
Report To: Inverclyde Integration Joint Board **Date:** 8 November 2016

Report By: Brian Moore
Corporate Director (Chief Officer)
Inverclyde Health & Social Care
Partnership **Report No:**
IJB/59/2016/HW

Contact Officer: Helen Watson, Head of Planning,
Health Improvement and
Commissioning **Contact No:** 01475715285

Subject: REPORT ON PROGRESS OF THE STRATEGIC PLANNING
GROUP

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Integration Joint Board (IJB) on the activity and developments of the Inverclyde Health and Social Care Partnership (HSCP) Strategic Planning Group (SPG). The report will demonstrate compliance with the Public Bodies (Joint Working) (Scotland) Act 2014, the Inverclyde HSCP Integration Scheme Commitments, and Scottish Government guidance.

2.0 SUMMARY

- 2.1 This report gives an overview to the IJB of the significant input, activities, progress and development of the SPG from May 2015 to September 2016. It will evidence how these activities meet the legislative and other commitments and governance arrangements following the full transfer of delegated functions to the IJB on 1st April 2016.

Appendix 1 of this report sets out the key work plan and priorities of the SPG from 2016 to 2018.

3.0 RECOMMENDATION

- 3.1 The IJB is asked to note the current development and priorities of the SPG to date and over the coming two years.

Brian Moore
Corporate Director (Chief Officer)
Inverclyde Health & Social Care Partnership

4.0 BACKGROUND

- 4.1 The Public Bodies (Joint Working) (Scotland) Act 2014 (the 2014 Act) and subsequent national guidance require all IJBs to produce an Integration Scheme to be approved by the Scottish Government. The Inverclyde Integration Scheme was developed through our shadow arrangements and formally approved by the Scottish Government on 27th June 2015.
- 4.2 The Integration scheme made specific reference to the set up and function of the SPG to comply with the principles and requirements of the 2014 Act.
- 4.3 The intention of this paper and attached appendix is to provide the IJB with assurance that ongoing progress is being made to meet the legal and national guidance within the anticipated timeframes and IJB reporting cycle.

4.4 Governance Arrangements

Appendix 1 sets out the work plan and priorities of the SPG in relation to the suite of operational plans which sits beneath the HSCP overarching strategic plan 2016/2019. These operational plans are contained within what is referred to as the “**document wallet**”. The work plan provides a clear schedule of our commitments, and aims to provide the IJB with assurance that those actions necessary to meet our commitments are scheduled and being appropriately managed.

5.0 Overview of Membership, Activity and Developments.

- 5.1 The SPG was formed in a shadow capacity and had its inaugural meeting in May 2015. This group has worked collaboratively to develop, influence and edit the HSCP Strategic Plan to meet the statutory timescale for implementation by 1st April 2016. Work has continued beyond this date to meet the additional legislative requirements and priority timescales as set out in section 6.0 of this report.

5.2 Membership

- 5.2.1 The Inverclyde integration Scheme states that the IJB will establish a Strategic Planning Group to develop the strategic plan. The membership should be made up of representatives from “*existing forums, including the CHCP People Involvement Network and Advisory Group and Third Sector Interface along with other community networks and stakeholder groups with an interest in health and social care provided by NHS Greater Glasgow & Clyde and Inverclyde Council*”.

- 5.2.2 The current membership of the SPG includes:

- HSCP Chief Officer
- Head of Service: Planning, Health Improvement and Commissioning
- HSCP Integration Facilitator
- Advisory Network - Service Users (IJB member)
- Advisory Network - Carers (IJB member)
- Third Sector (CVS Inverclyde)
- Service Manager: Quality & Development
- Advisory Network - Service User (depute)
- Advisory Network - Carers (depute)
- Head of Service: Mental Health, Addictions & Homelessness
- Service Manager Safer & Inclusive Communities, Inverclyde Council
- Independent Sector (Scottish Care)
- Head of Service: Health and Community Care (clinical and care governance)
- Executive Officer, (Your Voice)

- Head of Planning: NHSGGC Clyde Acute Sector and Diagnostics
- Staff Partnership Forum Representative (NHS)
- Staff Partnership Forum Rep (Council)
- Service Manager: Inequalities, Migration & Strategic Housing
- Inverclyde Housing Association Forum Representative (I.H.A.F.)
- Professional Nurse Advisor NHSGGC
- Physiotherapy Manager NHSGGC
- Inverclyde Alliance Board representative.

5.2.3 Overall, the membership of this group has remained consistent which has promoted cohesion, group identity and purpose. This in turn has strengthened partnership working, collaboration, challenge, accountability and effectiveness of the group.

