

# REFERRAL REPORT

Membership Proposal– Referral from the Strategic Planning Group

Edinburgh Integration Joint Board

Thursday 21 September 2023

## Executive Summary

The purpose of this report is to refer the attached report on the Membership Proposal from the Strategic Planning Group to the Edinburgh Integration Joint Board for approval/consideration with the Committee's recommendations detailed below.

## Recommendations

The IJB Strategic Planning Group recommends that the Edinburgh Integration Joint Board:

1. Approves the updated list of Appointments endorsed by the IJB Strategic Planning Group at its meeting on the 16 August 2023.
2. Notes the proposals to fill existing gaps in the SPG membership with immediate effect.

## Terms of Referral

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1. At its meeting on the 16<sup>th</sup> of August 2023, The Strategic Planning Group considered a report on a Membership Proposal, which sought members agreement on the appointment of Jean Gray CEO Viewpoint - housing representative, Matt Kennedy, Principle Social Work Officer EHSCP and Jane Perry – Director Bluebird Care Ayrshire, Edinburgh & Glasgow South.
2. During consideration of the report, the Committee discussed the following:
  - 2.1 The updated membership list and ongoing efforts to communicate with the Edinburgh Association of Community Councils regarding the vacancy on the Strategic Planning Group for a representative.
3. The Committee agreed:
  - 3.1 To note the changes to the SPG membership list.

- 3.2 To approve the proposals to fill existing gaps in the SPG membership with immediate effect; and
- 3.3 To refer the nominations to the EIJB for formal ratification.
- 4. The Integration Joint Board is asked to consider the recommendations of the Strategic Planning Group.

### Report Author

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**Councillor Tim Pogson**

**Chair, IJB Strategic Planning Group**

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### Appendices

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Appendix 1      Membership Proposal

# REPORT

## Membership Proposal

## Strategic Planning Group

16 August 2023

### Executive Summary

1. The purpose of this report is to provide an update on the Strategic Planning Group (SPG) membership due to recent changes to the membership list.
2. Several gaps in the membership list have been managed over the past year and it has taken some time to find suitable candidates to fill them.
3. On approval, the nominations will be referred to the Edinburgh Integration Joint Board (EIJB) for ratification.

### Recommendations

- It is recommended that the SPG:
1. Notes the changes to the SPG membership list.
  2. Approves the proposals to fill existing gaps in the SPG membership with immediate effect.
  3. Refer the nominations to the EIJB for formal ratification.

### Directions

Direction to City of Edinburgh Council, NHS Lothian or both organisations		
	No direction required	✓
	Issue a direction to City of Edinburgh Council	
	Issue a direction to NHS Lothian	
	Issue a direction to City of Edinburgh Council and NHS Lothian	

### Report Circulation

1. SPG 16 August 2023 and then refer to next EIJB.

## Main Report

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2. The core membership of the SPG is set out in legislation and additional members can be invited to join the SPG to increase key skills and experience. All new appointees to the SPG have to be formally ratified by the EIJB.
3. The SPG approved its annual review of Terms of Reference (ToRs) in April 2023.
4. The updated SPG membership list as at 16 August 2023, is attached with the SPG ToRs at Appendix 1. Changes and nominations are highlighted.
5. The key points to note are:
  - a. The Chair is now Cllr Tim Pogson.
  - b. The Vice Chair is now Katharina Kasper.
  - c. The Secretary post, Service Director Strategic Planning, will be vacant until a replacement is recruited or a new structure is approved. Interim cover will be provided (TBC).
  - d. The new EHSCP Principle Social Work Officer, Matt Kennedy.
  - e. The new housing representative is recommended to be Jean Gray, CEO of Viewpoint.
  - f. The new private sector representative is Jane Perry, Director Bluebird Care Ayrshire, Edinburgh & Glasgow South.
  - g. There is still no clarity on the EACC representative.

## Implications for EIJB

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### Financial

6. None.

### Legal / risk implications

7. The SPG ToRs will require to be updated as the membership changes.

### Equality and integrated impact assessment

8. None.

### Environment and sustainability impacts

9. None.

## Quality of care

10. NA.

## Consultation

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11. There has been consultation between the SPG Secretary and a range of stakeholders to secure the new nominations.

## Report Author

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## Appendix

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1. SPG ToRs Membership List – updated as at August 2023.

# Edinburgh Integration Joint Board

## Strategic Planning Group Committee

### Terms of Reference

#### 1. Constitution of the Committee

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1.1 The Strategic Planning Group (SPG) is a statutory Committee established by the Edinburgh Integration Joint Board (EIJB) to monitor, review and report to the Board on the strategy, plans and delivery of the delegated Partnership's services.

