



# Minutes

## Edinburgh Integration Joint Board Strategic Planning Group

**10.00am Tuesday 11 June 2019**

EVOC, 525 Ferry Road, Edinburgh

**Present:** Carolyn Hirst (Chair), Ricky Henderson (Vice-Chair), Christine Farquhar, Stephanie-Anne Harris, Cllr George Gordon, Dermot Gorman, Belinda Hacking, Nigel Henderson, Angus McCann, Peter McCormick and Ella Simpson.

**In attendance:** Katie McWilliam, Tony Duncan, Linda Irvine-Fitzpatrick, Michele Mulvaney, Jay Sturgeon, Julie Tickle and David White.

**Apologies:** Colin Beck, Mark Grierson, Moira Pringle and Rene Rigby.

### 1. Minute

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#### **Decision**

To approve the minute of the Edinburgh Integration Joint Board Strategic Planning Group of 26 April 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 2 - Enhancing Carer Representation on IJBs – Christine Farquhar would arrange for copies of the report to be circulated to members of this Group.

Discussions were ongoing with the Scottish Government on how carer representation could be made more sustainable.

- Action 3 – Grants Programme Monitoring and Evaluation Framework – The Innovation Working Group had met during the last week in June. Its aims and objectives were to look at the three conversations model.

## **Decision**

- 1) To note that the Interim Head of Strategic Planning intended to liaise with the Chief Finance Officer on the recruitment of carer representatives on the IJB.
- 2) To agree to close the following actions:
  - Action 4 – Ministerial Strategic Group
  - Action 5 – Carers' Strategy
  - Action 7 – Edinburgh IJB Draft Strategic Plan 2019-22 Update
- 3) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

## **3. Update on Strategic Plan and Consultation**

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The Interim Head of Strategic Planning provided an update on progress with the Strategic Plan. Consultations and engagements were continuing and the engagement plan had been enhanced to include additional events.

EVOC had sponsored a “think space” event which had been very well attended. An event had also been held at Tynecastle specifically aimed at Partnership staff which had generated a lot of good feedback. In excess of 90 online responses had been received to date.

The following points were raised and discussed:

- How would engagement continue beyond the consultation period? It was important to find ways of engaging with service users, third sector and independent sector going forward
- How would the different IJB sub-committees fit together and the role of the SPG within that structure to ensure all parties are kept advised of different strands of progress
- Important to link in with the Edinburgh Partnership communications strategy and create synergies and an integrated approach
- A mapping paper was being developed to demonstrate how all pathways of care would link to each other in terms of future directions eg. tracking care between people moving from acute services into community care and communicating this back to partners
- Important to understand the flow of information

- In terms of the community planning agenda, Audit Scotland would be reviewing the Empowerment Act and reporting on this in Autumn 2019
- Important to strike a balance between performance metrics which were required to be reported on and those the IJB wish reported on

### **Decision**

- 1) To take discussion offline regarding a possible additional meeting of this Group or briefing on the final iteration of the Strategic Plan in early July prior to the IJB meeting scheduled for 16 August 2019.
- 2) To otherwise note the update.

### **Declaration of Interests**

Christine Farquhar declared a non-financial interest in the above item as former Chair of Upward Mobility, a Trustee of VOCAL a carer and guardian of a person with learning disabilities in receipt of direct payments.

Nigel Henderson declared a non-financial interest in the above item as the Chief Executive of Penumbra.

Peter McCormick declared a non-financial interest in the above item as the Chief Executive of an independent care provider.

Ella Simpson declared a non-financial interest in the above item as the Chief Executive of EVOC, third sector provider.

## **4. Annual Performance Report 2018-2019 Progress Update**

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The Annual Performance Report for 2018-2019 was currently under development. In order to comply with legislative requirements, it was intended to publish the Annual Report online by 31 July 2019.

The Annual Report described the progress in the Partnership's national health and wellbeing outcomes. Performance in relation to the national outcomes would be set out as they related to the six strategic priorities of the IJB's Strategic Plan.

