

ACTION LOG: STRATEGIC PLANNING GROUP ARGYLL AND BUTE

Wednesday 14th October 2020 by MS Teams

1. Membership and attendance:

Name	Position	<u>Status</u>
Jean Boardman (JB)	Non-Executive Director of Highland NHS	Present
	Board & Member of the IJB- A&B	(Chair)
Alison McGrory (AMcG)	Health Improvement Principal	Present
Duncan Martin (DM)	Public Representative	Present
Kirsteen Murray (KM)	Chief Executive Argyll & Bute TSI	Present
Kristin Gillies (KG)	Senior Service Planning Manager	Present
Cllr. Kieron Green (CKG)	Chair, IJB	Present
Sarah Compton Bishop (SCB)	Vice Chair IJB	Present
Julie Hodges (JH)	Independent Care Providers Sector Leader Argyll & Bute	Apologies
Charlotte Craig (CC)	Business Improvement Manager, A&BHSCP	Apologies
Douglas Whyte (DW)	Area Housing Manager	Present
Emma Mason (EM)	Strategic Planning Department Secretary	Present
Stephen Whiston	Head of Strategic Planning and Performance (Chair)	Present
Fiona Broderick (FB)	Staff side Representative	Present
George Morrison (GM)	Deputy Chief Officer, A&BHSCP	Present
Judy Orr (JO)	Head of Finance and Transformation	Present
Sarah Griffin (SG)	Senior Information Analyst	Apologies
Nicola Schinaia (NS)	Associate Director of Public Health	Present
Elizabeth Higgins (EH)	Lead Nurse	Apologies
Charlie Gibson (CG)	Head of People and Change	Apologies
Margaret McGowan (MMcG)	Independent sector representative, Scottish Care	Present
Alastair MacGregor (AMcG)	Director of ACHA	Apologies
Jim Littlejohn (JL)	Service Manager	Apologies
Michael Roberts (MR)	Public Representative	Apologies
Rebecca Helliwell (RH)	Associate Medical Director	Apologies

Name	Position	<u>Status</u>
Fiona Sharples (FS)	a Sharples (FS) Organisation Development Lead	
Niall Kieran (NK)	Marie Curie - Divisional General Manager, Scotland	Apologies
Joanna MacDonald (JD)	Chief Officer, Argyll and Bute HSCP	Apologies
Anne MacColl-Smith (AMS)	Procurement and Contract Manager	Apologies
Caroline Cherry	Head of Adult Services	Present
Edmund McKay	Health Improvement Scotland	Apologies
Julie Lusk	Head of Adult Services	Apologies

No	ACTIONS	LEAD PERSON	DATE
1.	Welcome/Intro/Apologies	J. Boardman	
	JB Introduced the meeting and welcomed everyone to the meeting. Apologies noted		
2.	Action Note of last meeting (attached)		
	Action note from the meeting held on the 1 st September noted and agreed, with the following amendment:		
	Argyll and Bute HSCP Commissioning Plan Progress update		
	The SPG agreed that a route map with timescale be brought to the next meeting for review and approval	K Gillies	

3.	Draft Annual Performance Report 2019/20	K.Gillies	
	KG briefed and presented the draft Annual Performance report to the group requesting sign off to put forward to the next IJB for approval.	N.Omics	
	Members asked for clarity of the timescale throughout the document calendar or financial year? KG confirmed this should read as calendar year and will be corrected throughout. KG also highlighted the draft APR has some minor typo errors due to IT issues document corruption.		
	KG will finalise the draft obtaining some further information and correcting some typos etc		
	The SPG approved the draft and remitted its finalisation with the planning and performance team. It was also agreed that the final draft will be circulated around the SPG.		28 th Oct
	ACTION- KG requested any further additions or comments on the APR to get in touch by 28 th October as the APR will need to be finalised by 2 nd November.		

Argyll and Bute HSCP Commissioning Plan – Status update:	
Stephen presented the report to the group. In essence the consequences of Covid19 on our operating environment, its impact of services and planning priorities necessitated a change to the timescale we had outlined.	S.Whiston
The route map presented details the process and timeline to refresh the Adult JSNA and produce the HSCP's Strategic and supporting Commissioning plan. It was proposed that this will be completed over the next 18 months allowing for the winter, Covid19 spikes and capacity in the planning team.	
Group discussed in depth the need to refresh the themes and look at the next steps and implications for providers. Group raised Important points to consider	
 Indentify the following health needs/gaps-priorities JO highlighted identification of resource needs increasing and decreasing i.e. increase in care at home, decrease in care homes 	
• Engagement planning- how will we engage? AMcG highlighted the engagement framework and tool kit provided. Look at support within sub groups. Group agreed to also look at different approaches due to current pandemic	
 New financial planning – spending and budget- economic impact. KM and JO highlighted commissioning drives the finances, determining the resources needed for areas of priority. 	
• Timescales- Noted some of the timescales could be tight and should be revised to be more realistic.	
 Refresh the housing needs/assessment. DW highlighted the work being done around the refresh of the strategic housing plan and well as supporting the new housing and Care home models including aids and adaptations. Supporting the aim of keeping people at home, well and independent. 	
 Children's JSNA- NS informed group public health starting to review areas effected from pandemic from next week. NS also highlighted the Children's JSNA has a longer time span following the timeline with north Scotland working group and would bring an update to the next SPG 	Nicola Schinaia
The SPG approved the revised timetable and route map with alterations to some of the timescales for the milestones. The SPG also approved its presentation to the IJB.	S Whiston/K Gillies
JB thanked KG and SW for all the work they have put in to produce the road map.	

5.	SPG Terms of Reference	All	
	Group discussed slight amendments required to membership name and position title. Group agreed to sign off happy the TOR gives a clear role of the SPG		
	ACTION- TOR Signed off by SPG with minor correction amendments.		
6.	Forward look agenda items 2020-22		
	JB suggested for group to make a list of their ideas, suggestions to be brought forward for development sessions/agenda.		
	ACTION- Email across ideas, suggestions to KG in terms of development sessions/agenda.	All	ASAP
	Few suggestions given and agreed for agenda in near future		
	 AMcG- Living well strategy in relation to remobilisation of services 		
	 KM - SPG putting forward to SMT the identified forth coming issues. 		
	 CC- hoping to present a paper on older adults, dementia redesign, care at home and reablement structure. 		
8.	AOCB		
	JB asked group if they knew how the flu vaccinations were progressing in Argyll & Bute.		
	NS heard from within public health and North highland progressing well at the moment.		
	JO highlighted Tricia Renfrew has reported school nurses have made good progress with flu vaccines before the school holidays		
	KG informed group the next SPG meeting dates are being looked at by CC as being organised in line with the IJB dates		
	ACTION- CC review and update upcoming SPG meeting dates	C Craig	
	No further AOCB raised		
10.	Next full Strategic Planning Group: TBC		
	MS Teams meeting		