5.2.4 Two key members, (Lead Nurse Practitioner representative and I.H.A.F. representative) have recently resigned from the SPG due to retirement or leaving their organisation. The IJB is requested to note the significant contribution they have made to the SPG and the development of the integration agenda in Inverclyde. Both of these vacant positions will be replaced.

5.3 Activity

5.3.1 The SPG held an “Engaging Our Localities” event in February 2016. The purpose of the event was to consult stakeholders, partners and staff to contribute to the development of the 2016/2019 Strategic Plan, development of Equalities Outcomes and locality planning. SPG members acted as group facilitators and gathered the views of participants to inform the development of the documents.

5.3.2 HSCP Strategic Plan 2016 / 2019

The SPG led the development of the Strategic Plan and were the drivers to produce a finalised version of the plan which was presented and approved by the IJB within the statutory timescales (approved March 2016).

A summary strategic plan was co-produced with colleagues from Your Voice and the Advisory Network and agreed by the SPG.

5.3.3 Strategic Needs Assessment.

The SPG worked collaboratively to scrutinise and influenced the development of this key planning document. Significant time was taken to ensure the data accurately reflected the Inverclyde context. It is acknowledged by the SPG that this is a live document which will continue to evolve and be updated to inform the development or review of all subsequent plans and strategies.

5.3.4 Housing Contribution Statement

The Housing Contribution Statement was discussed and developed by key members of the SPG within the statutory timescales of completion by 1st April 2016.

5.3.5 Inverclyde Equality Outcomes and Impact Assessment

As a legal entity the IJB has a duty to produce and publish equalities outcomes and undertake an equality impact assessment (EQIA) of the strategic plan and activities under the Equalities Act 2010 and its regulations and amendments. The SPG had taken a key monitoring and scrutiny role in the development of the Equality Outcomes and EQIA.

5.4 Overview of Developments

5.4.1 Terms of Reference

Terms of reference were developed in April 2015 in relation to the duties and functions of the SPG. These are being reviewed and updated by the SPG, and it is anticipated that the finalised terms of reference will be agreed by the SPG in November 2016.

5.4.2 SPG Development Sessions

Two development sessions have been facilitated by the Senior OD advisor in 2015/16. The focus of these sessions aimed to build on the strong working relationship between the HSCP, stakeholders and partner representatives and create a sense of group identity and purpose. The SPG members actively engaged to co-produce a development plan to maintain commitment and motivation going forward.

5.4.3 Induction of new SPG members

An induction plan for new members will be finalised and agreed by the SPG. The induction pack will contain key roles and responsibilities of the SPG and how this fits with the HSCP reporting structure. It will contain the core values and principles of integration and expectations of members in representing their respective groups.

5.4.4 Monitoring and Planning

The role and functions of the Strategic Planning Group have continued to develop in terms of becoming the central monitoring and governance group for all existing operational strategies and plans in the overarching Strategic Plan document wallet. Officers will ensure that any new or existing plans are progressed through the SPG as a consultative and quality assurance mechanism prior to making recommendations for approval by the IJB.

5.4.5 Strategic Plan Skeleton Template

A strategic planning skeleton template has been developed and agreed by the SPG in setting out a consistent approach to the structure and requirements in producing strategic operational plans. This template has been designed to be flexible to meet the needs of specific operational requirements while providing coherence for SPG scrutiny and governance functions. The template has specific sections to ensure that the strategic commissioning themes, the Inverclyde Equalities Outcomes and the nine National Outcomes are appropriately referenced in our commitments. This in turn secures fidelity to the overarching Strategic Plan that has been approved by the IJB.

6.0 Work Plan priorities

6.1 There are currently twenty three existing specific operational plans and strategies which sit beneath the HSCP overarching strategic plan referred to as the "*document wallet*". These plans are based on local and national strategies and some are focused on individual service user groups. They have various short and longer term implementation timescales and life spans which are required to be reviewed or replaced.

6.2 To manage the development, monitoring and review of this significant number of plans within their individual timescales, a work plan has been introduced to set out the priorities for these plans to be reviewed evaluated or replaced by the SPG to meet their responsibilities and governance functions. The work plan is set out in appendix 1.

6.3 Market Position Statement

A market position statement will be prepared and agreed by the SPG by December 2016. This statement will set out the current commissioning position for internal HSCP and external provider services within Inverclyde. This document will also set out the intention of the HSCP in respect of future commissioning priorities as set out in the Strategic Plan 2016/2019 and agreed by the SPG prior to submission to the IJB for

approval.

