



# Minutes

## Edinburgh Integration Joint Board Strategic Planning Group

**10.00am Monday 23 September 2019**

Eltham Suite - Eric Liddell Centre, Edinburgh

**Present:** Councillor Ricky Henderson (Chair), Councillor Robert Aldridge, Mike Ash, Christine Farquhar, Nigel Henderson, Peter McCormick, Rene Rigby and Ella Simpson,

**In attendance:** Tony Duncan, Alana Nabulsi, Moira Pringle, Martin Scott and Julie Tickle.

**Apologies:** Angus McCann (Vice-Chair), Philip Brown, Belinda Hacking, Stephanie-Anne Harris and Michele Mulvaney.

### 1. Minutes

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#### Decision

- 1) To approve the minute of the Edinburgh Integration Joint Board Strategic Planning Group of 11 June 2019 as a correct record.
- 2) To approve the minute of the Edinburgh Integration Joint Board Strategic Planning Group of 11 July 2019 as a correct record.

### 2. Rolling Actions Log

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Updates were provided on the following outstanding actions on the rolling actions log:

- Action 1 – Directions
- Action 2 – Enhancing Carer Representation on Integration Joint Boards
- Action 3 – Grants Programme – Monitoring and Evaluation Framework
- Action 4 – Review of Previous Edinburgh IJB Directions

### **Decision**

- 1) To agree to close Action 1 and Action 4 and replace with a new single action on directions.
- 2) To agree to change the action owner of Action 2 from the Chief Finance Officer to the Strategy Planning & Quality Manager, Older People.
- 3) To relocate the red text from Action 3 'to be progressed when new carers rep is appointed' to Action 2.
- 4) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

## **3. Decisions of the Edinburgh Integration Joint Board 20 August 2019**

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Details of the actions from the Edinburgh Integration Joint Board meeting held on 20 August 2019 were provided.

### **Decision**

- 1) To agree that actions relevant to the Strategic Planning Group would be highlighted.
- 2) To note the decisions of the Edinburgh Integration Joint Board 20 August 2019.

## **4. Decisions of the Edinburgh Integration Joint Board 3 September 2019**

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Details of the actions from the Edinburgh Integration Joint Board meeting held on 3 September 2019 were provided.

### **Decision**

To note the decisions of the Edinburgh Integration Joint Board 3 September 2019.

## **5. New Terms of Reference**

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The Strategic Planning Group is a statutory Committee established by the Integration Joint Board (IJB). The Group considered New Terms of Reference, which were intended to replace those for the existing formal committee

structure of the EIJB with a new fit for purpose infrastructure. During discussion, the Group discussed the importance of the terms of reference and the wider role and function of the Strategic Planning Group.

### **Decision**

- 1) To agree that the outcomes of the Governance Review would be shared with the Group.
- 2) To agree that Nigel Henderson would fill the vacant social care non-commercial provider position.
- 3) To note that Section 5, Specific Duties, would be populated.
- 4) To agree that the director of planning of NHS Lothian would be added list of representatives on Section 4 of the report.
- 5) To agree that the reference to operational plan in 2.1.d of the report would be incorporated in to section 2.1.e and that the Head of Strategic Planning and Mike Ash would discuss a form of wording and this would be approved by the chair.
- 6) To note that any changes are subject to Joint Board approval.

(Reference – New Terms of Reference, submitted.)

## **6. Annual Cycle of Business**

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A verbal update was provided on the Annual Cycle of Business. The Interim Head of Strategic Planning noted that there was not much on the Annual Cycle of Business. The Group were asked to note that the annual cycle of business and annual plan would be the same document and populated when matters arise.

The following points were raised and discussed:

- Terms of Reference of EIJB committees still had to be lined up against each other. Chairs would come together to ensure nothing had been missed.
- Align reporting with commissioning cycles

### **Decision**

- 1) To note the verbal update.
- 2) To note that a report would be brought to the next Strategic Planning Group meeting.

## **7. Draft Directions linked to the EIJB Strategic Plan**

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The Edinburgh Integration Joint Board (EIJB) approved both a new Directions Policy and a new Strategic Plan 2019-22 at the meeting held on 20 August 2019. An initial set of draft Directions linked to the new Strategic Plan was shared with the EIJB at

the meeting in August. The EIJB agreed that the Strategic Planning Group should consider this set of Directions, before being submitted to the Joint Board for approval.

The following issues were raised and discussed:

- Triggers would lead to the formulation of new directions
- Directions were not a financial management tool

### **Decision**

- 1) To note the intention to submit a final version of the draft directions, with a covering note, for EIJB approval in October 2019.
- 2) To note the comments from this Group arising from its consideration of the draft directions linked to the EIJB Strategic Plan would be incorporated into the directions provided at the EIJB meeting of October 2019.

## **8. Transformation Programme Update**

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The Interim Head of Strategic Planning provided a verbal update on Transformation Programme. A comprehensive communication had been sent out about jobs trying to be filled. There had been a high number of applicants and the Interim Head of Strategic Planning was hopeful the team would be in place by early 2020.

### **Decision**

To note the verbal update.

## **9. Programme of Strategic Planning Group Meetings**

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The programme of Strategic Planning Group Meetings was submitted, with dates for future meetings up to November 2020.

### **Decision**

To note the programme of Strategic Planning Group Meetings.

## **10. Plan of Plans**

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The Strategic Planning Projection sheet was shared with the group. The plan included details of strategic objectives and project completion targets.

### **Decision**

To note the update.

## 11. Any Other Business

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A brief discussion was had around the exit of the United Kingdom from the European Union and the potential scenarios.

### **Decision**

To note the Scottish Government had teams working on this and the Council had a Brexit Working Group.

## 12. Date of Next Meeting

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### **Decision**

To note that the date and location of the next Strategic Planning Group Meeting was Friday 22 November 2019, 10am to 12pm, Board room, EVOC.