

PROGRAMME HIGHLIGHT REPORT – October 2015

1. Aim

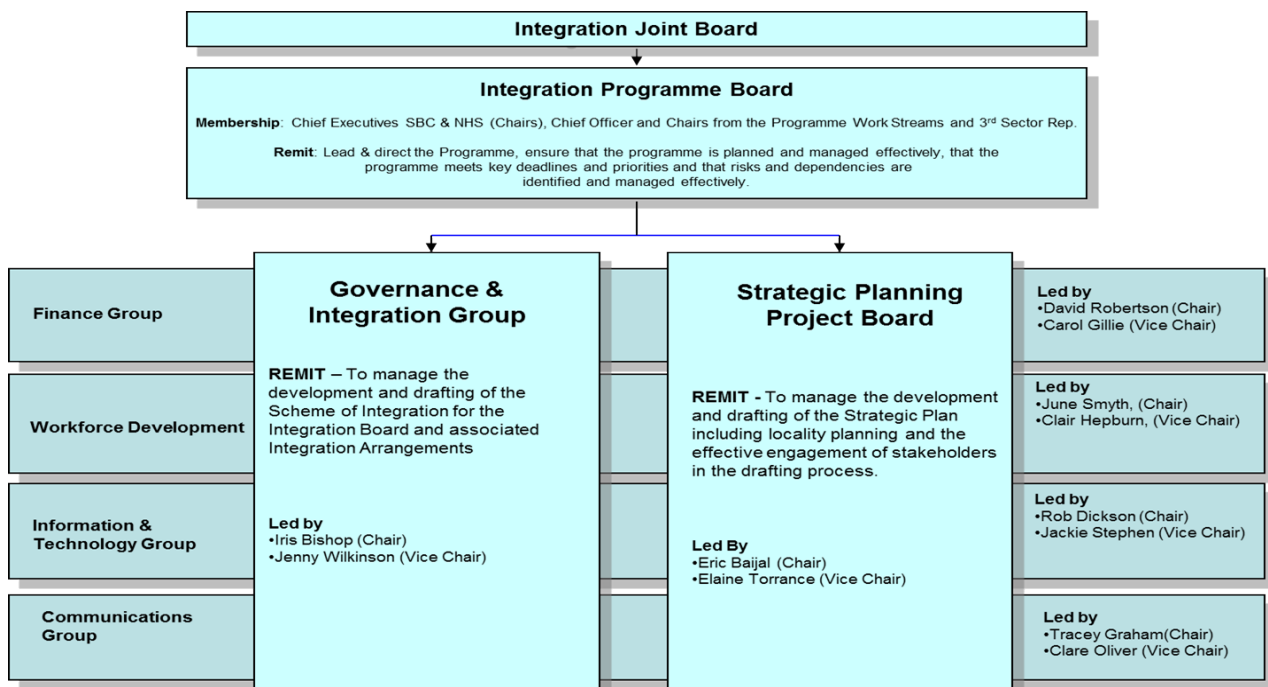
To provide an outline update on progress in the delivery of the Integration Programme.

2. Background and Summary

The Programme aims to deliver:

1. a Scheme of Integration (effectively the governance and operating arrangements for the partnership) by April 2015 in line with national, legislative timescales. A draft of the Scheme was submitted to the Scottish Government by the deadline. However, feedback on the Scheme has since been received from the Scottish Government requesting clarification on a number of points. A revised draft is being prepared for resubmission. The status of this work is **RED** – although currently still within the broad national timescales.
2. a Strategic Plan for the commissioning of services under the new integration arrangements. The Strategic Planning Framework needs to be in place by April 2016 at the latest. Our local target was to have this in place by October 2015. However, following the last meeting of the IJB and the need to make further revisions to the second draft, it revised local target of February 2016 is proposed – a slip of just over three months. This is within national timescales and, since the revised timescales were agreed at the last meeting of the Integration Joint Board, the status of the work is shown as **AMBER**.

There are currently 6 work streams supporting the programme as shown below.



The two main Work Streams are:

- Governance & Integration Group – responsible for the delivering the Scheme of Integration
- Strategic Planning Group – responsible for delivering the Strategic Plan.

These 2 work streams are supported by 4 Work Streams

- The Finance Group
- The Workforce Development Group
- The Information, Performance and Technology Group
- The Communications and Engagement Group

Progress across each of these groups is summarised below and in the attached A3 summary sheet.

3. Headline Progress in the Reporting Period (March/April)

Progress continues to be made across all work streams over the reporting period. In particular:

- **Scheme of Integration** – The draft Scheme of Integration has been submitted to Scottish ministers on the 31st March as per the programme plan and as per the national timescales. The papers were presented as work in progress to both the Council and Health Board on the 2nd of April. Feedback on the submitted Scheme was received on 29th May from the Scottish Government. This set out 36 areas where further clarification or amendment was required.

A revised Scheme of Integration is being drafted and will be submitted to the Scottish Government by Friday 16th October.

- **Strategic Plan** – Work on the second draft has continued and a version was presented at the IJB development session on the 23rd of September. A further version of the draft has been prepared since then, incorporating suggestions and amendments along with a smaller A5 summary document.

