

**Minute of Strategic Planning Group  
held on Wednesday 01 May 2019: 1515 – 1700 in the Chamber, Council Offices.**



**Present:** Rachael King (Chair), Integration Joint Board Vice Chair; Sally Shaw, Chief Officer; Maureen Swannie, Head of Children’s Health Services and Service Manager Children Services; Lynda Bradford, Acting Head of Health and Community Care; Maureen Firth, Head of Primary Care Services; Pat Robinson, Chief Finance Officer; Davie Campbell, Integration Joint Board Voting Member; Sandra Towrie, Carer Representative; Gerd Peters, Scottish Health Council Representative; Gary Amos, Third Sector Representative; Jay Wragg, Clinical Dental Director; Carol Stewart, Public Health Manager; Chris Nicolson, Director of Pharmacy; Luke Fraser, Team Leader – Housing; Huw Thomas, GP.

**In Attendance / By Invitation:**

**Apologies:** Frances Troup, Head of Housing, Homelessness and Schoolcare Accommodation; David McArthur, Director of Nursing, Midwifery and Allied Health Professionals Services; John Trainor, Head of Health and Community Care; Louise Wilson, Director of Public Health; Judy Sinclair, Lead Nurse; Anne Mathison, Principle Social Worker Adults; Scott Hunter, Head of Children and Families, Criminal Justice and Chief Social Work Officer; Caron Jenkins, Third Sector Representative; Fiona MacKellar, Employee Director; Christina Bichan, Head of Transformational Change and Improvement; Iain Cromarty, GP; Shaun Hourston-Wells, Project Manager; Sheona MacGregor, Unite Representative; Marthinus Roos, Medical Director.

	<b>Agenda Item:</b>	<b>Issues Raised:</b>	<b>Action Agreed:</b>	<b>By Whom and When</b>
1.	Apologies.	Noted above.	For information.	N/A.
2.	Minute of last meeting and Matters arising.	Minutes agreed as accurate record.  <i>Item 5 - Strategic Plan</i> The plan is currently with colleagues in the Change team for the graphics. There was information received from iHub which needs to be developed, they like that the Plan is high level and acknowledge that all the plans and strategies will go under it. They have noted that we need to highlight were key documents are and that there needs mention of the nine National Outcomes. The outcomes will be at the front of the plan and will be entered before the plan goes out for consultation. The Housing contribution statement needs to be updated and will be put as an appendix.	For information.	N/A.

		<p>The Change team think that they will get the information by the end of this week. Once the changes are made it will go out for a 12week consultation. There is plans to get OHAC to all the Shows to discuss the plan and it will go on the website. The page on a plan will be made into a big poster so that people can see. After the consultation the Plan will go back to the IJB for approval.</p> <p>All the delegated services have been listed as well as the ones we have budgetary responsibility for. The clinical strategy which is being developed by NHSO will sit under the overarching plan along with the other strategies i.e. Carer Strategy, AALD Strategy etc.</p> <p><i>Item 7 - High dependency Service Users</i> After discussions with GPs and LiST, LiST are going to review how they are producing the list of individuals to see if they can do a predicative high user or potential user list. GPs feel that this would be more beneficial as they know their own patients. Further discussions may be needed with LiST analysts to further this.</p> <p><i>Item 9 – Workplan</i> Following the last meeting and the agreement of the three programme boards, there is a need to further unpick the reasons why the three projects didn't progress. This conversation needs to be taken back to the IJB as lessons learned and as an escalation why they didn't progress.</p>		
3.	Finance Update.	<p>Year end figures are not available yet. Council has yet to finish the accrual process. There will be reserves going into 2019/20 for PCIP and ADP.</p> <p>From a Council perspective there will be an overspend for what's been commissioned. The Head of Finance can't commit if this will be carried forward.</p> <p>The IJB Budget was not approved at the last Board meeting, but is going up in June. NHSO Chief Executive is keen to review the baseline budgets and it would be helpful if this could be done for the Council too.</p> <p>There are implications for issuing directions for commissioning services when a budget hasn't been agreed. Scottish Government has indicated that budgets should be approved in February / March but this doesn't always work. NHSO</p>	For information.	N/A.

