





**Meeting of Strategic Planning Group
14 October 2015
Committee Room 2, Scottish Borders Council Headquarters**

Minute

Attendees: Susan Manion (Chair), Eric Baijal, Margaret McKeith, James Lamb, Amanda Miller, Carin Pettersson, Clare Malster, Fiona Morrison, Jenny Miller, Sandy Morris, Suzanne Hislop (Minutes)

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| 1. | Apologies: Morag Walker, David Bell, Shirley Burrell, Gwyneth Johnston, Margaret McGowan | |
| 2. | <p>Minutes of the previous meeting</p> <ul style="list-style-type: none"> • The notes of the previous meeting of 9 September were accepted as a true record.  Informal note of SPG Meeting 9 September • The group went through the actions arising from the last minute and updated the action tracker.  Action Tracker SPG.doc | |
| 3. | <p>Matters Arising</p> <ul style="list-style-type: none"> • FM suggested that as she is currently representing Carers of Users of Social Care she would also be willing to represent Carers of Users of Health Care on this group. It was agreed that FM would take on this role until a permanent representative could be identified. | |

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| 4. | <p>Second Draft of Strategic Plan Update</p> <ul style="list-style-type: none"> • The Chair considered the plan now much improved with a sound narrative and thanked those present who had been directly involved in producing the document. The Chair emphasised that it was a draft and that this is a process. • The accompanying A5 brochure was also discussed and it was agreed that it was a useful addition. Both documents are currently with graphics. • JL went over the timeline and explained that the final draft is to be completed before Christmas to allow it to go before the IJB on 1 February. Legislation states that document is to be approved and published by the end of the financial year and highlighted the tight timescale involved. • SM stated that we need to be sure we are updating the Commissioning and Implementation Plan. • The Chair suggested that when the final doc is being presented in February that this should come as a recommendation from this group. JM supported this and suggested that this would ensure a level of ownership. • SM explained that a current question being considered by Chief Officers is how the SPG are going to direct the IJB decision making process. • JL highlighted Local Objective number 9 which was added as a direct result of carer feedback. FM saw this as something that will be relayed to carers as a way of encouraging them to participate in the process. • SMorris referred to the ICF fund and suggested we be more clear and direct in the plan about how that money will be directed. M McK suggested that the other plans lack this detail but will be backed up with the more detailed plan as in this case. • SM explained that the ICF plan had been submitted over a year ago and she is aware that this hasn't been brought to this group and an update is required. • JL highlighted that the section referring to the plan needs to be updated as it refers to a year's funding rather than the 3 years which is now in place. • SM described the ICF as a vehicle for change (ICF) which is why this group should have an influence on this. SM suggested that the ICF Steering group should perhaps have a GP representative and the balance of the Steering Group be reviewed. • The Governance paper for the ICF Steering Group and the paper presented to the IJB are to be circulated. • ICF updates are to be included as a standing item on future agendas. • SMorris asked if the boundaries are still up for discussion or is this now set in how they are configured. SM explained that these have been agreed by the IJB for some time, but will be reviewed based on what is best for the service. EB stated that we recognise there are issues that we need to work at. | <p>SH</p> <p>SH</p> <p>SH</p> |
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| 5. | <p>Engagement Plan</p> <ul style="list-style-type: none"> • CP gave an overview of the planned events including the launch events for managers. CP is currently putting together a communication package to assist managers in engaging with staff. JM asked what support there would be for this process from those closer to the content. JL emphasised that additional support would be offered and highlighted the table detailing the support arrangements. • CP explained that we are hoping to target a broader audience at the public meetings which will take the form of pop up cafes. CP highlighted the questions in the Strategic Plan and suggested that these may be too in-depth to discuss with people in this environment. Carin tabled a document which she suggested could be used as an alternative and asked for the group's opinion. • JL highlighted that getting people in off of the street is key. CP asked if the budget would be available for an iPad as this had proven successful at the Border Union Show in drawing people in. It was agreed that this should be considered and it was felt that this would be a motivator in the run up to Christmas. JL agreed and felt that this was perhaps more