If agreed, the documents will be published in mid-October. Stakeholder engagement events will then take place in November and early December. Work will continue in drafting the final version, incorporating feedback from the engagement events and will be presented to the IJB for approval at its meeting on 1st February (and for noting by the Health Board and the Council on the 18th and 25th February respectively).

- **Strategic Planning Group** – The Strategic Planning Group, the standing advisory body to the IJB in respect of the development, monitoring and renewal of the Strategic Plan, met on the 9th Sept. The Group provided feedback on the work in progress on the 2nd draft of the Strategic Plan and discussed their role in the engagement with their respective sectors once the plan has been published and over late October to early December. This will include co-ordinating feedback from their sectors on the Plan to help in the development of the final version.

4. Governance & Integration Group

The focus of the Group has been on the co-ordination of an updated draft of the Scheme of Integration which will be submitted to the Scottish Government. (See also 3 above.) The Group's remaining task, once the Scheme of Integration has been agreed, is to bring together and formalise the Code of Corporate Governance which will include:

- The Financial Regulations (currently being drafted by the Finance Group)
- Due Diligence (currently being drafted by the Finance Group)
- Standing Orders (interim Standing Orders are in place and these will need to be formalised)

- The agreed Scheme of Integration which includes the Clinical and Care Governance arrangements.

5. Strategic Planning Project Board

The Strategic Planning Project Board has focussed on continuing to develop a revised version of the 2nd draft of the Strategic Plan and in the development of a revised proposed timescale for the publication, consultation and finalisation of the Plan by February 2016. (See also 3 above.).

Now that the Strategic Planning Group (SPG) is in place, The Strategic Planning Project Board will now move from a temporary Project Board to a standing operational board. The membership will be changed to include existing strategic planning managers from both the Council and the NHS. The terms of reference will also be reviewed to ensure that the Board supports the development of the final version of the Strategic Plan and, thereafter, the ongoing review and renewal of the Plan.

6. The Finance Group

The 2015/16 shadow integrated budget has now been in operation for four months. Work is continuing on the analysis of the large-hospital set-aside budgets. Work is ongoing in supporting the Integrated Care Fund bidding process. The job description for the Chief Financial Officer has been completed and awaiting job evaluation outcomes before it is advertised.

Going forward, the Group has a clear plan of activity which includes:

- the development of joint financial reporting arrangements
- leading on due diligence and assurance
- finalising Financial Regulations as part of wider code of Governance
- establishing accounting arrangements and ongoing support to the Integrated Care Fund.

7. The Workforce Development Group

The Group has developed a draft Organisational Development Plan for the integrated services. The Group will support Staff Engagement events in November and early December as part of the development of the Strategic Plan. Resource has been sourced to support this work stream.

8. The Information, Performance and Technology Group

A programme of work has been agreed to address the technology and information and data sharing requirements identified through initial scoping work and staff engagement sessions. The Programme comprises 4 projects:

- Infrastructure and Services – including access to core systems and harmonisation of software
- Core Corporate Functions – ensuring the requirements of both the Council and the NHS are met in terms of management and reporting information, business continuity, staff learning and development and performance management.
- Information Governance – putting in place sound information sharing protocols, processes.
- Information Sharing – building on existing information sharing arrangements to develop electronic processes that eliminate duplication and error and provide better management information

The Group will continue to be involved in the oversight of this work and in supporting the Technology Enabled Care-funded work on Video Conferencing, which is part of a wider national programme.

9. The Communications and Engagement Group

Over the reporting period, the Communications Group has focussed its activity on the development of the summary version of the Strategic Plan, the development of the Staff Newsletter and on the planning of engagement events for the 2nd Draft of the Strategic Plan in November and early December.

Going forward, the group will continue to support the delivery of the Integration Communications and Engagement Strategy to the launch of the IJB in April next year.

10. The future of the programme

The work on the development programme for the integrated arrangements is almost complete. The outstanding issues have been highlighted in this paper. With the near completion of the Integration Scheme, the establishment of the Strategic Planning Board and the establishment of the Executive Management Team the outstanding work will become part of our operational arrangements and, as highlighted, in the terms of reference will be reported through the existing management arrangements.

As outlined in the Integration Scheme, the EMT at its December meeting will be asked to approve the Corporate services plan which is the agreement between the IJB and the parent bodies outlining the corporate support that will be available to the IJB.

Recognising that there are still some formal arrangements to agree and there is development work to be taken forward, the formal 'Programme' of the health and Social Care arrangements can be closed as the work become operational as outlined above.

Recommendation

The Health & Social Care Integration Joint Board is asked to **note** the report

Policy/Strategy Implications	The programme will result in Joint Working policies and a 10 year Strategic Plan, with a 3 yearly review and renewal cycle, for the commissioning and delivery of integrated adult Health and Social Care services across the borders.
Consultation	The programme will involve extensive consultation over the development, delivery, review and renewal of integrated services as part of an associated Communications and Engagement plan.
Risk Assessment	A risk management approach is applied across the programme.
Compliance with requirements on Equality and Diversity	Integration arrangements will seek to identify and address equality and diversity issues and will be subject to the appropriate Impact Assessments.
Resource/Staffing Implications	None at this stage, however the Programme will address resource and staffing implications via its Workforce Development

	work stream and through its staff engagement arrangements.
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Approved by

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