



## Meeting of Strategic Planning Group 24 November 2015 Committee Room 2, Scottish Borders Council Headquarters

## Minute

Attendees (SPG Member): David Bell, M McGowan, Fiona Morrison, Amanda Miller, Bob Howarth

**Also in attendance:** Clare Malster, Carin Pettersson, Sandra Campbell (Chair in Susan Manion's absence), Julie Kidd (Minutes in Suzanne Hislop's absence)

		Action
1.	Apologies: Susan Manion (Chair), Eric Baijal, Suzanne Hislop, Shirley Burrell, Jane Douglas, Tim Young, Elaine Torrance, Morag Walker	
2.	Minutes of the previous meeting	
	As too few SPG members were present for the meeting to be quorate, the minutes of the previous meeting (14 October 2015) were not reviewed for accuracy nor signed off – carry forward to next meeting.	
3.	Matters Arising	
	There were no matters arising.	

4	Second Draft of Strategic Plan Update	
4	The group discussed the Strategic Plan Highlight Report. JK noted that the Plan as it stands is not representative of all Service/Strategy areas that come under the H&SC Partnership's responsibility and that she had sought input from the Strategic Planning Managers group to help rectify the imbalance. She had also attended Susan's weekly Health and Social Care Management Team meetings, the Strategic Planning Project Board (23 <sup>rd</sup> November) and now this SPG, to relay the same message. She noted that Housing colleagues in Cathie Fancy's team were working to provide at least a brief contribution (which will likely cross-reference the Housing Contribution Statement that they are preparing). However, other areas are still absent from the Plan other than as part of a list of services that are integrating. Those round the table agreed that they would help source and provide material for inclusion in the Plan, and help to publicise it to others.	All
5	Integrated Care Fund (ICF) update	
	<ul> <li>BH gave an update on the ICF Programme, noting that he is currently in a "caretaker" role before a new Project Manager is appointed. He tabled: <ul> <li>An ICF Highlight report;</li> <li>The list of 18 projects submitted (a subset of which are approved);</li> <li>An outline of the current financial position.</li> </ul> </li> <li>It was noted that there is a possibility of the names given to the projects in the ICF list may differ from the way the same projects are described in the current draft strategic plan. This is because the wording in the Strategic Plan was "simplified" and this may have inadvertently resulted in projects being given varying names. Agreed that the names on the ICF list will be cross-checked against those on</li> </ul>	ВН
	that the names of the for list will be cross-checked against those of the the Plan for consistency. BH agreed to send electronic copies of the tabled documents for circulation to all.	ы
	<ul> <li>In relation to potential ICF projects involving voluntary/3<sup>rd</sup> sector (and indeed more widely), the group noted that there were challenges to successfully engaging with the voluntary/3<sup>rd</sup> sector and trying to improve the communication links (we currently use the same email/distribution list each time). All SPG members present took an action to this about what more could be done (and how) to develop closer communication links.</li> </ul>	All
	<ul> <li>A suggestion was made about perhaps having an ICF information event regarding some of the projects already in progress. It was agreed that this would be referred to Susan Manion for a view.</li> </ul>	SC -> SM

6	Engagement Plan	
	Regarding staff engagement events (feedback from which is required by the close of consultation on 11 <sup>th</sup> December), it was not clear to what extent these were taking place. CP took an action to contact senior managers and see if they need any help in raising the profile of the Strategic Plan and/or seeking feedback on it.	СР
	The drop-in sessions for public are in progress. Attendance at the Jedburgh Food Market on 1 <sup>st</sup> November was successful and 60 questionnaires were completed. The session in Hawick on 23 <sup>rd</sup> was smaller but Susan Manion felt that she received good quality feedback from the c.10-12 people she talked to. The remaining sessions are:  • Galashiels Interchange, 27 <sup>th</sup> November  • Duns Library, 3 <sup>rd</sup> December  • Tesco Peebles, 4 <sup>th</sup> December.	
	Susan and CP are also due to present at a session for Borders college, to students who are studying Health and Social Care.	CP/SM
	A third H&SC Integration Newsletter will be sent out very soon, as widely as possible.	CP/SM
	FM reported that the consultation events with carers have happened now in each locality, that they were good and came up with some good practical solutions. FM to forward feedback to CP for further discussion/action amongst SP Managers group.	FM
	Housing events (in relation to the Housing Contribution Statement) are due to take place in December). It was acknowledged that colleagues of AM's in housing are working on some suggested wording for inclusion in the Strategic Plan and that this wording will be forwarded to JK once ready.	Housing (Lindsey Renwick)
7	Future of Groups	
	SC introduced the document written by Eric Baijal and directed SPG members to the appendix – the lists of current and potential future membership. The observation in response to this was that the appendix is difficult to follow, there appears to be some duplication and it was asked whether the membership of any groups could be cut down. It was also felt that it would be helpful to map out related activities that are happening, e.g. community groups. It was felt that the restructure of groups should take account of the existing (cluttered!) group landscape, e.g. multi-agency groups that already exist re key strategic areas such as Learning Disability and Mental Health. It was acknowledged that to do a stocktake of this would probably be time consuming. However, SC took an action to do this in discussion with Susan and Eric in early 2016. Points to include:-  1. Stocktake of groups  2. Consider whether we have managed with all current groups.  3. Consider whether we have engaged with all groups in the right way.	SC
	It was also noted that it can be difficult for group members to keep track of who else is a member of a given group as emails don't tend to explicitly include all group members in the "To" field. It would be helpful (presumably once group membership has been revised accordingly) for contact details	Suzanne Hislop

	for all members of the SPG group to be emailed to all others.	
8	AOCB	
	None noted.	
9	Date and time of next meeting:	
	13 January 11.00am – 12.30pm	