effective than some of the spending on advertising in the press. • JL suggested that both Burnfoot Community Centre and another location within Hawick should be considered to ensure appropriate coverage. CM felt that if the event at Burnfoot was advertised widely then that event would be enough. SM suggested the supermarket as a compromise that would have a lot of footfall and reach a large number of people. • SM highlighted that there were a number of different service user groups that we should be speaking to also. AM suggested we become involved with the various events taking place at that time of year. CM assured the group that these meetings and events were on the radar and being considered. • CP confirmed that we are sending representatives to the upcoming Area Forum meetings. Other events being considered include Duns Christmas market and Jedburgh Food market. In addition Borders Collage offer a number of courses related to health and social care and we have asked if we can come along. CP is currently waiting to hear back about the possibility of this option. • SM emphasised that existing groups will be expecting us to go along and provide an update. CP is to identify the relevant groups and contact people. CP suggested that this group could be useful in providing this. JM explained that her organisation have small service groups but if CP wanted to go wider then they could provide information on this. • JL highlighted that it was difficult to resource the large number of events that were held the last time and that is why it was suggested that the SPG representatives take on an active role and present to the groups they represent. • FM asked where the feedback from this engagement should be directed. JL advised that it should come to this group (signpost the generic email address etc.) and the sooner that we get the feedback the better, ideally by the end of November. • FM pointed out that the Carers group are meeting in the first two | |
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| | <p>weeks in November and the managers briefing pack would have to come through soon.</p> <ul style="list-style-type: none"> • SMorris stated that members need to be told when the meeting are on so that we can resource these and allocate representatives to attend. Launch events are to be agreed and set up and the communications package made available by the end of the month. If any additional support is required then request are to be forwarded to SH. • GP committee due to meet 19 October. SMorris felt it was important that there is an avenue by which members of that group can send their points directly. SM will be attending Monday's meeting and suggested that perhaps a view can be taken then on how best member's views will be fed back. • JM asked for clarification on the deadline for feedback. JL advised that the cut-off date that will be put in the document is 11 December. • CP suggested that the SPG representatives come along to the managers' launch event and this was agreed. They will be offered the option of two dates and if unable to attend then they will have the packaged/toolkit sent out. | <p>CP</p> <p>CP</p> |
| 6. | <p>Transitional Structure of Groups and Package of Draft Terms of Reference</p> <ul style="list-style-type: none"> • EB gave a brief overview of the changes to the structure of the SPPB and explained that the aim is to rationalise membership of this group and allow more of the relevant managers to have input. • The Locality Planning Sub-Group is starting to develop the work around localities. Requires clinical input in addition to the secondary clinician representatives that have already been identified. There are some communities that may want to do their own locality planning such as particularly cohesive communities like Newcastleton and this will be given some consideration. • SM emphasised the need to progress the localities work and that this will require a framework. We will return to this next time with a diagram of the revised structure and give people a chance to consider and comment. In advance of the next meeting the Locality Guidance produced by the Scottish Government is to be circulated. • SMorris expressed concern about capacity and SM advised that we are not seeking representation for anything else at the moment. We have asked for GP's representatives on the IJB, SPG and potentially the ICF steering group. At the moment these are the only groups that we require representation for. • SMorris highlighted the ongoing renegotiation of the Quality and Outcomes Framework (QOF) with regards GP contracts. SM advised that the Chief Officers have a Scottish Government representative attending their meeting next week and that this issue is to be discussed. SMorris stated that GPs will pursue the incentives that are available and the dismantling of QOF provides an opportunity if H&SCI work is incentivised. | <p>SH</p> |

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| 7. | AOCB <ul style="list-style-type: none">• None noted. | |
| 8. | Date and time of next meeting: The date of the next meeting was given as 24 November from 1 – 2.30pm in Committee Room 2. | |