#### 2. Purpose and function

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2.1 The purpose and function of the Committee, on behalf of the EIJB is to:

- a) Oversee strategic planning processes to meet statutory obligations placed on the EIJB in respect of strategies and plans.
- b) Provide assurance to the EIJB that processes are fully inclusive of stakeholders and partners and formal consultative processes are followed.
- c) Identify on behalf of the EIJB key priorities, progress arrangements and outcomes in relation to the planning of services.
- d) Approve Directions, in line with the current EIJB Directions policy, in order to deliver the Strategic Plan. If the SPG accepts these Directions, they will be recommended to the EIJB for formal adoption.
- e) Consider ideas from all interested groups, including EIJB committees, on ways to deliver the objectives of the Strategic Plan. If adopted this will initiate revised Directions.

#### 3. Authority

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3.1 The Committee is:

- a) A statutory Committee of the EIJB reporting directly to the EIJB, and has no executive powers, other than those specifically delegated in these Terms of Reference.
- b) Authorised by the EIJB to investigate any activity within its Terms of Reference, to seek any information it requires from any officer of the Partnership, and to invite any employee of an organisation within the Partnership to provide information by request at a meeting of the Committee to support its work, as and when required, taking due

cognisance of their employing organisation's policies and procedures in doing so.

- c) Authorised by the EIJB to secure the attendance of individuals and authorities from outside the Partnership with relevant experience and expertise if it considers this necessary for the exercise of its functions, including whatever professional advice it requires (as advised by the Executive Leads of the Committee and / or Office of the Chief Officer).

3.2 The Committee shall have the power to establish, in exceptional circumstances, sub-committees and / or task and finish groups for the purpose of addressing specific tasks or areas of responsibility, if approved by the EIJB. In accordance with the Partnership's Standing Orders, the Committee may not delegate powers to a sub-committee or task and finish group unless expressly authorised by the EIJB.

3.3 The Terms of Reference, including the reporting procedures of any sub-committees or task and finish groups must be approved by the EIJB and reviewed on an annual basis.

#### **4. Membership and quorum**

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##### **Membership**

4.1 Members of the Committee shall be appointed by the EIJB and shall be made up of four Voting Members of the EIJB, drawn equally from NHS Lothian and The City of Edinburgh Council. Two non-voting members of the EIJB shall be appointed to the Committee by the Board as non-voting members of the Committee.

4.2 The Vice Chair of the EIJB will be the Chair of the Committee. The Chair of the EIJB will act as Vice Chair of this Committee.

4.3 A further Voting member of the Committee can assume the role of Chair in the formal absence of the appointed Chair, with the agreement of the Committee members.

4.4 The Executive Lead (Service Director – Strategic Planning) or a designated alternative from the Office of the Chief Officer, will be in attendance at all meetings of the Committee. Other attendees at the Committee shall be appointed by the EIJB and shall be made up of representatives drawn from the following groups:

- Non-voting members of the EIJB
- NHSL Director of Planning
- Health professionals
- Service users of health care
- Carers in health care

- Social care professionals
- Service users of social care
- Carers from social care
- Independent providers of social care
- Staff side representative
- Registered Social Housing organisations
- Third sector bodies carrying our activities related to health care or social care

- 4.5 The Chief Officer shall not be a member of the Committee but may be in attendance.
- 4.6 Other than as specified above, only members of the Committee have the right to attend Committee meetings. Other non-Committee members may be invited to attend and assist the Committee from time to time, according to particular items being considered and discussed.
- 4.7 Members are able to attend Committee meetings in person, virtually, or in extremis, by telephone. Members who attend virtually will count towards the quorum.
- 4.8 Secretariat support will be provided by a combination of the Office of the Chief Officer and the City of Edinburgh Council Committee Services' team.
- 4.9 All members of the Committee shall receive training and development support before joining the Committee and on a continuing basis to ensure their effectiveness as members, supported by a performance assessment process, as agreed by the EIJB.
- 4.10 An attendance record shall be held for each meeting and an annual register of attendance will be included in the annual report of the Committee to the Board.

### **Quorum**

- 4.11 The quorum necessary for the transaction of business shall be four members as defined in 4.1 above, including the Chair (or the agreed representative in accordance with paragraph 4.3) and at least one Voting member.
- 4.12 A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers, and discretions delegated to the Committee.
- 4.13 If inquorate, the Committee may meet informally to discuss reports but is not permitted to make any decisions. Decisions including those based on recommendations in a report must be agreed under quorum.



