate that we are tackling inequality and exclusion. 	

9.	<p>AOB</p> <ul style="list-style-type: none"> • A mock-up of the GP communication that CP and Annabel Howell (Associate Medical Director PACS and Palliative Care, NHS Borders) have been working on was presented to the group. It was emphasised that the images used are not final and the focus should be on the content. • The Strategy for Engagement and Communication was also tabled. The group were asked to feedback any comments on the Strategy by end of play on Monday. • The following suggestion were made: <ul style="list-style-type: none"> ○ Inclusion of heading titled 'Integration at a glance' ○ One side format in place of a pamphlet. ○ 3rd Sector to be replaced by Third Sector in the table. • It was suggested that this communication could go to all staff rather than only GPs. Communications Workstream to take up the issue of a general communication. Though to also be given to a separate communication for clinical staff working in acute settings. • The work of Alan Bonfield (Visual Impairment Officer) in reviewing communications was highlighted by GJ. 	<p>ACTION ALL</p> <p>ACTION CP</p> <p>ACTION CP/CM</p>
10.	<p>Date and time of next meeting: The date of the next meeting was given as 11 July 2016 from 2.00pm to 3.30pm in Committee Room 2.</p>	