






**Meeting of the Strategic Planning Group
3.30pm to 4.30pm on Monday 24 April 2017
Cheviot Room, Revier Complex, Scottish Borders Council Headquarters**

Minute

Present: Jane Robertson (Chair), Margaret McGowan, Colin McGrath, Caroline Green, Lynne Crombie, Linda Jackson, David Bell, Elaine Torrance

In Attendance: Tim Patterson, Susan Yates, Suzanne Hislop (Minutes)

| | | |
|-----------|---|--|
| 1. | Welcome <ul style="list-style-type: none"> The meeting was declared quorate and introductions were made. | |
| 2. | Apologies: Tim Young, Shirley Burrell, Gerry Begg, Amanda Miller, Jenny Smith, Morag Walker, Murray Leys, Paul McMenamin, Alasdair Pattinson, Julie Watson, Steph Errington | |
| 3. | Minutes of the previous meeting 13 February 2017 & Action Tracker <ul style="list-style-type: none"> The minutes of the previous meeting of 13 February were accepted as a true record.  SPG Minutes.doc The group went through the actions arising from the last meeting and updated the action tracker.  SPG Action Tracker.doc | |
| 4. | Matters Arising <ul style="list-style-type: none"> None noted. | |
| 5. | Draft Annual Performance Report <ul style="list-style-type: none"> A large amount of work has gone into developing the Annual Performance Report (APR). The latest version has been electronically circulated to both the Integration Joint Board (IJB) and the Executive Management Team (EMT) for comment. The Chair gave a brief overview of the document. The Partnership is required to report on progress between 2016 and 2017 and information has been gathered to demonstrate performance in relation to the nine Local Objectives across the Partnership. Comments are welcomed in the timeframe specified. The group was asked to send any comments to Suzanne Hislop for forwarding to Clare Richard (Project Manager). The tight timescale | |

| | | |
|-----------|---|------------------|
| | <p>was emphasised with comments on this version to be submitted by 5 May.</p> <ul style="list-style-type: none"> • The content relating to Buurtzorg was queried. Caroline Green to direct any question to Erica Reid (Director for Hospital Care) who supplied the content on Buurtzorg for the report and is the pilot lead. • A question of whether the general public have been consulted properly on the work being undertaken around integration was raised. The variety of methods used when consulting on the Strategic Plan were highlighted and this issue is to be discussed more fully at a meeting being held tomorrow (25 April) involving Elaine Torrance, Jane Robertson and Colin McGrath. • Members' responsibility to share information as widely as possible with their prescribed group was emphasised. • The issue of having a Community Council Representative for each of the five localities on the group was again raised. This issue is to also be discussed more fully at the aforementioned meeting taking place tomorrow but it was highlighted that this issue has been discussed at previous SPG meetings and the consensus had been to not expand the group/increase Community Council representation. • It was suggested that the APR reflected a huge amount of work and that those involved with pulling together the document should be thanked for their efforts. • The reduction in hospital admissions for those aged 75 and over was highlighted (page 6). This shows a significant reduction in a short time and it was suggested reflects the focus of a lot of the work of the Partnership including the work undertaken by the Ambulatory Care Assessment Unit Team. This is to be looked at further and if appropriate may be highlighted in the APR as a success of a whole system approach to this issue. It was agreed that Tim Patterson would forward suggested amendments/provide a paragraph after consulting with Phillip Lunts (General Manager, Unscheduled Care, NHS Borders). | ACTION TP |
| 6. | <p>Commissioning & Implementation Plan</p> <ul style="list-style-type: none"> • Work on the Commissioning & Implementation Plan had previously been led by Eric Baijal the former Director of Strategy and further work has been undertaken involving the Health & Social Care Management Team. The format has changed and the document now outlines how the Partnership is going to deliver on the nine local objectives. • A further session is planned with the Health & Social Care Management Team, where they will review the document before it is presented to the IJB to establish if any further work is required. The Plan will go to EMT and then will become more widely available for circulation and comment. The plan will come to the July meeting/next formal meeting of this group for discussion/feedback. | ACTION SH |
| 7. | <p>My Home Life Project Feedback</p> <ul style="list-style-type: none"> • The tabled paper on the <i>My Home Life Project</i> was discussed by the group. <p> MHL evaluation infographic 20.04.17.d</p> <ul style="list-style-type: none"> • This project is run by the University of the West of Scotland and | |

