

**Minute of Strategic Planning Group
held on Tuesday 20 November 2018: 1200 – 1400 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; Maureen Firth, Head of Primary Care Services; Pat Robinson, Chief Finance Officer; Scott Hunter, Head of Children and Families, Criminal Justice and Chief Social Work Officer; Sandra Towrie, Carer Representative; Louise Wilson, Director of Public Health; Gerd Peters, Scottish Health Council Representative; Gary Amos, Third Sector Representative; Jay Wragg, Clinical Dental Director; Lyndon Sinclair, Scottish Ambulance Service; Moraig Rollo, Lead AHP; Judy Sinclair, Lead Nurse; Anne Mathison, Principle Social Worker Adults; Sheona MacGregor, UNITE representative; Carol Stewart, Public Health Manager; Marthinus Roos, Medical Director.

In Attendance / By Invitation: Katie Spence, ADP Coordinator

Apologies: Christina Bichan, Head of Transformational Change and Improvement; Chris Nicolson, Director of Pharmacy; Wendy Lycett, Principal Pharmacist; 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; Lynda Bradford, Acting Head of Health and Community Care; Malcolm MacLeod, Area Service Manager (Isles), Scottish Ambulance Service.

	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	Minutes agreed as an accurate reflection	For information.	N/A.
3.	Feedback from Groups	<p><i>IJB Meeting and IJB Strategic Planning Session</i></p> <p>It was noted that on 6 November IJB members met and looked at Tech Enable Care, Community Led Support and an induction for new members. It was noted that we were accepted to be a Tec Enable Care pathway finder. Lynda and Sally will go to meet with Scottish Government on 10 December to discuss next steps.</p> <p>Community Led Support, is small teams who care for small communities. It tries to remove some of the beaurocracy, and go to the Service Users and families</p>	Circulate information on	Maureen, ASAP.

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		<p>to see what will make the biggest difference for them. It ties in with work being done with third sector. Maureen S to go away next week to what is being show cased from other areas, how that has been done differently and will feedback after. To tie in with other links it was agreed that a small group come together to progress this work.</p> <p><i>SCP Authors Group</i> It was noted that the group has been suspended at the moment. What's been looked at is an overarching Strategic Plan, which will then have an Commissioning Implementation Plan under it, and then under that all the strategies. Sally will do a draft for Christmas, to go out for consultation in new year. Looking at potential to add all health into the plan. Need to look at how to monitor the performance.</p> <p><i>IJB Data Group</i> Need to look at data, and third sector data. Helpful to know who is leading this group, can't effectively commission or monitor without the data. It was agreed that data needs to be comprehensive and inclusive.</p>	<p>Community Led Support.</p> <p>Need to gather data.</p>	<p>Data Group, ASAP.</p>
4.	Finance Update	It was noted that at the moment there is a £944 overspend. Some of this is due to being unable to find the savings required from us and that there has been less income generated than budgeted for.	For information.	N/A.
5.	Project Updates	<p>It was noted that there was no update available from the projects. Following discussion, a potential different way of looking at the projects such as having several programme boards with an overall executive group which overseen the work. Potentially the programme boards would be:</p> <ol style="list-style-type: none"> 1. Tech Enabled Care. 2. Community Led Support. 3. Strategic Commissioning. <p>In the executive group Rachael would be chair, and that the programme boards would feed into this group. The programme boards would be tasked to do things prior to the meeting. Terms of Reference would be drafted and would include membership. It was noted that due to other similar meetings, there</p>		

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		<p>needs to be clear value added to these meetings and it needs to have clear achievable outcomes which can be measured.</p> <p>Also agreed was that SPG would feedback to the IJB that the current projects were not progressing and that this was partly due to changes in where we now are i.e. the Primary Care Improvement Plan as well as the new projects on tech enabled care and community led support. Potentially it would be more comfortable to move these headings under the new proposed programmes. It was agreed that it would be for the proposed programmes to retain the positives that were gathered. A summary or evaluation on each of the programmes would be required to close these off.</p> <p>It was noted that there was concerns about the under resourcing for both OIC and NHSO in respect to technology but this would be one of the roles for the programme board to look at.</p> <p>There was discussion on the new Strategic Plan, and that a draft would go to SPG members in January and possibly a special IJB meeting to approve a consultation version before approving a final version, possibly at the March 2019 IJB.</p>		
6.	Open Discussion	<p>There was a discussion on the need to relook at the localities issue. We are required to have at least 2 localities and that we should be further along with locality plans which should inform the new Strategic Plan. There was a discussion with the links of localities, the Strategic Plan and the Orkney Partnership Board (Community Planning Partnership).</p> <p>There was also discussion about how we can use localities as an effective tool to help with planning and delivery of services. One suggestion was a possible new long-term plan to look at individual parishes/ community council / development trust areas or West and East Mainland and isles as localities, this lead into a fruitful discussion about “front doors” and allowing the public to decide where they believe their hubs are.</p>	For information.	N/A.
7.	Third Sector, Carer and Service User segment	It was noted that colleagues have felt gratified to be able to participate but to ensure that third sector are able to engage more effectively, the engagement with them needs to be more effective. For example, if the minutes could be sent		

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		<p>out as soon as possible, this will allow the various groups to feed in. Colleagues were asked how we could help fully integrate the third sector, carer and service user representatives into the process.</p> <p>It was noted that following the last meeting of the Health and Social Care Third Sector Forum Sub Group that the following service pressures were common themes:</p> <ol style="list-style-type: none"> 1. Increase demand on services. 2. Present and future capacity. 3. Uncertainty in funding. 4. Recruitment and retention of volunteers and staff. 5. Access to training <p>Emerging priorities were identified as:</p> <ol style="list-style-type: none"> 1. Prioritising/managing referrals. 2. Funding. 3. Look at how to deal with increase capacity in innovative ways. 4. A look to Map over pressures. <p>It was noted that at Council budget conversations there has been a clear steer from OHAC Officers that seeing reduction into funding for third sector organisations is unpalatable given our increasing reliance we will be more reliant on the third sector to directly provide services.</p> <p>It was queried how big was the untapped resource the third sector has to offer. It was noted that there is a great deal of potential goodwill to assist, but there is need for changes from Scottish Government downward to ensure third sectors are able to help in the most effective way and that there are no constraints such as insurance. It was agreed that there is a need to think about commissioning differently and need to start commissioning by outcome. It was also noted that we need to start to build trust in our providers and look at challenging areas such as NHS/OIC training to allow third sector people to attend relevant training and vice versa.</p>	Circulate map.	G Amos, by next meeting.
8.	Workplan.	The workplan was discussed and it was agreed that the information on the Rapid Responder was incorrect and that as there is funding it can be removed	For information.	N/A.

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		<p>from the workplan. Also noted was that the Third Sector funding should be amended to “Showing the added value of the third sector when discussing budget savings and pressures”.</p> <p>The Joint Strategic Needs Assessment for children services is progressing and will be circulated to the group in due course.</p>		
9.	AOCB	None.	For information.	N/A.
15.	Date of Next Meeting.	Tuesday 8 January 2018: 1400-1600 Council Chamber, Council Office	For information	N/A.