






**Meeting of the Strategic Planning Group  
2.00pm to 3.30pm on 11 July 2016  
Committee Room 2, Scottish Borders Council Headquarters**

## Minute

**Present:** Margaret McGowan, David Bell, Peter Symms, Jenny Miller, Linda Jackson, Morag Walker, Amanda Miller

**In Attendance:** Susan Manion (Chair), Eric Baijal, Tim Patterson, Carin Pettersson, Clare Malster, Paul McMenamin, Trish Wintrup, Shona Donaldson, Julie Watson, Claire Penny, Suzanne Hislop (Minutes)

1.	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Introductions were made and the Chair welcomed those present to the meeting.</li> </ul>	
2.	<b>Apologies:</b> Gwyneth Johnston, Gerry Begg, Shirley Burrell, Karen McNicoll, Tim Young	
3.	<b>Minutes of the previous meeting</b> <ul style="list-style-type: none"> <li>• The minutes of the previous meeting of 18 May 2016 were accepted as a true record.              SPG Minutes.doc         </li> <li>• The group went through the actions arising from the last minute and updated the action tracker.              SPG Action Tracker.doc         </li> </ul>	
4.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• The Chair provided an update on the performance monitoring item discussed at the previous meeting. The overall framework is in place and it is now about making it specific to the Partnership. Currently looking at other partnerships (including Fife and Ayrshire) and the performance monitoring indicators they have adopted. The Integration Joint Board (IJB) will receive a draft to consider at the August meeting.</li> </ul>	
5.	<b>Feedback from Integration Joint Board Meeting</b> <ul style="list-style-type: none"> <li>• The revised governance arrangements for the Integration Care Fund (ICF) were discussed. The complexity of some of the arrangements has meant that there has been difficulty progressing work. Now live</li> </ul>	

	<p>as Partnership and need to be on the front foot in terms of governance and decision making.</p> <ul style="list-style-type: none"> <li>• The focus has been on the ICF which is a relatively small amount of money against the totality of the budget. The ICF is important but is only part of Health &amp; Social Care enablement and has to be viewed in the context of the overall governance model for Health &amp; Social Care. Important to look at the whole funding mechanism in terms of the delivery of models of Health &amp; Social Care and the other funds that will allow us to do things in a better way.</li> <li>• It was decided that there was a need to slim down the governance arrangements and make this clearer for the IJB, this group and the wider organisation.</li> <li>• The paper approved at the IJB meeting held 20 June titled <i>Revised Governance Arrangements for Integrated Care Fund</i> was discussed. The paper positions the respective key stakeholders groups with the aim of devolving as much responsibility for governance as possible.</li> <li>• The paper generated a lot of discussion and some changes were made as a result. Decision making to be retained at Executive Management Team (EMT) level with the ultimate decision being made by the IJB.</li> <li>• Delivery will be commissioned by the SPB, the Terms of Reference and membership of which will now require review. The ICF steering group will become the Strategic Commissioning and Implementation Group. This will mean things can start before they go to the IJB but with the IJB retaining the final say. EMT will be able to expedite decisions with SM making recommendations to the IJB with the support of the Chief Executives.</li> <li>• This does not take away the responsibility of this group to influence the strategic direction. Reports from, for example the Strategic Commissioning and Implementation Group will, in future, come to the Strategic Planning Group (SPG).</li> <li>• An update will be available at the next meeting when there is a clearer indication of where things are.</li> <li>• The issue of where the Locality Planning Group sits in the new structure was raised. There is work to do around Localities and this will therefore fit in though the SPB at the moment. The Localities paper that went to the IJB meeting of 20 June touched on this and is to be revised in light of the comments received at that meeting.</li> <li>• Following discussions with Councillor Catriona Bhatia (Chair of the IJB), Pat Alexander (Vice Chair of the IJB) has been invited to join the SPG.</li> </ul>	<b>ACTION CR</b>
<b>6.</b>	<p><b>Integrated Care Fund Update</b></p> <ul style="list-style-type: none"> <li>• Claire Penny (Project Support Officer) tabled and gave a brief overview of the ICF report discussed at the Executive Management Team meeting on Friday 8 July.</li> </ul> <p></p> <p>SPG paper July 16 - Amended.docx</p> <ul style="list-style-type: none"> <li>• The additional funds comprising of a one off cost of £141,000 for the Borders Ability Equipment Store (BAES) Relocation project were approved. This is jointly funded by Scottish Borders Council and NHS Borders. It was agreed some time ago that the equipment store needed to be upgraded and relocated and the funding would</li> </ul>	

	<p>come from the Change Fund. To ensure the best use of the equipment in the system a number of improvement works around tracking and recycling for example were agreed. In line with this it was felt appropriate to fund this improvement through the ICF.</p> <ul style="list-style-type: none"> <li>• The way in which the Access to Information project will link into the council infrastructure is to be given further consideration.</li> <li>• The Locality Management project was approved for one year at a cost of £65,818.</li> <li>• The Health &amp; Social Care Co-ordination project was also funded for one year at a cost of £49,238.</li> <li>• The Chair highlighted some of the other projects that are already up and running and contributing to change.</li> </ul>	
7.	<p><b>Linkages Between Work Streams</b></p> <ul style="list-style-type: none"> <li>• The diagram produced by PM was discussed.</li> <li>• This is not just about the governance but about all groups and the overall process. It was agreed that this was helpful as it puts into context the mapping of the various groups.</li> <li>• The Chair gave a brief overview of the work that has been approved, including investment in The Transport Hub project which has been awarded winner of the <i>Accessibility Project of the Year</i> at the recent Scottish Transport Awards, the Borders Community Capacity Building project which was initiated to address the gap identified in local services, and the Transitions project which is working with young people with a learning disability and their families as they make the move from children's' to adult services.</li> <li>• Other projects were discussed that also demonstrate progress made to date.</li> <li>• There was some discussion around the mechanisms for gathering feedback from people using services. It was agreed that it was important to ensure that this is built into the programmes at the very beginning so that a baseline can be established to facilitate the final analysis. It was agreed that this was not just about the ICF Projects but about capturing feedback across all of the redesign being undertaken.</li> </ul>	
8.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• PS raised the issue of waiting times in accessing physiotherapy services and circulated a brief note. This was discussed among the group and PS is to receive a full response to the issues raised.</li> </ul>	<b>ACTION SM</b>
9.	<p><b>Date and time of next meeting:</b>  <b>The date of the next meeting was given as 13 September 2016 from 10.00am to 11.30am in Committee Room 2.</b></p>	