6.4 Market Facilitation Plan

In line with the statutory requirements a market facilitation plan will be produced by April 2017. This commissioning plan will build on the market position statement in setting out how the HSCP will assist health and social care providers to make the transition to the new commissioning requirements in Inverclyde.

6.5 People Planning

The SPG will oversee the development of an Inverclyde People Plan by April 2017. This significant document will set out the workforce planning and development needs of people who directly provide services, those who contribute to and those who indirectly contribute to the provision of health and social care in Inverclyde. These will include young and adult carers, volunteers, community groups, employed staff and our wider population of Inverclyde.

6.6 Locality Planning

The SPG will monitor the implementation of locality planning and wellbeing clusters through regular updates from colleagues in the Planning Health Improvement and Commissioning Team and the Inverclyde Community Planning Team.

6.7 Housing Contribution Statement

The SPG will review the development and implementation plan to progress the commitments set out in the Housing Contribution Statement.

6.8 Acute Sector Planning

The SPG receives regular updates from NHS acute services colleagues. The SPG will monitor and review the developments of this vital provision to ensure the statutory requirements and commitments set out in the Inverclyde Integration Scheme are met. Moreover, we aim to develop our planning with hospital services in a way that enables approved patient pathways, and that works to deliver the best possible outcomes for people who require support from health and care services in Inverclyde.

7.0 PROPOSALS

- 7.1 That the IJB notes the work of the SPG over the previous reporting period and its significant input and priorities as set out in appendix 1.

8.0 IMPLICATIONS

Finance

8.1 Financial Implications:

There are no financial implications

One off Costs

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 (If Applicable)	Other Comments
N/A					

Legal

8.2 There are no legal implications

Human Resources

8.3 There are no formal Human Resource implications

Equalities

8.4 Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
<input type="checkbox"/>	NO – However an Equality Impact Assessment is currently underway. We are required to develop equality outcomes by 30 th April 2016, and these will be appended to the Strategic Plan.

8.5. How does this report address our Equality Outcomes?

8.5.1 **People, including individuals from the protected characteristic groups, can access HSCP services.**

The HSCP Strategic Plan 2016/2019 was subject to an Equality Impact assessment in March 2016. The HSCP Equality Outcomes was co-produced and consulted on by the Strategic Planning Group and at the Engaging Our Localities Event in February 2016. The Assessment together with the Strategic plan was considered and approved by the Integration Joint Board in May 2016.

This report is available electronically at [Inverclyde Council/Inverclyde Integration Joint Board](#).

Other formats are available on request to:

Head of Legal and Property Services
Inverclyde council
Municipal Buildings

Clyde Square
Greenock
PA15 1LX
Telephone 01475 717171
Fax 01475 712137
Email: info@inverclyde.gov.uk

8.5.2 Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.

Our Strategic Plan is underpinned by a central theme of reducing unequal outcomes. All supplementary planning flows from this document so that staff involved in shaping future services have equalities at the forefront of their thinking.

8.5.3 People with protected characteristics feel safe within their communities.

N/A

8.5.4 People with protected characteristics feel included in the planning and development of services.

The members of the Strategic Planning Group represent various partners, stakeholders and groups including those with protected characteristics. The representatives take responsibility for ensuring information developments, plans and processes are shared and consulted on. The representative's feedback the view of stakeholders into the Strategic Planning Group and other committees as necessary.

8.5.5 HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do.

The collaborative approach taken in the formation, inclusion, consultation and development of the Strategic and locality planning has built on the strong partnership and engagement with stakeholders and groups. The Strategic Planning Group has embedded the shared commitment, value and principles as outlined in the Single Outcome Agreement which is inextricably linked to the co-produced Strategic Plan and HSCP Integration Scheme. These values are - Putting people first; working together; striving to do better, and being accountable for actions and omissions.

8.5.6 Opportunities to support Learning Disability service users experiencing gender based violence are maximised.

N/A

8.5.7 Positive attitudes towards the resettled refugee community in Inverclyde are promoted.

N/A

8.6 CLINICAL OR CARE GOVERNANCE IMPLICATIONS

8.6.1 There are no clinical or care governance issues within this report.

8.7 NATIONAL WELLBEING OUTCOMES

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

8.7.1 People are able to look after and improve their own health and wellbeing and live in good health for longer.

This paper is a review of the Strategic Planning Group activities and developments based on the Inverclyde HSCP Integration Scheme commitments including the

national wellbeing outcomes.

8.7.2 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

This report outlines the current priorities of the Strategic Planning Group including the Inverclyde Housing Contribution Statement to facilitate and enable people to live in in good health and in their own home or homely setting. This group has a collective responsibility on how resources are deployed including people, and financial budgets to achieve better outcomes for individuals groups and localities in Inverclyde. The group is responsible for the monitoring of the Housing Contribution Statement in the interface with locality planning.