		are working towards a 3year cycle, but the Council only do a year. There has been some initial discussions to commence a 3year cycle.		
4.	Programme Board Update and Membership	<p>The Chairs have been identified for the three Programme Boards:</p> <ul style="list-style-type: none"> <li>• Community Led Support – Maureen Swannie.</li> <li>• Tech Enabled Care – Lynda Bradford.</li> <li>• Strategic Commissioning – Gail Anderson.</li> </ul> <p>There still needs to be discussion on who the Vice Chairs will be</p> <p>The Strategic Planning Group would take a different view that will sit on the side. The Strategic Planning Group will keep an eye on all the strategies and plans we have and any new ones we need to have implemented. They will also be in charge of developing the overarching Strategic Plan over the three years.</p> <p>After discussion a more fluid membership might be best, with a core group of members who could pull in key members of various teams to work on specific plans. It was agreed that a refreshed Terms of Reference would be needed, and that individuals who are interesting and keen to progress issues would be needed.</p> <p>In relation to the Strategic Commissioning Programme Board one of the main priorities is to unpick the contracts and service level agreements. Currently there are poor or none in place. It was noted that there may be issues with third sector having conflicts of interests especially in respect to tendering. In situations like this, individuals will need to declare an interest and step out of the meeting.</p> <p>For the Community Led Support Programme Board there needs to be a steering group which can fed up to the Programme Board.</p> <p>It was agreed that the four Chairs and Sally will meet to update the Terms of Reference from comments and to look at membership. After this the Leads will write out to the Third Sector.</p> <p>The Terms of Reference will be circulated electronically to this group with the minutes.</p>		

		<p>After discussion it was agreed that the Carer Rep should sit on the Executive Group to ensure that all plans have carer's in mind.</p> <p>There was a discussion on who currently does carers assessments. It was also noted that one of the Community Led Support taster session is focussed on carers following feedback received from Brian Frisby and Elaine Torrance's visit. It was suggested that people are unaware of what's available to them and potentially a week of raising awareness might be needed. Supporting unpaid carers will be one of the five priorities within the Strategic Plan.</p>		
5.	Third Sector, Carer and Service User Segment	<p>There was a discussion on data and the need to report on the effectiveness of our plans. It was agreed that a data group should be added to the Strategic Planning Group and third Sector and Housing would be interested in being involved.</p> <p>Following a FOI submitted by the Coalition of Carers in Scotland on how the funding for implementation of the Carers Act has been spent. There was a disappointing response from Orkney that the money granted in 2017 to support preparation for implementing the Act was not spent in that year but is being used for consultation and engagement in 2019. Who is being consulted? Who is engaging with whom? Has this process started? Why did this not happen in 2017? The response to the request about how the money granted in 2018 was spent was: As it was such a small amount of funding that was allocated to cover various funding issues we have not split the allocation into the specific services. Is there evidence that this money was spent on the intended purpose? Pat updated that we received £289k for the Carers Act, Living Wage and sleepovers. There will be an eligibility criteria against this regardless of the budget.</p> <p>Shared Care Scotland have a link on their site so that people can put in their own area and can see what short breaks is available to them. The message back from Share Care Scotland in respect to Orkney is that they've been unable to get this information online or by phone as updated at 26.03.19. After a long time following the links on the Council website you finally are directed to Crossroads. It was agreed this warranted further discussion outwith the meeting. OHAC has requested it's own website which will make this easier. Lynda updated that Short Breaks updated it's statement at the end of last year and will follow this up.</p>	<p>Sally to discuss with Christina Bichan.</p> <p>Carer's Strategy to update the information available to Share Care Scotland.</p>	

6.	Workplan.	Discussed in Item 3.		
7.	AOCB	<i>Community Led Support</i> Invites for the engagement events on 27 and 28 May have been distributed as wide as possible with a media campaign stating next week. There are a number within the Mainland and in Stronsay. Can everyone try to attend these. So far 7 people have sent notes of interests. Maureen S is happy to go to Community Council's to speak about these sessions.	For information.	N/A.
8.	Date of Next Meeting.	N/A.	For information	N/A.