






**Meeting of Strategic Planning Group
13 January 2016
Committee Room 2, Scottish Borders Council Headquarters**

Minute

Attendees: Eric Baijal (Chair), Amanda Miller, Carin Pettersson, Margaret McGowan, Tim Patterson, Tim Young, Julie Kidd, Linda Jackson, Clare Malster, Jenny Miller, Elaine Torrance, Dr Peter Symms, Jane Douglas, David Bell, Suzanne Hislop (Minutes)

		Action
1.	Apologies: Susan Manion, Morag Walker, Shirley Burrell, Steph Errington, Alasdair Pattinson, Sandra Campbell, Fiona Morrison	
2.	<p>Minutes of the previous meeting</p> <ul style="list-style-type: none"> The minutes of the previous meeting of 24 November were accepted as a true record.  <p>SPG Minutes 24 November 2015.docx</p> <ul style="list-style-type: none"> The group went through the actions arising from the last minute and updated the action tracker.  <p>Action Tracker SPG 13 January updated.docx</p>	
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> As the meeting held on 24 November was not quorate, the minutes from the meeting held 14 October were therefore also approved by the group.  <p>SPG Minutes 14 October 2015.doc</p>	

4.	<p>Draft Terms of Reference and Membership - Strategic Planning Group</p> <ul style="list-style-type: none"> • The Chair explained that there had not been any real change to the Terms of Reference but the membership of the Strategic Planning Group has been revisited. This was reviewed to address the overlap that existed between the Strategic Planning Project Board and this group. The original intention of the SPPB was to be a small tight group which would write and progress the Strategic Plan through the correct administrative processes. The SPPB also had a role in the Integrated Care Fund. We have now reconstituted what was the SPPB to form the Strategic Planning Board which is a small group of action takers supplemented by a couple of other key people to take forward the actual work. There were number of people on the original Strategic Planning Project Board who held a more consultative role and would be better placed on the Strategic Planning Group. The main change is therefore to the membership of the Strategic Planning Group to include people who were originally on the Strategic Planning Project Board but are now not on the newly formed Strategic Planning Board. • The Chair asked for thoughts and comments from the group before pointing out that we still require a Health Professional representative. Karen McNicoll (Chair of the Area Clinical Forum) has been previously contacted regarding this and forwarded the meeting details after agreeing to identify an appropriate person. The Chair took an action to follow up on the previous correspondence with Karen McNicoll. The Chair also highlighted that the Chief Financial Officer is to be added to the membership of the SPG. The issue of a Locality Representative was discussed at the previous Strategic Planning Board and it was agreed that it would be best to ask the new Locality Co-ordinators when in post. The Chair also took the opportunity to apologise for having failed to welcome Dr Peter Symms as a new member to the group. The Chair welcomed Dr Symms and thanked him for his participation. • CM informed the group that the Community Councils feel outwith this process and the Chair asked CM if it was therefore appropriate to ask a member of the Community Council Network to attend SPG meetings. It was agreed to invite a representative from the Community Council Network to future meetings. The Chair to write to the Chair of the CCN. • TP asked where the acute sector was represented on the SPG membership. The Chair explained that the need for an appropriate professional from the acute sector has been taken up with the Area Clinical Forum. TP was thinking about representation at a more managerial level and someone who would have an overview of issues such as reducing emergency admissions and preventing delayed discharges. The Chair suggested that he and TP discuss this issue outwith this meeting. • The issue of deputies was raised and it was agreed that SH would contact all of those on the revised membership list who do not already have a deputy and ask for nominations in advance of the next meeting with outstanding action to be updated on tracker. • The issue of a quorum for the SPG was raised. The Chair is to look into this and report back to the group. • Linda Jackson who was attending the meeting on behalf of Fiona Morrison asked about incorporating a mechanism for identifying gaps or feeding back when things are not working. The Chair is to come up with a form of words and amended the Terms of Reference to reflect this. It was agreed that the changes discussed are to be made to the document which will be reviewed at the next meeting. 	<p>Chair Chair</p> <p>Chair</p> <p>Chair/TP</p> <p>Chair</p> <p>Chair</p>
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5.	<p>Draft Terms of Reference and Membership - Strategic Planning Board</p> <ul style="list-style-type: none"> The Chair explained that the Terms of Reference for the Strategic Planning Board reflect his earlier comments regarding the intention to have a small group with responsibilities for the Integrated Care Fund funding with no projects going onto the Executive Management Team without first being approved by the SPB. ET questioned whether the SPB had enough members with suitable seniority to make these decisions. The Chair explained that we are trying hard to keep the membership down to people who are directly involved with the Strategic Plan. It was agreed that the Chair, ET and relevant others to have a discussion outwith the meeting about the membership of the SPB and inform the SPG of the outcome. ET suggested that a diagram setting out the structure of the groups and how they relate to each other would be welcome to provide clarity. The Chair sketched out a basic diagram for members showing the structure of some of the programme groups and instructed SH to contact SC and ask for the diagram she is currently working on around the structure of groups for circulation when available. EB asked that bullet points be included as this would be helpful. The revised version of the Strategic Planning Board Terms of Reference and membership and a chart that sets out clearly the governance, information flow of the various programme groups is to be brought to the next meeting. Linda Jackson expressed concern that Carers and the Third Sector are not represented on the SPB and asked if these groups could have a champion on the SPB or alternatively submit papers. Thought is to be given to Voluntary and Carer representation on the SPB. TP suggested that it would be useful to explain where the ICF projects are generated from, where they come from and what the process is around this. DB suggested Organisational Development be represented on the SPB. DB requested that the SPB minutes be sent to the Joint Staff Forum. There is therefore to be a discussion outwith the meeting in relation to the SPB and the following: <ul style="list-style-type: none"> Appropriately senior managers being represented on the SPB. Voluntary and Carer representation on the SPB. Organisational Development representation on the SPB. The request from DB that the minutes of SPB meetings be sent to the Joint Staff Forum for information. The Chair is to write to absent members to summarise the changes to the SPG and SPB and explain that we are looking forward to their regular attendance. 	<p>SH</p> <p>Chair/ET</p> <p>Chair</p>
6.	<p>Strategic Plan Update</p> <ul style="list-style-type: none"> A presentation was given by the Chair, JK, and CP on the progress made with the Strategic Plan to date. The Chair was hopeful that we will have the opportunity to give this presentation to the Integrated Joint Board at the development session being held on 20 January. We feel it is important to do this and is also a good opportunity to feedback the views of this group to the IJB on the 20th. The Chair asked that comments from members today be carefully recorded in the minutes so that this can form the feedback to the IJB. The Chair went on to explain that the Equalities Commission have instructed all partnerships to produce an equalities action plan. Partnerships have however suggested that this is not appropriate as have they no employees and would expect that services commissioned would cover this requirement and this would be part of the commissioning process. This has 	

