
Report To: Inverclyde Integration Joint Board **Date:** 28 January 2020

Report By: Louise Long
Corporate Director (Chief Officer)
Inverclyde Health & Social Care
Partnership **Report No:** IJB/09/2020/HW

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Subject: **STANDARD OPERATING PROCEDURE ON REPORTING
PROGRESS ON IMPLEMENTING THE COMMITMENTS OF THE
STRATEGIC PLAN**

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Inverclyde Integration Joint Board of the Standard Operating Procedure on Reporting Progress on Implementing the Commitments of the Strategic Plan.

2.0 SUMMARY

- 2.1 The HSCP has worked with communities and key stakeholders to develop a five-year Strategic Plan (2019-2024) that describes six Big Actions that we will deliver over that time frame.
- 2.2 The Plan is ambitious, so we need to ensure that the Strategic Planning Group has a process in place to monitor implementation, so that any risks of sub-optimal or even non-delivery can be identified and addressed at an early stage.
- 2.3 In order to manage the scale and scope of the ambitions of the Strategic Plan (2019-2024), officers have gone through the roadmaps within the Plan and extracted all of the commitments. From there, these commitments have been transferred to tables that show precisely what the action is; who is responsible for delivering it; when it should be delivered by; progress to date, and RAG (Red; Amber; Green) status with additional Grey and Blue status. A risk register will also be derived from these implementation plans and associated RAG status identifiers.
- 2.4 A process has been put in place to report on the progress of delivering the Big Action key deliverables.

3.0 RECOMMENDATIONS

- 3.1 That the Inverclyde Integration Joint Board approves the Standard Operating Procedure on Reporting Progress on Implementing the Commitments of the Strategic Plan.

Louise Long
Chief Officer, Inverclyde HSCP

4.0 BACKGROUND

- 4.1 Inverclyde HSCP is required to have a Strategic Plan that lays out our commitments over a minimum timeframe of three years. We have worked with communities and key stakeholders to develop a five-year Strategic Plan (2019-2024) that describes six Big Actions that we will deliver over that timeframe. The Plan is ambitious, so we need to ensure that the Strategic Planning Group has a process in place to monitor implementation, so that any risks of sub-optimal or even non-delivery can be identified and addressed at an early stage.
- 4.2 It was agreed at the August 2019 meeting of the Strategic Planning Group that each of the Big Actions should have a "Corporate Sponsor". The Corporate Sponsor will ensure that the actions that we have committed to are being delivered and reported on, and will have the full support of the HSCP Senior Management Team.

5.0 CORPORATE SPONSORS

5.1 The Big Actions and sponsors are:

- **Big Action 1:** Reducing Inequalities by Building Stronger Communities and Improving Physical and Mental Health - **Helen Watson**, Head of Strategy & Support Services.
- **Big Action 2:** A Nurturing Inverclyde will give our Children & Young People the Best Start in Life - **Sharon McAlees**, Head of Children & Families Services and Criminal Justice, and Chief Social Work Officer.
- **Big Action 3:** Together we will Protect Our Population - **Joint Sponsors Sharon McAlees**, Head of Children and Families and Criminal Justice Services and Chief Social Work Officer and **Allen Stevenson**, Head of Health and Community Care.
- **Big Action 4:** We will Support more People to fulfil their right to live at home or within a homely setting and Promote Independent Living - **Allen Stevenson**, Head of Health and Community Care
- **Big Action 5:** Together we will reduce the use of, and harm from alcohol, tobacco and drugs - **Deborah Gillespie**, Head of Mental Health, Addictions and Homelessness.
- **Big Action 6:** We will build on the strengths of our people and our community – **Charlene Elliot**, Chief Executive, Inverclyde CVS.

5.2 The Corporate Sponsor will ensure that the actions that we have committed to are being delivered and reported on, and will have the full support of the HSCP Senior Management Team.

