

**MINUTES of MEETING of ARGYLL AND BUTE HSCP STRATEGIC PLANNING GROUP held
BY MICROSOFT TEAMS
on THURSDAY, 2 SEPTEMBER 2021**

Present: Kristin Gillies, Senior Service Planning Manager (Chair)
Jean Boardman, Non-Executive Director of Highland NHS Board & IJB Member
Sarah Compton Bishop, Non-Executive Director NHS Highland Board & Chair of IJB
Fiona Davies, Chief Officer - Health and Social Care Partnership
Councillor Kieron Green, Vice Chair of IJB
James Gow, Head of Finance and Transformation
Sarah Griffin, Senior Information Analyst
Julie Hodges, Independent Care Providers Sector Leader Argyll and Bute
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council
Kirsty MacKenzie, Carers Act Officer
Duncan Martin, Public Representative
Alison McGrory, Health Improvement Principal
Nicola Schinaia, Associate Director of Public Health
John Stevens, Third Sector Representative – Chair of North Argyll Carers Centre
Takki Sulaiman, Chief Executive Argyll and Bute TSI
Fiona Thompson, Lead Pharmacist

1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Donald Watt, Rebecca Helliwell, Brian Reid, Douglas Whyte, Caroline Cherry, David Gibson, Julie Lusk, Stephen Whiston and Alison Ryan.

2. ACTION NOTE OF MEETING HELD ON 3 JUNE 2021 AND MATTERS ARISING

The Action Note of the Strategic Planning Group held on 3 June 2021 was approved as a correct record subject to the following amendment –

Page 5, paragraph 8 – the word “entity” being replaced with entirety.

Under matters arising the Senior Service Planning Manager, Kristin Gillies asked if the children’s JSNA had been shared. The Associate Director of Public Health, Nicola Schinaia advised that it was now ready to share and it was agreed that it be circulated to the Group following the meeting. It was noted that it would be linked into the engagement work being done on the Plans.

3. PROJECT PLAN JSP, SCMFP STATUS UPDATE

The Senior Service Planning Manager, Kristin Gillies, provided an update on the project plan for the Joint Strategic Plan, Strategic Commissioning Strategy and Market Facilitation Plan which was a high level document that kept all groups up to date with progress of each plan.

Sarah Compton Bishop raised concern over the amount of amber in the RAG status and asked how achievable actions were given the tight timescales. Kristin advised that actions were on track and the amber status had been used to encourage colleagues to provide the information required. There was some discussion over the presentation of the RAG status in the plan.

Sarah also raised concern over the achievement of timescales for the re-establishment of Locality Planning Groups. Kristin advised that there was concern due to the workload of colleagues. Takki Sulaiman advised that he felt interest in the locality Planning Groups was weak and that it would benefit from some social media work and some stimulation from direct approaches.

Decision

The Strategic Planning Group –

1. Noted the verbal update.
2. Agreed that Kristin Gillies would have a discussion with Fiona Davies regarding the presentation of the RAG status within the plan.
3. Noted that interest in the Locality Planning Groups was weak.

(Reference: Project Plan updated 27 August 2021, submitted)

Duncan Martin, Public Representative joined the meeting at this point.

Sarah Griffin, Senior Information Analyst left the meeting during consideration of the next item of business.

4. DRAFT STRATEGIC COMMISSIONING STRATEGY - MAPPING OF SERVICES

The Senior Service Planning Manager, Kristin Gillies provided a verbal update on the progress with the preparation of the Joint Strategic Commissioning Strategy 2022/2025.

Sarah Compton Bishop advised that she had some comments on the draft document which she would email to Kristin following the meeting. Sarah raised questions around post covid effects and reference in the document that there was not enough data available and also around the consideration of localities in the context of the document. She advised that she would like involvement in the completion of the islands section of the document. Kristin advised that they had struggled with nominations from the islands for Locality Planning Groups and suggested that her and Sarah arrange a meeting to discuss this.

Takki Sulaiman advised that the Strategic Commissioning Group had engaged well with the document and had raised 3 key issues which it was felt required more work – p68 community co-production; hyper-localism, which would tie in with sections 4.25-4.27, and the need to stimulate the market and encourage bids for contracts; and a question around how early intervention would be paid for in terms of the independent care review.

Julie Hodges advised that an issue for the home care sector was that it was governed by national contract which limited them in what they could do.

Fiona Davies asked for clarification on how the information collected from engagement in areas was to be synthesized with the plans and how it fed into the priorities. Kristin advised that the commissioning intentions were high level and that they had tried to be make them as meaningful as possible, it was hoped that engagement would help inform this and that help would be obtained from the Locality Planning Groups.

