

Programme Highlight Report Summary

Strategic Planning	G	
Draft Strategic Commissioning Plan	G	Plan has been approved, now to go out for a period of engagement.
Integrated Care Fund	A	ICF extended to cover the 3 year period as opposed to the original 1 year. Discussion involving finance colleagues to put financial plans in place to be initiated. Stage process is at requires clarification.
Housing Workshop	G	Date of May 8 th agreed. Venue booked and invites to be sent out by Friday 10 th .
Engagement Events	G	Staff and Public Engagement Events for May have been provisionally booked. Other appropriate forums are continuing to be identified and representatives sought to attend.
Equality Impact Assessment	G	Lead to be identified.

Gov. & Integration	G	Thanks to all the workstreams for enabling the Scheme of Integration to be completed for submission. Risks have been identified and mitigating actions proposed.
Scheme of Integration	G	Completed and submitted to Scottish Government by 31 st March as required. Awaiting feedback/approval (estimated timeline 6 weeks).
Revise Terms of Reference/Standing Orders for IJB in line with Scheme of Integration.	G	Revised – IJB to approve at first formal meeting (27 th April).

Workforce Planning	G	The group have successfully produced a work plan which will allow us to complete the Draft Integration Scheme. The work will also provide baseline workforce data within both organisations. Risks have been identified and mitigating actions proposed.
Section 9 Workforce – Joint appointments and the development of a joint workforce and OD strategy	G	Stakeholder engagement continues in conjunction with the Comms and Engagement Group. Next step engaging staff in the development of the Draft Strategic Plan. Joint appointments process in place as noted in section 9.
Section 9 Workforce – Supervision & Management	G	Baseline data being collated on workforce planning. Work continues with HR policy baseline data gathered. A framework report has been developed to allow comparison of existing policy within each organisation.
Section 9 Workforce – Transfer Arrangements	G	Previously developed “Joint Staff Framework” revisited and refreshed, now adopted for all joint appointments. Terms of Reference of the Workforce Group revisited and agreed. Membership adapted to include the scoping of training and professional development within each parent company to be progressed.
Section 9 Workforce – Relationship between the CO and SMT to HB and LA Line Management of the CO	A	Work continues with the development of the Organisational Development Plan. Lack of capacity within local OD providers to carry out plan has been identified. Susan Manion to meet with the Chair and Deputy of the workstream to discuss solutions.
Contribute to Section 7 – Local Operational Arrangements	G	Staff Governance discussion and agreement on consistency of management standards.
Scope each orgs. existing HR policy - produce a report on significant differences	G	Complete for 10 main policies, further work planned for other HR policies. Report to be prepared for Programme board.
Agreement for staff to raise public service issues using existing policies	G	As above whistleblowing policies have been compared.
Develop a staff engagement plan	G	Close links with Communications Group continues.
Develop an OD plan up to and including April 2015	A	Draft Organisational Development Plan developed. Further work with local OD being advanced.
Scope and develop joint training	G	Work continues to scope existing Statutory and Mandatory Training. Work is also underway to look at the potential opportunities within eLearning/ Shared learning/ Quality Assurance.

Info., Performance & Techn.	G	The Project Terms of Reference and Project Initiation documents have been developed and agreed. A Programme Scoping and Deliverables document was reviewed by the IT & Performance workstream and a short life working group formed to review requirements, assign priorities to each area and agree priorities for immediate implementation of solutions. The Programme Brief document is being developed with the first draft to be completed by 9 th April. Risks have been identified and mitigating actions proposed.
Agree and prioritise business requirements	G	Scope document was reviewed by IT Work stream. A short life working group has been created (Chair Alasdair Pattinson) and have committed to return priorities by 7/4/15 for inclusion in the Programme Brief that is being developed.
Draft initial resource requirements	G	Project management resource requirement has been identified for inclusion in the Programme Brief. NHS Borders and SBC IT resource requirement will be dependent on the development of an agreed implementation plan.
Immediate objectives	G	Key areas have been identified where small scale pilot projects can be introduced to assess suitability of solution.

Finance	A	Progress continues to be made, on schedule, on the delivery of the component elements of the Finance Workstream Project Plan. A number of further areas of work require completion over the next few reporting periods. Risks have been identified and mitigating actions proposed.
Revenue Financial Planning	A	Financial Plans agreed within Scottish Borders Council and NHS Borders. Supplementary breakdown of integrated budget requires further work in order to inform the financial statement in detail. Further due diligence work being undertaken over the sufficiency of integrated resources. Work to calculate the amount of large hospital set-aside resources is ongoing.
Revenue Financial Management	A	Outstanding action relates to the development of process for production of budget management reports. Definition of the arrangements around the supply of staff/services to the IJB in order to mitigate any potential VAT impact to be addressed in next reporting schedule.
Statutory reporting	G	Revised statutory guidance expected from the Integrated Resources Advisory Group in early April.
Governance	A	During the last reporting period, the Finance Workstream has supported finalising the Scheme of Integration and the Draft Strategic Plan . Outstanding action relating to agreement of the role of the Chief Financial Officer for the IJB and implementation.

Communications	A	Risks have been identified and mitigating actions proposed.
Draft Strategic Plan Document	G	Work ongoing with officers, SBC’s graphic design and print team to produce the document for public consultation.
Draft Strategic Plan consultation process	A	Engagement events are provisionally booked and timetable of existing events which could also be attended are being collated.
Communications and Engagement Officer post for Integration.	G	Shortlisting complete and interview date set for Friday 24 th April.
Newsletter	A	Next issue is in draft form and no feedback received so far. This will be updated to reflect launch of consultation on Strategic Plan and will be recirculated for input.

Decisions Needed from the Board :

- Communications and Engagement : Branding – do we need this? If so, what should it aim to achieve?
- Governance & Integration: The Programme Board to consider if this workstream can now be disbanded and/or brought together on an adhoc basis if and when required.