

STRATEGIC PLAN 2019 - 24 IMPLEMENTATION PROGRESS REPORTING STANDARD OPERATING PROCEDURE (SOP)

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Approved By	Integration Joint Board (IJB)
Date Approved	January 2020
Date for Review	March 2021
Version	V0.1
Replaces previous version	

Task	STRATEGIC PLAN 2019 – 2024 IMPLEMENTATION PROGRESS REPORTING
Purpose	This Standard Operating Procedure (SOP) describes the step process for progress monitoring and reporting on the implementation of the HSCP Strategic Plan 2019 – 2024 and Big 6 Actions in line with agreed reporting timescales.
Scope	<p>The SOP is to be used to ensure clarity and consistency in monitoring and reporting on progress towards achieving the outcomes as set out in the HSPC Strategic Plan 2019 – 2024 and Big 6 Actions.</p> <p>It sets out the step process for progress monitoring and reporting on the HSCP Strategic Plan Implementation Plan in line with agreed reporting timescales, and provides the framework within which the HSCP will continue to deliver transformational change.</p> <p>The SOP is to be used by the HSCP Performance and Improvement Team and Big 6 Actions Corporate Sponsors (see below) to ensure consistent approach is adopted for progress monitoring and reporting.</p> <p>The HSCP Strategic Planning Group (SPG) has responsibility for ensuring the Strategic Plan and Big 6 Actions are delivered and transformational change is achieved by 2024 (the period covering the five year Strategic Plan). Progress reports are a core standing item on all SPG agendas.</p>
Description	<p>The Public Bodies (Joint Working) (Scotland) Act 2014 intended to ensure that health and social care services were well integrated so that people receive the care they need at the right time and in the right setting, with a focus on community-based, preventative care. The reform affected everyone who receives, delivers and plans health and social care services. It required councils and NHS Boards to work together, as Health and Social Care Partnerships (HSCPs).</p> <p>Since 2016, work has been underway to integrate health and social care services in line with the Legislation. By integrating the planning and provision of care, partners in the public, third and independent sectors are improving people’s experiences of care along with delivering high quality and sustainable services.</p> <p>In line with the Act, Inverclyde HSCP developed its Strategic Plan 2019 – 2024 setting out the arrangements for carrying out the integration function for the next five years. The Strategic Plan was developed with communities across the area, reflecting the caring</p>

nature of its citizens and the unique challenges of intergenerational inequalities – often reinforced by persistent poverty – and states our commitment to ensuring we work together to help people stay healthy for longer. This approach puts every child, citizen and community at the centre of our thinking, planning and our actions. It is therefore essential we work in collaboration with our communities and staff as we deliver on the priorities set out in the Strategic Plan.

The Strategic Plan and associated Big 6 Actions is ambitious but the HSCP is committed to making real change for our local citizens. It is therefore crucial we have in place a robust process for monitoring implementation and reporting on progress, and identifying areas where delivery may be delayed or not achievable.

In November 2018, the Audit Commission published its “Health and Social Care Integration - Update on Progress” report. Following this, the Ministerial Strategic Group for Health and Social Care “Review of Progress with Integration of Health and Social Care” report was issued (February 2019) which highlights the slow progress towards delivering transformational change.

Work across Inverclyde has been very positive but it’s important the HSCP builds on all the good work to date and demonstrates continued progress towards achieving its Strategic Plan 2019 – 2024.

Responsibility Strategic Planning Group (SPG)

Frequency

Implementation Plan Progress Reporting Timescales

2019 / 2020

Implementation Plan Issued for Update	Implementation Plan Updates Deadline	Strategic Planning Group (SPG)
30 th August 2019	13 th September 2019	4 th October 2019
14 th October 2019	25 th October 2019	15 th November 2019
9 th December 2019	16 th December 2019	10 th January 2020
20 th January 2020	31 st January 2020	21 st February 2020
2 nd March 2020	13 th March 2020	3 rd April 2020
13 th April 2020	24 th April 2020	15 th May 2020
25 th May 2020	5 th June 2020	26 th June 2020
6 th July 2020	17 th July 2020	7 th August 2020
17 th August 2020	28 th August 2020	18 th September 2020
28 th September 2020	9 th October 2020	30 th October 2020
9 th November 2020	20 th November 2020	11 th December 2020

Procedure

HSCP Strategic Planning Group (SPG) reviews / amends / endorses the Implementation Plan



HSCP Performance and Information Team issues the Implementation Plans to corporate sponsors for updating



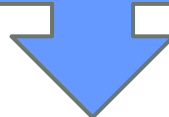
Corporate sponsors provided updates from services, recording progress in relevant columns, including case studies, feedback from service users, and any other relevant information



Implementation Plans to be discussed at all team meetings and updated through Quarterly Service Reviews



Updated Implementation Plans to be returned to corporate sponsor 3 weeks prior to each Strategic Planning Group (SPG) meeting for review, to allow time for any clarity to be sought or gaps to be addressed in advance of SPG papers being issued



Implementation Plans reviewed by Strategic Planning Group (SPG) based on RAG status

HSCP Strategic Plan 2019 – 2024

Big 6 Actions Corporate Sponsors

Big Action	Description	Corporate Sponsor
1	Reducing Inequalities By Building Stronger Communities & Improving Physical & Mental Health	Helen Watson Head of Strategy and Support Services
2	A Nurturing Inverclyde Will Give Our Children & Young People The Best Start In Life	Sharon McAlees Head of Children & Families & Criminal Justice / Chief Social Work Officer
3	Together We Will Protect Our Population	Sharon McAlees Head of Children & Families & Criminal Justice Allen Stevenson Head of Health & Community Care
4	We Will Support More People To Fulfil Their Right To Live At Home Or Within A Homely Setting & Promote Independent Living	Allen Stevenson Head of Health & Community Care
5	Together We Will Reduce The Use Of & Harm From Alcohol, Tobacco & Drugs	Deborah Gillespie Head of Mental Health, Addictions & Homelessness
6	We Will Build On The Strengths Of Our People & Our Community	Chief Executive Inverclyde CVS