

# Minutes

## Edinburgh Integration Joint Board Strategic Planning Group

10.00 am, Friday 29 July 2016

City Chambers, Edinburgh

### Present:

**Members:** Ricky Henderson (Chair), Colin Briggs, Wendy Dale, Christine Farquar, Michelle Miller, Angus McCann, Lesley Blackmore, Michelle Mulvaney, Rob McCulloch-Graham, Eleanor Cunningham.

**Apologies:** George Walker, Fanchea Kelly, Sandra Blake and Ella Simpson.

**In Attendance:** Martin Hurst

### 1. Strategic Plan and Appendices

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The report on the Final draft of the Strategic Plan for Health and Social Care which had been considered by the Integrated Joint Board on 11 March 2016 was circulated for information.

#### Decision

To note the report

### 2. Establishment of the Strategic Planning Group

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The report on the Formal establishment of the Strategic Planning Group which had been considered by the Integrated Joint Board on 13 May 2016 was circulated for information.

#### Decision

To note the report

### 3. Mainstreaming Equalities

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The report on mainstreaming equalities which had been considered by the Integrated Joint Board on 13 May 2016 was circulated for information.



## Decision

To note the report

### 4. Strategic Planning Group – Work Plan

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Wendy Dale advised that the Shadow Strategic Planning Group had met twelve times between March 2015 and February 2016 to collaborate on the production of the strategic plan. A summary version of the plan would be available soon.

During that time the Shadow Group had, developed key priorities, produced the draft strategic plan, supported public consultation, overseen the production of the final plan and produced recommendations about role remit for the Group going forward.

The role of the Group moving forward was to;

- Ensure robustness of detailed business cases and change plans to deliver the strategic plan
- Provide assurance on appropriateness of:
  - consultation and engagement
  - planning structures
- Forum for discussion on emerging themes and issues
- Oversee delivery of the strategic plan and collaborate on future iterations
- Assurance re Equality Duty

The role of the members was:

- Ensure views of stakeholders are taken into account
- Engage with wider constituency
- Commit to working in a collaborative way
- Actively facilitate and participate in public consultation

Discussion at the Group considered the following issues

- Links with the IJB and its Sub Groups (Details of the IJB Sub-Groups were provided and are attached as an appendix to this minute)
- Links with localities
- Progress on the Strategic Plan
- Development of Delivery Plans
- Other work streams coming forward
- Where the Strategic Plan fitted in with the Edinburgh partnerships work.

It was agreed that a sub group would be established to develop an engagement strategy. Membership of the sub-group to include Christine Farquhar, Colin Beck, Ella Simpson, Fanchea Kelly

It was agreed that clarification was required on when the IJB would issue a direction in regard to a particular work stream, and on what would be the reporting mechanism that would be followed.

It was considered the most likely option would be the IJB would remit matters to officers who would liaise with the sub groups and a report would then be submitted back to the IJB.

To progress the work on the Strategic Plan which will need to be reviewed and updated by this group in January, it was considered that the most feasible way forward was for the Group to receive presentations at meetings on work that was ongoing from the approved plan and any proposals coming forward.

The following work plan was agreed for future meetings of the Group.

August 2016	Published versions of the strategic plan
	Overview of the Health and Social Care Transformation Programme
	Mental Health and Substance Misuse Deliver Programme
September 2016	Older People's Delivery Plan
	Older People's Joint Inspection self-assessment
	Transformation Programme Capacity and Demand workstream
October 2016	Disabilities delivery plan
November 2016	Hospitals plan
January 2017	Updated Strategic Plan for 2017/18

### Decision

- To note the proposed focus of future meetings
- To note that lead officers for the presentations would be identified
- To note that Christine Farquar, Michelle Mulvaney and Eleanor Cunningham would form the sub Group developing the engagement strategy and that Ella Simpson and Fanchea Kelly will also be invited to join this sub group
- To request that the IJB development session in February 2017 be used discussion of the updated Strategic Plan

(References – minute of the Edinburgh Integration Joint Board 15 January 2016 (item 5); report by the IJB Chief Officer, submitted.)

## 5. Future Meetings

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### Decision

To note that the Strategic Planning Group would meet on:

