

Report

Formal Establishment of the Strategic Planning Group

Edinburgh Integration Joint Board

13 May 2016



Executive Summary

- 1.1 The Public Bodies (Joint Working) Scotland Act 2014 places a requirement on Integration Authorities to establish a Strategic Planning Group as a means of engaging stakeholders in:
- the production of the strategic plan; and
 - any decisions about significant changes to services to be made without revising the strategic plan
- 1.2 This report seeks the approval of the Integration Board to formally establish the Strategic Planning Group.

Recommendations

- 2.1 The Integration Joint Board is asked to approve:
- the proposed remit for the Strategic Planning Group set out in section 4.5 below
 - the proposed membership of the Strategic Planning Group set out in section 4.6 below
 - the proposed frequency of meetings set out in section 4.7
 - the proposed arrangements for the payment of expenses set out in section 4.8 below

Background

- 3.1 The Public Bodies (Joint Working) (Scotland) Act 2014 requires integration authorities to establish a Strategic Planning Group before preparing their first strategic plan. Given the tight timescales for the production of the plan, the Edinburgh Shadow Health and Social Care Partnership agreed that the Strategic Planning Group should be

established on a shadow basis prior to the formal establishment of the Edinburgh Integration Joint Board and remain in place until the first plan had been approved by the Board.

- 3.2 Following the approval of the Strategic Plan for Health and Social Care 2016 – 19 by the Integration Joint Board on 11 March 2016, the Shadow Strategic Planning Group has fulfilled its remit. In order to comply with the legislative requirements a new Strategic Planning Group needs to be formally established by the Board.

Main report

- 4.1 The role of the Strategic Planning Group as set out in the legislation is to be consulted and provide feedback:
- at each stage of the production of the Edinburgh Integration Joint Board’s strategic plans (Public Bodies (Joint Working) (Scotland) Act section 33)
 - in respect of any significant decision about the arrangements for carrying out the “integration functions” that the Partnership proposes to implement without revising the strategic plan (Public Bodies (Joint Working) (Scotland) Act section 36)

An extract from the Public Bodies (Joint Working) (Scotland) Act 2014 relating to the establishment and role of the Strategic Planning Group is attached as Appendix 1.

- 4.2 In December 2012 the Shadow Health and Social Care Partnership agreed that the strategic plan for Edinburgh should be produced in collaboration with the Strategic Planning Group rather than simply consulting the Group.
- 4.3 The Shadow Strategic Planning Group was established in February 2014 and met 12 times over the period during which the plan was produced working to the following remit:
- To:
- collaborate in the preparation of the strategic plan, including:
 - developing recommendations about the content
 - developing the plan itself, including being part of sub-groups working on aspects of the plan
 - consultation on the plan within the groups they represent and through wider public consultation

- act as a critical friend to the Integrated Joint Board when consulted on any decisions that need to be made outside the strategic planning framework or when consulted on any other matter

4.4 Individual members of the Shadow Strategic Planning Group undertook to:

- ensure that the views and interests of the stakeholder group they represent on the Strategic Planning Group are taken into account in the development of the Strategic Plan for Edinburgh
- engage actively with a wider constituency of stakeholders (groups, forums, organisations) in order to ensure that as wide a range of stakeholders as possible is able to influence the development of the Strategic Plan for Edinburgh
- make every effort to attend all meetings, workshops and other events arranged for the Group
- identify other stakeholders from their wider constituency with relevant knowledge and experience to join working groups involved in producing specific sections of the strategic plan
- commit to working in a collaborative way with other members of the Strategic Planning Group, officers of the Council and NHS Lothian and other stakeholders
- actively facilitate and participate in public consultation on the draft strategic plan for Edinburgh

4.5 **Proposed remit of the Strategic Planning Group**

Following discussion at the Strategic Planning Group on 11 January 2016 it was proposed that the remit of the Group going forward should be to:

- review detailed business cases and change plans on behalf of the Integration Joint Board to ensure they are robust and meet the aims of the strategic plan
- provide assurance to the Integration Joint Board that there has been appropriate consultation and engagement in line with the statutory responsibilities of the IJB for any service changes
- review the planning structures in place and provide assurance to the Integration Joint Board that appropriate planning mechanisms exist within the partnership, and between the partnership and key stakeholders

- provide a forum for discussion and debate in relation to emerging themes and national or local initiatives which emerge following the finalisation of the 2016-2019 strategic plan
- receives updated Joint Strategic Needs Assessment and performance information as this emerges to inform the annual review of the Strategic Plan
- collaborate on the production of future iterations of the strategic plan
- oversees delivery of the strategic plan on behalf of the Integration Joint Board

In order to undertake this remit it was also suggested that the Strategic Planning Group should develop a set of decision making criteria and framework for the review and prioritisation of business cases early in 2016/17.

4.6 Proposed membership of the Strategic Planning Group

The Public Bodies (Joint Working) (Scotland) Act 2014 sets out a list of bodies that must be represented on the Strategic Planning Group each integration authority can determine how members of the Strategic Planning Group will be appointed and can add to this membership if it chooses to do so. The bodies that must be represented are detailed in Appendix 2.

