

**Minute of Strategic Planning Group
held on Tuesday 26 February 2019: 1000 – 1200 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; Scott Hunter, Head of Children and Families, Criminal Justice and Chief Social Work Officer; 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; Marthinus Roos, Medical Director; Christina Bichan, Head of Transformational Change and Improvement; Chris Nicolson, Director of Pharmacy; Fiona MacKellar, Employee Director; Caron Jenkins, Third Sector Representative.

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; Maureen Firth, Head of Primary Care Services; Pat Robinson, Chief Finance Officer; Louise Wilson, Director of Public Health; Moraig Rollo, Lead AHP; Judy Sinclair, Lead Nurse; Anne Mathison, Principle Social Worker Adults; James Henry, Principle Social Worker Children.

	Agenda Item:	Issues Raised:	Action Agreed:	By Whom and When
1.	Apologies.	Noted above.	For information.	N/A.
2.	Minute of last meeting and Matters arising.	F MacKellar’s apologies were omitted. After this it was agreed as an accurate record.	For information.	N/A.
3.	Finance Update.	<p>The financial position as at the end of January was £240k with a forecasted year end overspend of £743k. The main reason for the increase in spend is that the pay increase in regards to Council staff has not been agreed yet but had been budgeted for. The main areas of overspend were in Elderly, Other Community Care and Home Care.</p> <p>A letter has been written to the Director of Finance stating that a balanced budget will not be achieved by year end and therefore requesting on how this be addressed at year end.</p>	For information.	N/A.

4.	Programme Approach – A presentation.	<p>Following discussion, it was agreed that this approach appears more professional and is a more collaborative approach. This will also ensure a more robust governance system for the Integration Joint Board.</p> <p>To ensure that each programme is considering services users and carers it could be built into the business case “how have you considered Services Users and Carers?”. There was also discussion that third sector, service users and carers could be part of the programme boards.</p>	Comments on the draft Terms of References to Stephanie.	All in 4 weeks.
5.	Draft Strategic Plan Update – A presentation.	<p>Following discussion, it was agreed that the plan on a page was a good idea and that a short workshop on what’s delegated to the Integration Joint Board is required. Also, it was agreed that the Plan needs to be in plain English so that everyone can understand it.</p> <p>A discussion on how best to consult on the Plan was had. It was suggested perhaps giving it to the Youth Forum to debate and come back with comments.</p> <p>After discussion it was agreed that if the focus is on the priorities the vision will become apparent organically. It was agreed that this needs to be short and snappy.</p> <p>There was a discussion about workforce and the issues which it creates. There was recognition that we can’t keep always provide everything, but that we will do the best we can with what’s available and the need to support individual responsibility. There was also a discussion of the inclusion of third sector, unpaid carers and the wider Orkney Community when thinking about workforce and the need for the two parent organisation to lead by example in supporting unpaid carers etc to continue in their job while fulfilling their caring duties.</p>	Comments on the draft plan to Stephanie.	All, in 4 weeks.
6.	Next Steps.	<p>It was noted that once the Plan is at a standard that the Integration Joint Board is happy with, this will go out for consultation before being finally approved by the Integration Joint Board later this year.</p> <p>It was note that S Shaw is keen to try different ways of engaging with the public such as a stand at Tesco’s a couple of times and having an Orkney Health and Care Roadshow.</p>		

7.	Open Discussion	<p>It was noted that there were ongoing issues with the Public Health Reform consultation on workforce. It's anticipated this should be released later this year and could be quite a radical change. For example, it could state that all Public Health employees be employed by Public Health Scotland.</p> <p>G Peter's queried what the progress on the review on the number of high dependent service users which require high level of care/support.</p> <p>There was a discussion on the possibility of using the opening of the new Hospital to try and engage more with members of the public. Potentially having an exhibition on aspects like: How can you be a carer? Here's what the Strategic Plan is. What is Orkney Health and Care? What matters to you?</p>	<p>For information.</p> <p>Update to be given.</p>	<p>N/A.</p> <p>M Firth, next meeting</p>
8.	Third Sector, Carer and Service User segment	<p>It was queried if Third Sector, Service Users and Carers would be invited to attend the three programme boards. It was agreed that they would be.</p> <p>There was a discussion about the impact to third sectors and the importance of communication when one of the partner organisations reviews and retenders any service. It was noted that on this occasion Officers had regularly communication with the affected service. When S Shaw and G Anderson meet they regularly discuss concerns and how to offer support in situations like this.</p> <p>A plea was given that any papers be send in a timely manner to ensure effective third sector involvement.</p>	For information.	N/A.
9.	Workplan.	It was agreed to compile a new workplan, which would make reference to all the actions on the previous version to ensure that learning wasn't lost.	New Workplan.	Sally Shaw, by the next meeting.
10.	AOCB	None.	For information.	N/A.
11.	Date of Next Meeting.	It was agreed to convene another meeting in approximately 6 weeks.	For information	N/A.