26 August 2016, 10am – 12 noon – European Room, City Chambers, Edinburgh

30 September 2016, 10am – 12 noon – Dean of Guild Room and Business Centre, City Chambers, Edinburgh

28 October 2016, 10am – 12 noon – European Room, City Chambers, Edinburgh

25 November 2016, 10am – 12 noon – European Room, City Chambers, Edinburgh

27 January 2017, 10am – 12 noon – European Room, City Chambers, Edinburgh

24 February 2017, 10am – 12 noon – European Room, City Chambers, Edinburgh

31 March 2017, 10am – 12 noon – European Room, City Chambers, Edinburgh

### Edinburgh Integration Joint Board Sub-groups

	<b>Audit and Risk Committee (ARC)</b>	<b>Performance and Quality Group (PQG)</b>	<b>Professional Advisory Group (PAG)</b>	<b>Strategic Planning Group (SPG)</b>
<b>Basis for establishment</b>	Established by decision of the Edinburgh Integration Joint Board on 20/11/2015 to ensure appropriate consideration of governance, risk and assurance matters in line with good practice governance standards in the public sector.	Established by decision of the Edinburgh Integration Joint Board on 20/11/2015 to provide assurance that the performance and quality of delegated functions are being effectively assessed and managed.	Established by decision of the Edinburgh Integration Joint Board to provide an integrated professional grouping through which health and social care professionals can influence the planning and delivery of delegated services and provide advice to the IJB.	Statutory requirement under the Public Bodies (Joint Working) (Scotland) Act 2015 as a means of enabling stakeholders to influence the planning and delivery of delegated services. Established on a shadow basis in February 2015.
<b>Remit</b>	<p><i>Approved by IJB on 20/11/2015</i></p> <p>To:</p> <ul style="list-style-type: none"> <li>• monitor and scrutinise the effectiveness of audit and inspection, risk management, governance arrangements and the financial and internal control environment regarding the Integration Functions</li> <li>• agree the Internal Audit</li> </ul>	<p><i>Draft pending IJB approval</i></p> <p>To:</p> <ul style="list-style-type: none"> <li>• provide assurance to the IJB that the whole system is operating effectively to deliver the strategic plan</li> <li>• assess the impact and effectiveness of the strategic plan</li> <li>• assess performance and quality from a strategic perspective</li> </ul>	<p>Approved by IJB on 15/1/2016</p> <p>To:</p> <ul style="list-style-type: none"> <li>• provide professional advice and opinion to the IJB – the Chair and Co chair of the PAG will be non-voting members of the IJB</li> <li>• be consulted upon any significant service redesign at key stages from planning through to implementation and review</li> </ul>	<p><b><i>Legislative requirement:</i></b> <i>To be consulted:</i></p> <ul style="list-style-type: none"> <li>• <i>at key stages in the production of the strategic plan</i></li> <li>• <i>on any significant decision to be taken about the delivery of delegated functions without revising the strategic plan</i></li> </ul> <p><i>Draft pending IJB approval</i></p> <p>To:</p> <ul style="list-style-type: none"> <li>• review detailed business cases and</li> </ul>

	<b>Audit and Risk Committee (ARC)</b>	<b>Performance and Quality Group (PQG)</b>	<b>Professional Advisory Group (PAG)</b>	<b>Strategic Planning Group (SPG)</b>
	<p>Charter</p> <ul style="list-style-type: none"> <li>• approve the annual internal audit plan and review all audit work against this plan</li> <li>• scrutinise and consider the annual internal and external audit plans and reports</li> <li>• scrutinise and review the risk management strategy and risk register</li> <li>• scrutinise the annual accounts</li> <li>• review the IJB's arrangements to prevent bribery and corruption within its activities</li> <li>• advise the IJB on any matter contained in the committee's remit</li> </ul>	<ul style="list-style-type: none"> <li>• ensure that directions are being delivered</li> <li>• support innovation and improvement by using evidence of performance and quality to learn and embed what works</li> <li>• ensure that the perspectives of all stakeholders are considered (including citizens, third and independent sector providers, people who use services and their carers)</li> <li>• provide a forum for discussion and debate in relation to emerging themes and national or local initiatives which emerge</li> <li>• receive updates on the ongoing development JSNA and use these to influence further analysis</li> </ul>	<ul style="list-style-type: none"> <li>• provide the Health Care Professional and Social Care Professional representation on the Strategic Planning Group (SPG) by nominating two members of the PAG to sit on the SPG</li> <li>• act as a conduit between the IJB and SPG and the various professional representative Groups in Edinburgh</li> <li>• maintain strong links with frontline professionals to enable them to influence future service planning and delivery</li> </ul>	<p>change plans on behalf of the Integration Joint Board to ensure they are robust and meet the aims of the strategic plan</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• provide a forum for discussion and debate in relation to emerging</li> </ul>

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		<ul style="list-style-type: none"> <li>oversee the production of the annual performance report</li> </ul>		<p>themes and national or local initiatives which emerge following the finalisation of the 2016-2019 strategic plan</p> <ul style="list-style-type: none"> <li>receive updated JSNA and performance information as this emerges, to inform the annual review of the Strategic Plan</li> <li>collaborate on the production of future iterations of the strategic plan</li> </ul>
<b>Chair</b>	Nominated by the IJB: <i>currently Angus McCann, Citizen member of the IJB</i>	Nominated by the IJB: <i>Currently Shulah Allan NHSL Board Member of IJB</i>	Nominated by the PAG <i>Currently Carl Bickler GP Clinical Lead</i>	Vice chair of the IJB
<b>Vice chair</b>	Nominated by the IJB:	Nominated by the IJB: <i>Currently Sandy Howat CEC member of IJB</i>	Nominated by the PAG <i>Co Chair: TBA</i>	Chair of the IJB
<b>Membership</b>	<p><i>Approved by IJB on 20/11/2015</i></p> <ul style="list-style-type: none"> <li>Two members of the IJB appointed by NHS</li> </ul>	<ul style="list-style-type: none"> <li>IJB Chief Officer</li> <li>Clinical Director</li> <li>Chief Social Work Officer</li> <li>Chief Nurse</li> </ul>	<p><i>Approved by IJB on 15/1/2016</i></p> <p>Representatives of:</p> <ul style="list-style-type: none"> <li>Nursing staff</li> </ul>	<p><b>Members mandated by legislation are shown in italics</b></p> <ul style="list-style-type: none"> <li><i>NHSL rep (Colin Briggs)</i></li> </ul>