### **Decision**

- 1) To note the proposed content and format of the 2018-19 Annual Performance Report.
- 2) To note the Edinburgh Health and Social Care Partnership's intention to publish a draft version of the Annual Performance Report by 31 July 2019 to comply with legislative requirements.
- 3) To note that the draft Annual Performance Report would be submitted to the IJB in August 2019 for formal approval.

- 4) To circulate the draft report to members of this Group for comment as soon as practicable in advance of the publication date of 31 July 2019.

(Reference – report by the IJB Chief Officer, submitted)

## 5. Draft EIJB Directions Policy

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A briefing note had been sent to IJB members on 21 June setting out a clear definition of what a direction was to ensure compliance with the Scottish Government's draft guidelines on directions. During consultation it had been established that there was a great degree of variation across Scotland as to how Integration Joint Boards issued directions. The Scottish Government planned to issue its finalised guidance in late summer/early autumn 2019.

The Group agreed that the function of directions was as an instrument to enact IJB decisions and to let partners know what they needed to deliver and what finance was available. Directions needed to be tied in much more closely with the IJB's programme of service change and transformation and should be ongoing and continuously evaluated. A tracker and summary of processes was set out in Appendix 1 of the report.

The following issues were raised and discussed:

- Scottish Government guidance was indicating that it was a matter for the IJB to determine the level of detail when setting directions
- Directions were most effective when they were focused around enacting change or in response to availability of new finance
- enough detail needed to be given to partners to allow them to deliver their responsibilities, together with an indication of finance and resource allocation, performance, review dates and status
- monitoring major change and transformation should be the responsibility of the Strategic Planning Group on a six-monthly basis with more general directions being monitored by the Performance Sub-Group
- the delivery mechanism for directions needed to be made clear with partners
- directions were an end point of the process of decision making and prior to that there should be co-production, consultation, etc
- directions needed a clear link with finance, performance and reporting back
- close monitoring and project management was critical and services needed to be delivered on time
- set aside was not being adequately used across all IJBs
- as part of performance monitoring the IJB would be asking partners to acknowledge accepting the direction within the timeframe requested

## **Decision**

- 1) To note the work being undertaken in respect of IJB Directions, including the recent review of existing directions by the Strategic Planning Group on 26 April 2019, the development of a new policy and the requirement to formulate new directions linked to the Strategic Plan 2019-22 once finalised.
- 2) To note the comments from this Group detailed above arising from its consideration of the draft directions policy set out at Appendix 1 of the report.
- 3) To note the intention to submit a final version of the policy on directions to the EIJB in August 2019 for approval.
- 4) To agree it would be useful to hold a development session for IJB members around responsibilities in terms of set aside or hosted areas and what this would mean in practice.

(Reference – report by the IJB Chief Officer, submitted)

## **6. Calendar of Meetings**

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### **Decision**

- 1) To agree the proposed schedule of meetings for the Strategic Planning Group as follows:
  - Tuesday 10 September 2019 – 2pm to 4pm
  - Tuesday 12 November 2019 – 2pm to 4pm
  - Tuesday 14 January 2020 – 2pm to 4pm
  - Tuesday 10 March 2020 – 2pm to 4pm
  - Tuesday 12 May 2020 – 2pm to 4pm
  - Tuesday 15 September 2020 – 2pm to 4pm
  - Tuesday 10 November 2020 – 2pm to 4pm
- 2) To agree to explore use of alternative locations to hold future meetings of the Strategic Planning Group.

(Reference – report by the Chief Officer, submitted)

## **7. Valedictory Remarks**

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The Group recorded thanks to Carolyn Hirst for her work and commitment during her tenure in the roles of EIJB Vice-Chair and Chair of the Strategic Planning Group and wished her well for the future. The Group also noted that Peter Murray would be the NHS Lothian representative replacing Carolyn on the EIJB.

## 8. Date of Next Meeting

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Tuesday 10 September 2019, 2pm to 4pm, at a venue to be confirmed.