## 5. Duties

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### Core duties

#### 5.1 Core duties on behalf of the EIJB:

- a) Review reports (with business cases as necessary) and related Directions measured against the Strategic Plan.
- b) Ensure appropriate consultation and engagement activity has taken place with Partners in the development of reports and Directions.
- c) Ensure Directions have appropriate finance and performance measures in place.
- d) Provide a forum to debate the implications of emerging health and social care themes and any local or national initiatives; to include input from Locality Planning Groups.
- e) Develop the Strategic Plan for sign off by the EIJB and thereafter review the Strategic Plan annually and recommend any proposed amendments to the EIJB.
- f) Consider the implications of future Joint Strategic Needs Assessments and other insights derived from engagement activities.
- g) Collaborate on and oversee the production and delivery of future Strategic projects and related Commissioning Plans.
- h) Monitoring of the Financial and Performance Frameworks as they relate to the Strategic Plan.

### Cycle of Business

- 5.2 The Committee will set an annual plan for its work to form part of the EIJB's Annual Cycle of Business, informed by the Board Assurance Framework, and report to the EIJB on its progress.
- 5.3 An Assurance Statement will be produced and presented to the EIJB annually.

## 6. Reporting and accountability

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- 6.1 The Committee Chair will report to the EIJB on its proceedings after each meeting by way of formal minutes, on all matters within its duties and responsibilities.
- 6.2 The Terms of Reference shall be reviewed by the Committee and approved by the EIJB on an annual basis.

## 7. Committee Administration

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- 7.1 The Committee shall meet a minimum of six times a year and at such other times as the Chair of the Committee, in consultation with the Committee Secretary, shall require, allowing the Committee to discharge all of its responsibilities.
- 7.2 The Chair may at any time convene additional meetings of the Committee to consider business that requires urgent attention.
- 7.3 The agenda will be set in advance by the Chair, with the office of the Chief Officer and Partnership Executive leads reflecting a cycle of meetings and business, which is agreed each year for the Board and its Committees, to ensure it fulfils its duties and responsibilities in an open and transparent manner.
- 7.4 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be made available to each member of the Committee, no less than seven working days before the date of the meeting in electronic form. Supporting papers shall be made available no later than five working days before the date of the meeting.
- 7.5 Committee papers shall include an outline of their purpose and key points in line with the EIJB's Committee protocol, and make clear what actions are expected of the Committee.
- 7.6 The Chair shall establish, at the beginning of each meeting, the existence of any conflicts of interest and ensure these are recorded in the minutes accordingly.
- 7.7 The Committee Secretary shall minute the proceedings of all Committee meetings, including recording the names of those present, in attendance and absent. Draft minutes of Committee meetings shall be made available promptly to all members of the Committee, normally within ten days of the meeting.
- 7.8 The Committee shall, at least once a year, review its own performance, using a process agreed for all Board committees by the EIJB.

**Procedural control statement:**

**Date approved: awaiting approval by April 2023 EIJB**

**Approved by: Integration Joint Board**

**Review date: March 2024 or earlier**

## Appendix 1 – Membership

<b>Strategic Planning Group</b>	
<b>Chair</b>	Councillor Tim Pogson (Chair)
<b>Voting</b>	Katharina Kasper (Vice Chair)
	Peter Murray
	Councillor Max Mitchell
<b>Non-voting</b>	Christine Farquhar
	Bridie Ashrowan
<b>Executive Lead</b>	TBC Service Director Strategic Planning
<b>Attendees</b>	Grant Macrae – (Citizen Representative) Allister McKillop – (Citizen Representative)
	Colin Briggs – NHSL Director of Planning
	Matt Kennedy, Principle Social Work Officer EHSCP
	Alyson Falconer – Head of Adult Psychology Services, NHSL, (Health Professional)
	Peter McCormick – (Social Care Commercial Provider)
	Rene Rigby – Independent Sector Lead (Social Care Commercial Provider)
	Stephanie-Anne Harris – Strategic Development Manager, Edinburgh Community Health Forum (Health Care Non-Commercial Provider)
	Jean Gray CEO Viewpoint - housing representative
	Jane Perry – Director Bluebird Care Ayrshire, Edinburgh & Glasgow South.
	Michelle Mulvaney - Community Engagement Manager

	Susan McMillan – Performance and Evaluation Manager (Performance Lead)
	Flora Ogilvie - Public Health Consultant Edinburgh
	<b>Vacancy</b> – Representative from the Edinburgh Association of Community Councils (EACC)
<b>Committee Secretary</b>	Donna Rodger, Executive Assistant Committee Services