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	<p>Lothian</p> <ul style="list-style-type: none"> <li>• Two members of the IJB appointed by the City of Edinburgh Council</li> <li>• Two non-voting members of the IJB</li> </ul> <p><b>6 members in total</b></p>	<ul style="list-style-type: none"> <li>• Chief Finance Officer</li> <li>• Locality Manager x1</li> <li>• Strategic Planning Manager x2</li> <li>• Strategic Planning Acute Hospitals x1 <i>Colin Briggs</i></li> <li>• Hosted services x1 <i>Sheena Muir</i></li> <li>• Mental health services x1 <i>James Glover</i></li> <li>• Quality x2 <i>Jon Ferrer and Jen Evans</i></li> <li>• GP rep x1</li> <li>• Voluntary Sector rep x1</li> <li>• Independent sector rep x 1</li> <li>• Service user rep x1</li> <li>• Carer rep x1</li> <li>• PAC rep x1</li> <li>• NHSL Partnership rep x1</li> <li>• CEC union rep x1</li> </ul> <p><b>24 members in total</b></p>	<ul style="list-style-type: none"> <li>• Clinical Nurse Managers</li> <li>• Allied Health Professional members</li> <li>• Physiotherapy</li> <li>• Occupational Therapy</li> <li>• Speech and Language Therapy</li> <li>• Podiatry</li> <li>• Art Therapy</li> <li>• Medical Staff</li> <li>• Optometry</li> <li>• Community Pharmacy</li> <li>• Dentistry</li> <li>• Clinical Psychology</li> <li>• Older people social work management</li> <li>• Disabilities social work management</li> <li>• Mental Health social work management</li> <li>• Substance Misuse social work management</li> <li>• Assessment and Care Management</li> <li>• Local Authority Occupational Therapist</li> </ul>	<ul style="list-style-type: none"> <li>• <i>CEC rep (Chief Social Work Officer)</i></li> <li>• <i>Users of NHS services (IJB citizen member)</i></li> <li>• <i>Users of social care services (IJB citizen member)</i></li> <li>• <i>Carers of users of NHS services (IJB citizen member)</i></li> <li>• <i>Carers of users of social care services (IJB citizen member)</i></li> <li>• <i>Health care professionals (PAC to nominate)</i></li> <li>• <i>Social care professionals (PAC to nominate)</i></li> <li>• <i>Commercial providers of health care (to be decided)</i></li> <li>• <i>Commercial providers of social care (Scottish Care to nominate)</i></li> <li>• <i>Non commercial providers of health care (EVOC /CCPS to nominate)</i></li> </ul>



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			<ul style="list-style-type: none"> <li>• Local Authority Dietician</li> <li>• Housing support and homeless service</li> <li>• Children’s social work/care</li> <li>• Primary Care Pharmacy Co-ordinator</li> <li>• Consultant in Public health Medicine (or deputy)</li> <li>• Clinical Leads from all GP and ‘hosted service’ areas.</li> <li>• GP Sub Committee Member</li> </ul>	<ul style="list-style-type: none"> <li>• <i>No commercial providers of social care (EVOC /CCPS to nominate)</i></li> <li>• <i>Non commercial providers of social housing (Edinburgh Affordable Housing Partnership to nominate)</i></li> <li>• <i>Third sector organisations (Chief Exec of EVOC)</i></li> <li>• <i>Localities (to be decided)</i></li> <li>• IJB Chief Officer</li> <li>• Chief Finance Officer</li> <li>• Strategic Planning Manager</li> <li>• IJB Performance Lead</li> <li>• Public Health consultant</li> </ul> <p><b>24 members in total</b></p>
<b>Lead Officer on behalf of IJB Exec Team</b>	Chief Finance Officer	IJB Performance Lead  Strategic Planning, Design and Innovation Manager	<i>To be agreed - suggest Chief Nurse, Clinical Director or Locality Manager</i>	Strategic Planning, Design and Innovation Manager

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<b>IJB support officer</b>	<i>TBA on 26/5/16</i>	Sarah Bryson (Strategic Planning and Commissioning Officer)	<i>TBA on 26/5/16</i>	<i>TBA on 26/5/16</i>
<b>Committee Services support</b>	Ross Murray	Laura Millar	Stuart McLean	Stephen Broughton