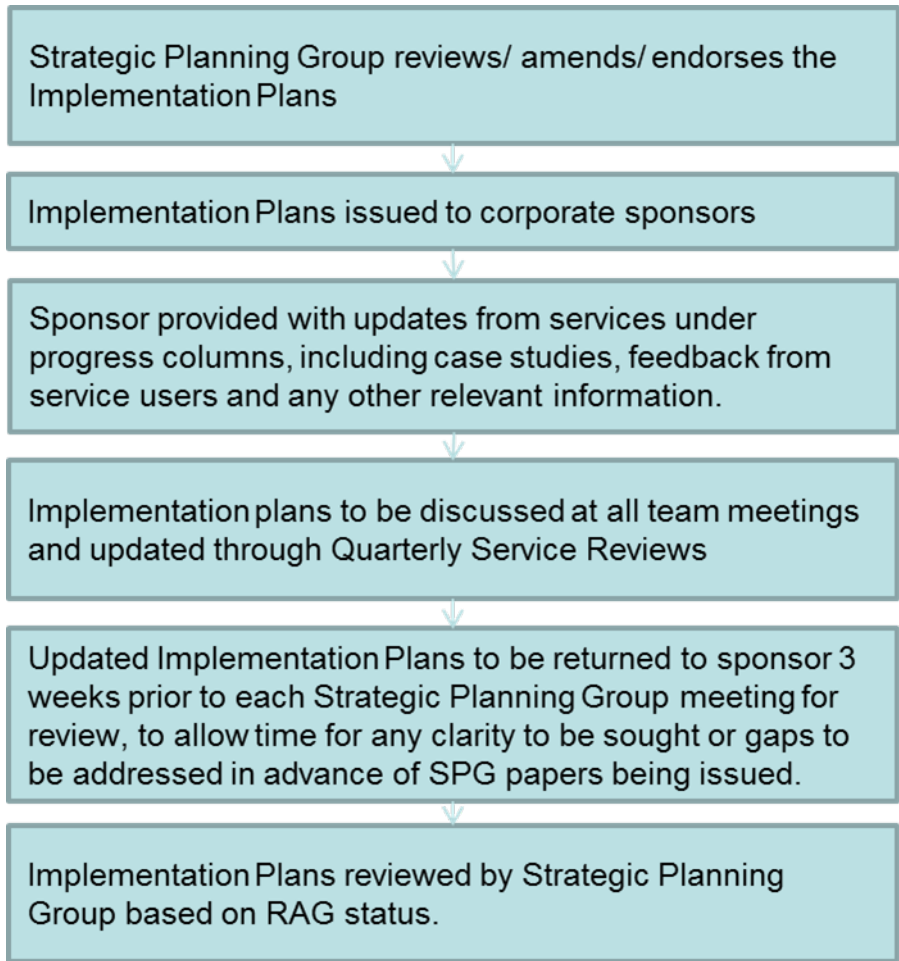
5.3 In order to manage the scale and scope of the ambitions of the Strategic Plan (2019-2024), officers have gone through the roadmaps within the Plan and extracted all of the commitments. From there, these commitments have been transferred to tables that show precisely what the action is, who is responsible for delivering it, when it should be delivered by, progress to date, and RAG (Red; Amber; Green) status with additional Grey and Blue status.

5.4 The RAG Status Codes are defined as follows:

- Red - Not meeting action or timescale.
- Amber - Close to meeting action or timescale (where quantitative measures are

- available, within a 5% tolerance).
- Green - On target.
- Grey - Future work.
- Blue - Complete.

5.5 The Process Flowchart:



5.6 Each Big Action implementation plan also includes an area where officers can include comments on any feedback/key themes from service users, families and Carers and Case Studies.

6.0 IMPLICATIONS

6.1 FINANCE

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs / (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From	Other Comments
N/A					

LEGAL

6.2 N/A

HUMAN RESOURCES

6.3 There are no specific human resources implications arising from this report.

EQUALITIES

6.4 Has an Equality Impact Assessment been carried out?

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YES

NO – This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

6.4.1 How does this report address our Equality Outcomes?

Equalities Outcome	Implications
People, including individuals from the protected characteristic groups, can access HSCP services.	Big Action 1 aims to target inequalities
Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.	Big Action 1 aims to target inequalities
People with protected characteristics feel safe within their communities.	Big Action 3 supports safety and public protection
People with protected characteristics feel included in the planning and developing of services.	Big Action 6 supports involving communities in planning, development and delivery.
HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do.	Big Action 1 aims to target inequalities
Opportunities to support Learning Disability service users experiencing gender based violence are maximised.	None
Positive attitudes towards the resettled refugee community in Inverclyde are promoted.	None

CLINICAL OR CARE GOVERNANCE IMPLICATIONS

6.5 There are no clinical or care governance implications arising from this report.

6.6 **NATIONAL WELLBEING OUTCOMES**

How does this report support delivery of the National Wellbeing Outcomes?

National Wellbeing Outcome	Implications
People are able to look after and improve their own health and wellbeing and live in good health for longer.	Big Action 6
People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community	Big Action 4
People who use health and social care services have positive experiences of those services, and have their dignity respected.	All Big Actions
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	Big Action 4
Health and social care services contribute to reducing health inequalities.	Big Action 1
People who provide unpaid care are supported to look after their own health and wellbeing, including reducing any negative impact of their caring role on their own health and wellbeing.	Big Actions 1 and 6
People using health and social care services are safe from harm.	Big Action 3
People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.	All Big Actions
Resources are used effectively in the provision of health and social care services.	All Big Actions

7.0 CONSULTATION

7.1 The report has been prepared by the Chief Officer of Inverclyde Health and Social Care Partnership (HSCP) after due consideration with relevant senior officers in the HSCP.

8.0 BACKGROUND PAPERS

8.1 Standard Operating Procedure on Reporting Progress on Implementing the Commitments of the Strategic Plan.