| | | |
|-----------|---|---|
| | <p>builds on work previously undertaken by Age Scotland. The two cohorts have been funded by the Integrated Care Fund (ICF). Community development is taking place following the first cohort with the second cohort having recently started. The hope is that cohort two maintains the same momentum as one. The second cohort is also working in partnership with NHS Education for Scotland.</p> <ul style="list-style-type: none"> • The feedback from residents and their families has been positive. A number of senior staff from SB Cares have been included in the training and this has been positive. • The My Home Life Team holds a retreat every year and all of those who have attended the course are invited to this for a mini refresher. • The infographic format of the paper was well received by the group. • It was agreed that this project had been a good use of the ICF. • Professor Belinda Dewar is the project lead and the project is now spreading internationally. • It was agreed that the last sentence of the first paragraph on the first page should be amended to reflect that 16 people attended each cohort and that all nine care homes had been involved. • 32 people will have attended the course by the end of cohort two and will be in a position to share what they have learned with colleagues. • Margaret McGowan agreed to forward additional information to give the group a better understanding of the context and percentages for the project. | <p>ACTION MM</p> <p>ACTION MM</p> |
| 8. | <p>Locality Plans</p> <ul style="list-style-type: none"> • Some SPG members are involved in the Locality Working Groups (LWGs). Five summary plans have been seen by the IJB and endorsed and work is now underway to develop the full plans. • The Locality Co-ordinators have worked hard with the LWGs to address the challenges in meeting the needs and expectations of all of those involved. • Now on the 8th round of LWG meetings in all localities. • Working towards presenting a full plan to EMT in May and then work will begin on the remaining plans on this basis. Feedback will be sought from IJB to ensure that they are happy with how things are progressing before the plans go out for up to three months of public consultation. This will have to link in with a number of plans including the Local Outcome Improvement Plan (LOIP) and conversations on the best way this can be achieved are ongoing. • The issue of information sharing between the SPG and the LWGs was raised. It was agreed that there should be a clear linkage between the groups. It was agreed that the SPG minutes would be made available to the LWGs and vice versa. • There was discussion around the usefulness of social media in reaching different groups and this is something that may be looked at moving forward. | <p>ACTION SH</p> |
| 9. | <p>Revised Terms of Reference & Membership</p> <ul style="list-style-type: none"> • The revised Terms of Reference and membership were discussed in detail at a previous meeting before going to the IJB for information. This has now come back to the group for a final look over. | |

| | | |
|-----|---|---|
| | <ul style="list-style-type: none"> • The importance of providing the details of a deputy was raised again and members currently without a named person to deputise were asked to forward a name and contact details to Suzanne Hislop. • The importance of Health professional representation of both clinical and community staff was raised. The previous representative for this prescribed group was Anne Livingston who is no longer in post. • It was suggested that it may be useful to link in with the Borders Older Peoples' Planning Partnership (BOPPP) as membership of BOPPP may help to inform SPG membership in terms of health professional representation. Tim Patterson agreed to link in with Murray Leys and feedback to the group. • The frequency of SPG meetings was raised and it was suggested that these should be more frequent. It was highlighted that this had been discussed previously and the consensus was that SPG meetings should continue to be held prior to and be aligned with IJB meetings. | <p>ACTION SH</p> <p>ACTION TP</p> |
| 10. | <p>Development Session</p> <ul style="list-style-type: none"> • The group were asked to help shape the agenda for the development session scheduled for 15 May. This has been organised on the back of early conversations that looked at moving the group forward. The agenda for the session is currently open and members were asked what they wanted from this session that will be facilitated by Christina Naismith (Head of Strategic Commissioning, Integration Division, Scottish Government). Christine Naismith has a wealth of knowledge and experience around what is happening across the country and the group were asked to think about how to make best use of this. Suggestions included: <ul style="list-style-type: none"> ➤ Emphasis on a number of small discussions rather than presentations ➤ Feedback on what other partnerships are doing ➤ Feedback on how strategic planning groups in other partnerships are organised/work ➤ Lessons learned from other areas/partnerships • It was agreed that an invitation to the development session should be extended to SPG deputies. • It was highlighted that public members should have the right to challenge decisions. Public membership is in place to challenge and hold the professionals to account to make sure everything is working. • It was highlighted that the SPG was not the only group through which the partnership was getting its message across. The Joint Staff Forum (JSF), Public Participation Forum (PPF) and Local Area Forums are all examples of other channels for information. The SPG has a formal part to play but is not the only route that is use to get information out. • It was suggested that PPF receive a regular update on the work of the SPG and it was agreed that SPG minutes are to be forwarded to the PPF. • Elaine Torrance is unable to attend the development session on 15 May as she will be attending the Community Led Support National | <p>ACTION SH</p> <p>ACTION SH</p> |

| | | |
|-----|--|--|
| | Gathering in Manchester. | |
| 11. | AOB <ul style="list-style-type: none">• None noted. | |
| 12. | Date and time of next meeting: 15 May 2017 between 1.00pm & 4.00pm in Committee Room 1 SBC HQ | |