

ACTION LOG: STRATEGIC PLANNING GROUP ARGYLL AND BUTE

Wednesday 14th October 2020 by MS Teams

1. Membership and attendance:

Name	Position	Status
Jean Boardman (JB)	Non-Executive Director of Highland NHS Board & Member of the IJB- A&B	Present (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	Status
Fiona Sharples (FS)	Organisation Development Lead	Apologies
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.	<p>Welcome/Intro/Apologies</p> <p>JB Introduced the meeting and welcomed everyone to the meeting. Apologies noted</p>	J. Boardman	
2.	<p>Action Note of last meeting (attached)</p> <p>Action note from the meeting held on the 1st September noted and agreed, with the following amendment:</p> <p>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</p>	K Gillies	

<p>3.</p>	<p>Draft Annual Performance Report 2019/20</p> <p>KG briefed and presented the draft Annual Performance report to the group requesting sign off to put forward to the next IJB for approval.</p> <p>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.</p> <p>KG will finalise the draft obtaining some further information and correcting some typos etc</p> <p>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.</p> <p>ACTION- KG requested any further additions or comments on the APR to get in touch by 28th October as the APR will need to be finalised by 2nd November.</p>	<p>K.Gillies</p>	<p>28th Oct</p>
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5.	<p>SPG Terms of Reference</p> <p>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</p> <p>ACTION- TOR Signed off by SPG with minor correction amendments.</p>	All	
6.	<p>Forward look agenda items 2020-22</p> <p>JB suggested for group to make a list of their ideas, suggestions to be brought forward for development sessions/agenda.</p> <p>ACTION- Email across ideas, suggestions to KG in terms of development sessions/agenda.</p> <p>Few suggestions given and agreed for agenda in near future</p> <ul style="list-style-type: none"> • 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. 	All	ASAP
8.	<p>AOCB</p> <p>JB asked group if they knew how the flu vaccinations were progressing in Argyll & Bute.</p> <p>NS heard from within public health and North highland progressing well at the moment.</p> <p>JO highlighted Tricia Renfrew has reported school nurses have made good progress with flu vaccines before the school holidays</p> <p>KG informed group the next SPG meeting dates are being looked at by CC as being organised in line with the IJB dates</p> <p>ACTION- CC review and update upcoming SPG meeting dates</p> <p>No further AOCB raised</p>	C Craig	
10.	<p>Next full Strategic Planning Group: TBC</p> <p>MS Teams meeting</p>		