It is proposed that the approach taken to establishing the Shadow Strategic Planning Group is continued so that:

- there are clear links between the membership of the Integration Joint Board and the Strategic Planning Group
- where appropriate members of the Strategic Planning Group are nominated by the bodies they are representing and are supported to actively engage with their wider constituency of groups and individuals
- the role of individual members of the Strategic Planning Group remains as set out in section 4.4 above

The proposed arrangements for establishing membership of the Strategic Planning Group are detailed in the table below:

Group represented	Arrangements for appointment from 1 April 2016
Chair	Vice chair of the Integration Joint Board will be appointed
Vice Chair	Chair of the Integration Joint Board will be appointed
NHS Lothian	NHS Lothian to be asked to nominate an appropriate officer

Group represented	Arrangements for appointment from 1 April 2016
City of Edinburgh Council	City of Edinburgh Council to be asked nominate an appropriate officer
Users of health services	The two service users who are non-voting members of the Edinburgh Integration Joint Board will be appointed
Users of social care services	
Carers of users of health services	The two unpaid carers who are non-voting members of the Edinburgh Integration Joint Board will be appointed
Carers of users of social care services	
Social care professionals	The Professional Advisory Committee (PAC) to be asked to nominate a health and a social care professional. Ideally the representatives will be the co-chairs of the PAC
Health professionals	
Commercial providers of health care	To be decided
Commercial providers of social care	Scottish Care which is an interface organisation for the independent sector to be asked for a nomination
Non-commercial providers of social care	EVOC (Edinburgh Voluntary Organisations Council) and CCPS (Coalition of Care and Support Providers) which are interface organisations for the third sector to be asked for nominations
Non-commercial providers of health care	
Non-commercial providers of social housing	Edinburgh Affordable Housing Partnership which is a an interface group for providers of social housing to be asked for nominations
Third sector organisations carrying out activities related to health or social care	The third sector representative who is a non-voting members of the Edinburgh Shadow Health and Social Care Partnership will be appointed
Localities	Pending the full establishment of the four localities it is proposed that the Community Engagement Manager from the City of Edinburgh Council undertakes this role. To be reviewed in December 2016
Chief Officer of the Edinburgh Health and Social Care Partnership	
Chief Finance Officer of the Edinburgh Health and Social Care Partnership	
Strategic Planning Leads for the Edinburgh Health and Social Care Partnership	
Performance Lead Edinburgh Health and Social Care Partnership	
Public Health Consultant working with the Edinburgh Health and Social Care Partnership	

4.7 Frequency of meetings

It is proposed that the Strategic Planning Group should meet monthly for 2 – 3 hours.

4.8 **Payment of expenses**

It is proposed that reasonable expenses should be paid to those members of the Strategic Planning Group who incur additional expenditure in connection with attendance at meetings of the Group.

Key risks

If the Strategic Planning Group is not formally established by the Integration Joint Board the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014 will not be met.

Financial implications

The Strategic Planning Group will require a small budget to meet the cost of room hire and the expenses incurred by individual members. Whilst every effort will be made to hold regular meetings at venues where no cost is incurred it may be necessary to pay for room hire in connection with special events such as consultation exercises. During 2015 costs associated with the operation of the Strategic Planning Group and production of the strategic plan were just short of £3,000.

Involving people

The report contains proposals for the formal establishment of the Strategic Planning Group which is a key mechanism for ensuring that stakeholders including those who receive and provide health and social care services are involved in the planning of those services.

Impact on plans of other parties

There is no impact on the plans of other parties.

Background reading/references

[Public Bodies \(Joint Working\) \(Scotland\) Act 2014](#)

[Public Bodies \(Joint Working\) \(Scotland\) Act \(Membership of Strategic Planning Group\) Regulations](#)

Appendices

Appendix 1 Extract from the Public Bodies (Joint Working) (Scotland) Act 2014 relating to the establishment of Strategic Planning Groups

Appendix 2 Statutory members of the Strategic Planning Group

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Links to priorities in strategic plan

Whilst having no direct link to any specific priority the proposals in this report set out the arrangements for the establishment of a Strategic Planning Group that will have oversight of progress in delivering all priorities.

Appendix 1

Extract from the Public Bodies (Joint Working) (Scotland) Act 2014 relating to the establishment of Strategic Planning Groups