8.7.3 People who use health and social care services have positive experiences of those services, and have their dignity respected.

N/A

8.7.4 Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.

This report demonstrates the level of commitment and investment of time to inclusion and partnership working by the Strategic Planning Group to co-produce strategic plans focussed on improving the quality of life to people who use our services.

8.7.5 Health and social care services contribute to reducing health inequalities.

This report indicates the variety of health and wellbeing data intelligence used by the Strategic Planning Group to inform the development of the Strategic Needs Assessment and delivery priorities.

8.7.6 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

Carers are well represented on our Strategic Planning Group.

8.7.7 People using health and social care services are safe from harm.

N/A

8.7.8 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.

The report recognises the activity and development work which the Strategic Planning Group have undertaken to deliver a People Plan which will provide learning and development opportunities for those directly employed to deliver and those unpaid carers and volunteers who significantly contribute to the delivery of health and social care services.

8.7.9 Resources are used effectively in the provision of health and social care services.

This report outlines the Strategic Planning Group responsibilities for locality planning and the use of people and financial resources.

9.0 LIST OF BACKGROUND PAPERS

- 9.1 Inverclyde HSCP Strategic Plan 2016 – 2019
- 9.2 Inverclyde
- 9.3 Inverclyde Integration Joint Board, Standing Orders 20th June 16
- 9.4 Inverclyde Integration Scheme June 2015
- 9.5 Integration Planning and Delivery Principles Guidance.
- 9.6 Joint Improvement Team Locality Conversations May 2015
- 9.7 Leading the Journey of Integration: A Guide for Organisational Development Leaders
- 9.8 Model Code of Conduct for Members of Devolved Public Bodies - Standards Commission Scotland.
- 9.9 Professional Guidance, Advice and Recommendations for Integration Arrangements. Health and Social care Integration Narrative
- 9.10 The Public Bodies (Joint Working) (Scotland) Act 2014
- 9.11 Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014),
- 9.12 The Public Bodies (Joint Working) (Membership and Procedures of Integration Joint Bodies) (Scotland) Order 2014
- 9.13 Strategic Commissioning Plan Guidance
- 9.14 Strategic Needs Assessment

10.0 CONSULTATIONS

- 10.1 There was no consultation required for this report.

Inverclyde HSCP Strategic Planning Group
Strategic Plans priority work Schedule

Committee Meetings	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan-17	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan-18	
Alliance Board						3	8	12	24		20			19								
Integration Joint Board				18							14			6								11
Strategic Planning Group	16			3	14	25	14	15	26		9	20		1	13	24		5	23			

Strategic Planning Wallet	Priority	Expiry Date	Govern. Respo.	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan-17	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan-18
Making Well-Being Matter In Inverclyde	●		Alliance Board							U		U												
Inverclyde Dementia Strategy	●		IJB									U												
Community Justice Transitional Plan	▲	31/01/2017	IJB									A												
Learning Disability Commissioning Plan	▲		IJB									U												
Children's Services Plan	▲		Alliance Board									U												
Reshaping Care for Older People	▲	31/12/2021	IJB									U												
Inverclyde Autism Strategy Action Plan	▲	31/03/2024	IJB									A												
Adult and Younger Carers Strategy	▲	01/04/2016	IJB		N																			
People Involvement Framework	▲	01/10/2016	IJB																					
Active Living Strategy	▲		Alliance Board																					
Commissioning Work Plan	▲	14/03/2019	IJB																					
People Plan (including OD Plan)	▲	31/03/2017	IJB																					
Market Position Statement	▲	31/03/2017	IJB																					
Market Facilitation Plan	▲	31/03/2017	IJB																					
Acute Sector Planning	▲	31/03/2017	IJB																					
Communications Strategy	▲	31/03/2017	IJB																					
Financial Inclusion Strategy	●	31/05/2017	Alliance Board																					
Inverclyde Alcohol & Drug Partnership	●	31/03/2018	Alliance Board																					
Tobacco Strategy	●	26/01/2017	Alliance Board																					
HSCP Strategic Plan and Summary Plan	●	01.04.19	IJB																					
Housing contribution statement	●	01.04.19	IJB																					
Strategic Needs Assessment	●	01.04.19	IJB																					
Locality Planning and Cluster Working	▲	updates only	IJB Alliance Board																					
Housing Options Guidance																								

Key:

- Priority
- ▲ Planning required
- ▲ On track
- Completed

Key:

- A Approval
- U Update
- N New Strategy