





Scottish Borders
Health and Social Care
PARTNERSHIP

**Meeting of the Strategic Planning Group
2.00pm to 3.30pm on 8 March 2016
Committee Room 2, Scottish Borders Council Headquarters**

Minute

Present: Margaret McGowan, David Bell, Dr Peter Symms, Linda Jackson, Tim Young, Jenny Miller

In Attendance: Eric Baijal (Chair), Carin Pettersson, Sandra Campbell, Clare Malster, Paul McMenamin, Gerry Begg, Trish Wintrup, Tim Patterson, Tamara Mulherin, Suzanne Hislop (Minutes)

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| 1. | <p>Welcome</p> <ul style="list-style-type: none"> EB confirmed that the meeting was quorate and welcomed Tamara Mulherin who was attending to observe. | |
| 2. | <p>Apologies: Susan Manion, Elaine Torrance, Karen McNicoll, Shirley Burrell, Alasdair Pattinson, Steph Errington, Julie Kidd, Clare Richards, Amanda Miller, Jane Douglas, Morag Walker</p> | |
| 3. | <p>Minutes of the previous meeting</p> <ul style="list-style-type: none"> The minutes of the previous meeting of 9 February were accepted as a true record. <p style="text-align: center;">  SPG Minutes 9 February 2016.doc </p> <ul style="list-style-type: none"> The group went through the actions arising from the last minute and updated the action tracker. <p style="text-align: center;">  Action Tracker SPG 8 March.doc </p> | |
| 4. | <p>Matters Arising</p> <ul style="list-style-type: none"> SC tabled a diagram showing the structure of the various Health & Social Care Integration Governance, Project and Operational groups. Decisions are to be made about the Business Operating Model that will influence the content of the Operational Service Delivery grouping. Further detail around the flow of information and interactions was suggested and this detail is to be developed following further discussions within the groups. Discussions are currently ongoing to clarify the role of the Executive Management Team (EMT) and the way in which groups interact with EMT. | |

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| | <ul style="list-style-type: none"> • It was agreed that it was important that the work of the Community Planning Partnership (CPP) is connected with the Programme and Shona Smith (Communities & Partnership Manager) sits on the Localities Planning Sub-Group to ensure that H&SCI plans that are developed link in with the Plans being produced by the CPP. • The diagram is to be amended in light of comments received at today's meeting and a further developed version is to be brought to the next meeting. In view of this the draft diagram is not for wider circulation. • The importance of providing people with context when the diagram is circulated was discussed, as was the benefit of showing the diagram to a small informed group for comments in advance of circulating. | ACTION SC |
| 5. | <p>Membership of the Strategic Planning Group</p> <ul style="list-style-type: none"> • The revised draft paper addresses the two issues that came out of the last meeting: <ul style="list-style-type: none"> ○ Clarification of the membership and those in attendance. ○ List of services being brought together revised in line with the Scheme of Integration. • When the Strategic Planning Group (SPG) was originally initiated a small group was decided upon. There was concern that the group was becoming officer heavy and that is why the group has been separated into members and those in attendance. • It was agreed that DB and SB as staff representatives are to be full members with the membership amended to reflect this change. • Development work is planned with the possibility that a voting member of the Integration Joint Board (IJB) may become Chair of the SPG. • Julie Watson (Organisational Design & Change Business Partner) has been identified as an Organisational Development representative for this group. EB to speak with June Smyth (Director of Workforce and Planning, NHS Borders) and Clair Hepburn (Chief Officer Human Resources, Scottish Borders Council) regarding this, as it was agreed that it would be helpful to have Julie Watson in attendance. • GB proposed that the membership of the SPG be revised to include representation from Housing Strategy as well as Registered Social Landlords (RSL), as there is a difference between the RSL Sector and the work undertaken by the Council. EB agreed that this warranted further discussion outwith the meeting. • There was discussion around the different roles of the SPG and the Strategic Planning Board (SPB) and the way in which both groups interact with the IJB. It was agreed that the planned development session would be an appropriate forum to further discuss these issues. • Guidance on the strategic planning process that covers the SPG to be recirculated. • The Terms of Reference are to be circulated and signed off electronically following amendments and discussion between EB and GB about the extent of housing representation. • Revised membership to be attached to email composed by EB reminding members of the importance of attending or sending a deputy. | <p>ACTION EB</p> <p>ACTION EB</p> <p>ACTION EB/GB</p> <p>ACTION SH</p> <p>ACTION ALL</p> <p>ACTION EB</p> |

