




**Meeting of the Strategic Planning Group
9.00am to 10.30am on 23 January 2017
Committee Room 2, Scottish Borders Council Headquarters**

Minute

Present: Linda Jackson, Caroline Green, Gerry Begg, Lynn Gallacher

In Attendance: Elaine Torrance (Chair), Jane Robertson, Suzanne Hislop (Minutes)

1.	Welcome <ul style="list-style-type: none"> The Chair welcomed those present and explained that while the meeting was not quorate, it would be useful for members to discuss the agenda issues, including the review of the role of the group. 	
2.	Apologies: Gwyneth Johnston, Tim Young, Margaret McGowan, David Bell, Amanda Miller, Anne Livingstone, Morag Walker, Jenny Smith, Lynne Crombie, Shirley Burrell	
3.	Review of Role of SPG – Including Review of Terms of Reference & Membership <ul style="list-style-type: none"> The Chair informed the group that Eric Baijal had recently left his post as Director of Strategy for Integration. The team managed by Jane Robertson are now looking at how best to support the delivery of the integration agenda and join the different strands of work together. The Chair explained that an aim of this meeting was to bring members up-to-date and to look to the future of the Strategic Planning Group (SPG). The SPG is an important group as the Partnership's key partners sit here and the group is a statutory requirement of the Joint Public Bodies Scotland Act, with a key role to act as an advisory committee to the Integration Joint Board (IJB). The guidance available in the legislation is very much focused on the the first year and the development of the Partnership's Strategic Plan, with very little set out after this period. The existing Terms of Reference (ToR) reflects this and is focused on this initial period. A revised ToR was tabled for discussion. <div style="text-align: center;">  SPG Terms of Reference JR.docx </div> <ul style="list-style-type: none"> The following comments/suggestions were made: <ul style="list-style-type: none"> There should be a closer link between the IJB and the SPG. This group provides an opportunity to speak with those outwith the organisation and it has sometimes felt that this contribution was not taken full advantage of. The processes in place are lengthy and cumbersome. (It was 	

	<p>acknowledged that there had been too much emphasis on governance and processes in the past but that a streamlining of the structures was currently being undertaken to address this)</p> <ul style="list-style-type: none"> ▪ Quarterly meetings aligned to the IJB meetings were proposed. ▪ An IJB representative should be included on the SPG. (This has been addressed in the revised ToR). ▪ SPG members should be able to raise issues with the IJB. It was agreed that the wording of the revised ToR be changed to 'Identify and raise issues that may impact on the delivery of the local objectives set out in the Strategic Plan...' ▪ Performance reporting data should be coming to this group. The IJB are not currently receiving a regular update on performance reporting or the strategic plan. This is currently being looked at and will be addressed. ▪ SPG members should feel able to have a frank exchange of views and trust and confidentiality are key to this. ▪ The opportunity for fuller discussion is required before documents etc. go to the IJB for sign off. ▪ Everything that goes to the IJB should come through the SPG. Papers for the IJB are currently made available 7 days in advance of meetings. To be established if IJB papers can be made available two weeks in advance in order to give SPG members opportunity to review and comment. This issue is to be raised when the revised ToR for the SPG goes to the IJB. Timings of future meeting to be looked at with this in mind, with frequency of meetings also to be kept under review. ▪ Revised ToR to be updated to capture that the SPG has a responsibility to contribute to any formal updates of the Strategic Plan. ▪ Proposed Quorum to consist of Chair and a minimum of six Members. ▪ Jane Robertson to be added to membership as the representative of localities. ▪ Chair to be moved from the attendance list to the membership list in light of the revised quorum. ▪ To be made clear that the prescribed group titled 'Non-Commercial Providers of Health Care' includes not for profit organisations. ▪ Nominations to be sought for representatives of 'Non-Commercial/Not for Profit Providers of Health Care'. Organisations including Marie Curie are to be approached. CG to pass on contact details for possible representative from Marie Curie. ▪ The Membership of other partnerships' SPG's to be identified to inform the finalisation of this group's membership. ▪ There was some discussion around Third Sector representation. It was acknowledged that while the SPG membership cannot include everyone, it was important that we are linking in with groups that are not part of the formal governance. A co-ordinated approach by the Third Sector would enable/facilitate this, with a workshop to bring organisations together to discuss this issue suggested. 	<p>ACTION JR</p> <p>ACTION ET</p> <p>ACTION JR</p> <p>ACTION JR</p> <p>ACTION JR</p> <p>ACTION JR</p> <p>ACTION JR</p> <p>ACTION JR</p> <p>ACTION CG</p> <p>ACTION JR</p>
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	<ul style="list-style-type: none"> ▪ The outcome of the ongoing review of the governance and structures to be brought to this group when available. ▪ An updated version of the ToR is to be circulated and come to the next meeting of the SPG for ratification. 	ACTION JR ACTION JR/SH
4.	Health & Social Care Delivery Plan <ul style="list-style-type: none"> • The H&SC Delivery Plan was published in December. • The Chair gave a brief overview of this document, highlighting key sections of interest including the H&SC actions contained on pages 8 & 9. • This document provides a useful prompt for a dialogue around what the Partnership's priorities should be and will help to identify 10 or 15 priorities linked to the national objectives that will help to progress work such as the Commissioning & Implementation Plan. 	
5.	Annual Performance Report <ul style="list-style-type: none"> • The Partnership is required to publish an Annual Performance Report (APR) by the end of July. Currently in the process of gathering information to populate the proposed template that will go to the IJB at the end of February. • The APR will take the form of an impact report and the tight timescale for completion was highlighted. • The Carers Centre would be willing to offer data to help produce the report. • APR to come to this group in due course. The intention is to capture some qualitative data and the Carers Centre may again be able to help with. 	
6.	Performance Monitoring Framework <ul style="list-style-type: none"> • Very little has been going to the IJB around performance. • The PMF included in the papers for today's meeting is work that has been undertaken up to this point. • A performance report will go to the IJB at the end of February and this will be refined and developed following this. 	
7.	Locality Planning Update <ul style="list-style-type: none"> • Draft Summary Locality Action Plans have been produced through the five Locality Working Groups (LWGs). The LWGs were tasked with developing the Locality Plans for the Partnership. JR gave a brief overview of the format of the plans. These have gone to the Executive Management Team (EMT) and are due to go to the next IJB meeting scheduled for 27 February. The plans will also be presented at the various Area Forums. • Thoughts and comment on how to enhance the draft Summary Locality Action Plans are welcomed with feedback to be forwarded to JR as soon as possible. • It was suggested that the partnership with the Third and Voluntary Sectors needs to be further reflected in the plans. • It was also suggested that the reference to Extra Care Housing in relation to Berwickshire should to be expanded. • The demographic information present in the summary plans was felt to be useful. 	ACTION ALL
8.	Workforce Development <ul style="list-style-type: none"> • JR has met with June Smyth (Director of Workforce & Planning) and Clare Hepburn (Chief Officer HR). In the process of outlining a plan, with the joint workforce plan and joint recruitment process identified as key priorities. 	

9.	AOB <ul style="list-style-type: none">• None noted.	
10.	Date and time of next meeting: Monday 13 February 2017 between 2.00pm and 3.30pm in Committee Room 1 SBC HQ	