	<p>not been settled to date and wider discussions are taking place around this issue.</p> <ul style="list-style-type: none"> • AM wanted to understand the risk around the implementation of the Strategic Plan. JK explained that locality planning is a good example of where the risk is and we have to be mindful of not focusing on the Strategic Plan in isolation but to consider the other pieces of work that are required. • ET highlighted that in the past when we have done consultation we have had a summary of the key themes and suggested that it might be useful to see what the key themes are which would also be useful for audit purposes. JK explained that we have an audit trail of the feedback received and what has been included in the document. After further discussion the SPG agreed that the IJB should see a summary of the themes that came out of the engagement. This is to be added to the paper produced by CP for the IJB development session on the consultation on the second draft of the Strategic Plan. • CP's paper was discussed and the figures included within. CP described this as quantitative and was unsure how useful this was in obtaining an accurate picture of how many people we reached. The Chair agreed that it was difficult to calculate reach. JD stated that the IJB were clear that they wanted to know how many people had responded to the consultation and this was echoed by DB. • AM raised the subject of the Housing Contribution Statement. A Housing Workshop was held in December and used as an engagement vehicle to inform the Strategic Plan. • TP asked if the GP Sub-Committee had fed back to the process. TY informed the group that this has been discussed at the meetings which the Chief Officer attends and this was reflected in the minutes. TY confirmed that the GP's are signed up to the process. • DB stated that as an advisory group it is important that we raise our concerns about the potential reputational damage that would be caused should there be a delay in the IJB signing off the Strategic Plan on 1 February. This was agreed by the group who also agreed that they are supportive of the work that has taken place to date and have confidence in the plans to take this forward. 	
7.	<p>Integrated Care Fund</p> <ul style="list-style-type: none"> • The Chair introduced the Integrated Care Fund Paper which gives an overview of programmes and projects. Due to time constraints the paper was noted and there is to be a fuller discussion of the ICF at a later meeting when a paper on governance will be made available. 	Chair
8.	<p>AOCB</p> <ul style="list-style-type: none"> • TY provided an updated on the comments made by Sandy Morris in the minutes from the meeting held on 14 October relating to the Quality and Outcomes Framework for GP's. QOF has been disbanded and there is an evolving prospect of GP practices collaborating in clusters moving forward. • The Chair highlighted that the minutes of this meeting are unlikely to be ready for the IJB session on 20 January, but feedback will be provided from today's meeting. 	
9.	<p>Date and time of next meeting:</p> <p>The date of the next meeting was given as 9 February from 2 to 3.30pm in the Ruberslaw Room, Tweed Horizons</p>	