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| 6. | <p>Update from Integration Joint Board Meeting 7 March 2016</p> <ul style="list-style-type: none"> • Formalisation of the Chief Officer and Chief Financial Officer to the legal entity of the IJB. • The Workforce Planning Framework was discussed. • PM gave an overview of the financial issues considered at the meeting and the 3 key papers discussed which were: <ul style="list-style-type: none"> ○ Monthly Monitoring Report on services that will be delegated on 1 April. ○ Position Statement - where we are in establishing the IJB financial governance. ○ Position Statement on the work done so far. • Financial statement for 1 April still to be signed off and published. This will be a three year financial plan. • One of the main issues is agreeing what the integrated budget will be, but it is clear what functions will be delegated and the budgets that have been allocated to these currently. Work ongoing to produce a robust budget for approval to the IJB. • The Financial Statement requires an Equality Impact Assessment (EIA) which is in progress. The Strategic Plan also requires an EIA and a concerted effort had been made to obtain feedback from protected groups in order to inform this process. • There was some discussion around plans for any underspend and PM gave a brief overview of this issue. | |
| 7. | <p>Strategic Plan Update</p> <ul style="list-style-type: none"> • The Strategic Plan was formally approved at the IJB meeting held 7 March. Work on the Commissioning & Implementation Plan, Performance Management Framework and Localities Plans is ongoing. • The launch of the Strategic Plan was discussed. This focus for this is not on the document but on how this will impact on service users. The Strategic Plan and associated documents will be made available and circulated to stakeholders. There will be a press release but no official launch. • The Communications Team is looking at ways of collecting information on how this is impacting on people receiving the services and collecting individual stories. The Community Council's circulation list and that of the Carers Centre were suggested as additional means of circulating the outcome of this work. | |
| 8. | <p>Update on Financial Statement</p> <ul style="list-style-type: none"> • Discussed under Item No. 6. | |
| 9. | <p>Local Delivery Plan</p> <ul style="list-style-type: none"> • Meriel Smith (Planning & Performance Officer, NHS Borders) gave a brief overview of the Local Deliver Plan (LDP) which is to be submitted to the Scottish Government by 31 May. • The LDP was introduced in 2007/08 and is a contract between NHS Boards and the Scottish Government. The NHS is required to engage with the IJB in developing the LDP, which is to be considered beside the Health & Social Care Integration Strategic Plan. The LDP has been discussed at the Strategic Planning Board and is going to the IJB for discussion on 18 April. New sections on Scheduled Care, Unscheduled Care and Mental Health have been | |

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| | <p>added this year.</p> <ul style="list-style-type: none"> • SC gave a brief overview of the Integration section of the plan. • It was agreed that the group would submit feedback to SH by Friday 18 March, with particular focus on the Inequalities, Primary Care, Integration and Locality Planning Sections. | ACTION ALL |
| 10. | <p>Localities Update</p> <ul style="list-style-type: none"> • The Chair welcomed Trish Wintrup to the meeting and to her new role as Locality Co-ordinator. Two further Locality Co-ordinators will start in the coming weeks. | |
| 11. | <p>AOB</p> <ul style="list-style-type: none"> • EB asked members to submit any comments on issues discussed that they wished passed on to the IJB at the extraordinary meeting scheduled for the end of March. Comments for the IJB on issues such as financial assurance etc. to be forwarded to S Hislop within next 7 days. | ACTION ALL |
| 12. | <p>Date and time of next meeting:</p> <p>The date of the next meeting was given as 19 April from 10.00pm to 11.30am in Committee Room 2.</p> | |