32 Establishment of strategic planning group

- (1) Before preparing its first strategic plan, an integration authority in relation to the area of a local authority is to establish a group (its “strategic planning group”) comprising—
 - (a) where the integration authority is an integration joint board—
 - (i) at least one person nominated by the Health Board which is a constituent authority in relation to the integration joint board,
 - (ii) where one local authority is a constituent authority in relation to the integration joint board, at least one person nominated by the local authority,
 - (iii) where two or more local authorities are constituent authorities in relation to the integration joint board, at least one person nominated by the local authorities,
 - (b) where the integration authority is a Health Board, at least one person nominated by the local authority or authorities with which the integration authority prepared the integration scheme in pursuance of which the integration authority acquired its functions,
 - (c) where the integration authority is a local authority, at least one person nominated by the Health Board with which the integration authority prepared the integration scheme in pursuance of which the integration authority acquired its functions,
 - (d) one person in respect of each of the groups mentioned in subsection (2), being a person who the integration authority considers to be representative of that group, and
 - (e) such other persons as the integration authority considers appropriate.
- (2) The groups referred to in subsection (1)(d) are such groups of persons appearing to the Scottish Ministers to have an interest as may be prescribed.
- (3) The integration authority is to determine—
 - (a) the number of members of its strategic planning group,
 - (b) so far as not set out in this section, the processes for appointment, removal and replacement of members.
- (4) The integration authority may—
 - (a) appoint members of its strategic planning group from persons nominated under subsection (1),
 - (b) in such circumstances as the authority considers appropriate, remove persons appointed under paragraph (a) from membership of the group,
 - (c) appoint members in place of members who resign or are removed from membership of the group.
- (5) A constituent authority may—

- (a) remove from a strategic planning group a member appointed to represent it,
 - (b) nominate under subsection (1) another person in place of a member of the group appointed to represent it.
- (6) A member of a strategic planning group may resign at any time.
- (7) During the period to which any strategic plan of an integration authority relates, its strategic planning group is also to comprise a person to represent the interests of each locality set out in the plan in pursuance of section 29(3)(a).
- (8) It is for the integration authority to—
- (a) decide which persons are suitable to represent the interests of a locality, and
 - (b) select the representative.
- (9) An integration authority may under subsection (8)(b) select a single person in respect of two or more localities.
- (10) The validity of anything done by an integration authority's strategic planning group is not affected by any vacancy in its membership.
- (11) The procedure of an integration authority's strategic planning group is to be such as the authority determines.
- (12) An integration authority may pay to members of its strategic planning group such expenses and allowances as the authority determines.

33 Preparation of strategic plan

- (1) This section applies where an integration authority in relation to the area of a local authority is preparing a strategic plan.
- (2) The integration authority is to—
- (a) prepare proposals for what the strategic plan should contain, and
 - (b) ***seek the views of its strategic planning group*** on the proposals.
- (3) Taking account of any views expressed by virtue of subsection (2)(b), the integration authority is then to—
- (a) prepare a first draft of the strategic plan, and
 - (b) ***seek the views of its strategic planning group*** on the draft.
- (4) Taking account of any views expressed by virtue of subsection (3)(b), the integration authority is then to—
- (a) prepare a second draft of the strategic plan,
 - (b) send a copy to—
 - (i) the persons mentioned in subsection (5), and
 - (ii) such other persons as it considers appropriate, and

- (c) invite the recipients to express views (within such period as the integration authority considers appropriate) on the draft.

36 Significant decisions outside strategic plan: public involvement

- (1) This section applies where the integration authority for the area of a local authority—
 - (a) proposes to take a significant decision about the arrangements for the carrying out of the integration functions for the area of the authority, and
 - (b) intends the decision to take effect other than by virtue of revising its strategic plan under section 37.
- (2) In subsection (1)(a), “significant decision” means a decision which the integration authority considers might significantly affect the provision of a service provided in pursuance of the integration functions in the area of the local authority.
- (3) The **integration authority must**—
 - (a) ***seek and have regard to the views of its strategic planning group***, and
 - (b) take such action as it thinks fit with a view to securing that persons mentioned in subsection (4) are involved in and consulted on the decision.
- (4) Those persons are users of the service which is being or may be provided.

The Public Bodies (Joint Working) (Membership of Strategic Planning Group) (Scotland) Regulations 2014

Prescribed groups of persons to be represented in strategic planning group

2.—(1) Subject to paragraph (2) the groups of persons prescribed for the purposes of section 32(2) of the Public Bodies (Joint Working) (Scotland) Act 2014

(establishment of strategic planning group) are—

- a) health professionals;
- b) users of health care;
- c) carers of users of health care;
- d) commercial providers of health care;
- e) non-commercial providers of health care;
- f) social care professionals;
- g) (users of social care;
- h) carers of users of social care;
- i) commercial providers of social care;
- j) non-commercial providers of social care;
- k) non-commercial providers of social housing; and
- l) third sector bodies carrying out activities related to health care or social care.

(2) For the purposes of paragraph (1)—

- a) in the case of users of health care or social care, they must reside within the area of the local authority;
- b) in the case of carers of users of health or social care, they must care for a person who resides within the area of the local authority; and
- c) in any other case, they must operate within the local authority area.

(3) In this regulation, “third sector” includes representative groups, interest groups, social enterprises and community organisations.

Appendix 2

Bodies that must be represented on the Strategic Planning Group

- a) City of Edinburgh Council
- b) NHS Lothian
- c) health professionals;
- d) users of health care;
- e) carers of users of health care;
- f) commercial providers of health care;
- g) non-commercial providers of health care;
- h) social care professionals;
- i) (users of social care;
- j) carers of users of social care;
- k) commercial providers of social care;
- l) non-commercial providers of social care;
- m) non-commercial providers of social housing
- n) third sector bodies carrying out activities related to health care or social care