Alison McGrory advised that she had forwarded some text on co-production that was not showing in the Plan. Kristin asked Alison to resend the information and she would incorporate it in the Plan.

Duncan Martin highlighted the joined up working done in Oban during the pandemic between third sector groups and front line staff advising that the community had thrived from taking control of the services that had been provided rather than taking direction from central management. He suggested that this may be something that be taken forward in the future when preparing plans.

Takki Sulaiman added to this by advising that he was involved in the Building Back Better initiative and agreed that it would be an advantage to look at how some of that could be kept. He advised that he was working closely with Rona Gold around how to keep the best aspects of working together and how to drive forward into a new way of working.

Kristin advised that any comments on the document could be emailed to her and that a second draft would be made available for the next meeting of the Group. Kristin acknowledged the huge amount of work her team had put into the strategy so far.

Decision

The Strategic Planning Group –

1. Noted the verbal update provided and the comments made by members of the Group.
2. Noted that Sarah Compton Bishop would email the comments she had prepared to Kristin Gillies.
3. Noted that Alison McGrory would forward the text on co-production to Kristin Gillies.
4. Noted that any further comments could be emailed to Kristin Gillies for consideration in the second draft of the Plan and at the work shop scheduled for 7 October 2021.

(Reference: Draft Strategic Commissioning Strategy, submitted)

5. LOCALITY PLANNING GROUPS UPDATE

The Senior Service Planning Manager, Kristin Gillies provided a verbal update on the progress with the re-establishment of Locality Planning Groups. She advised that an updated induction pack had been issued with a view to refreshing membership. Kristin advised that this had been an onerous task this time and that there had been some resistance from area managers around Chairing the Groups as they felt this was not something they should undertake as operational managers. She advised that this was also due to capacity with winter approaching.

Fiona Davies advised that this had been brought to her attention and that it was her intention to meet with Stephen Whiston and Caroline Cherry on their return from leave to gain clarity over the role and scope of the Locality Planning Groups. Fiona suggested that minimising the work involved may attract more people to participate.

Sarah Compton Bishop asked if changes could be made to the chairing style of the Locality Planning Groups to accommodate the views of area managers and Kristin asked if Sarah could email her ideas to her for consideration.

Duncan Martin advised that public members in the past had struggled to grasp what could and could not be discussed at these groups and this had caused frustration and a feeling that these Groups were not useful.

Decision

The Strategic Planning Group –

1. Noted the verbal update provided and the comments made by members of the Group.
2. Noted that Fiona Davies would meet with Stephen Whiston and Caroline Cherry to discuss the role of the Groups.
3. Noted that Sarah Compton Bishop would forward ideas on chairing style to Kristin Gillies for consideration.
4. Noted that this could be an item for consideration at the work shop on 7 October 2021.

(Reference: Verbal update by Senior Service Planning Manager)

Alison McGrory left the meeting during consideration of the next item of business.

6. ENGAGEMENT SPECIFICATION FOR JSP AND SCMFP

The Senior Service Planning Manager, Kristin Gillies provided a verbal update on the action plan with regards to engagement. The dates for engagement for staff had been issued and that different dates had been arranged for different groups. She advised that a survey would be issued at the end of the week to assess the impact of covid on services and that this information would be used to inform the refresh of the Strategic Plan. She advised that the action plan would be circulated following the meeting as it had not been sent out with the agenda.

The idea of a webinar was discussed with Fiona Davies or Sarah Compton Bishop Facilitating as the face of the organisation and providing an opportunity for the submission of questions or comments. Kristin suggested that she meet with Sarah Compton Bishop to discuss taking this forward.

Nicola Schinaia advised that the email address provided on page 79 of the agenda pack was incorrect and that he would forward the correct email to Kristin.

Duncan martin referred to page 77 of the agenda pack and advised that the Scottish Health Council had now changed its name.

Decision

The Strategic Planning Group –

1. Noted the verbal update provided.
2. Noted that the Action Plan would be circulated following the meeting.
3. Noted that Sarah Compton Bishop would meet with Kristin Gillies to discuss the possibility of a webinar.
4. Noted the amendments to be made to the Engagement Specification document.

(Reference: Verbal update on Engagement Action Plan and Engagement Specification, submitted)

Takki Sulaiman left the meeting at this point.

7. NATIONAL POLICY UPDATES - FOR NOTING

The Senior Service Planning Manager, Kristin Gillies advised of the development of a National Care Service which would change structures significantly within the Health and Social Care Partnership including the replacement of Integration Joint Boards with Community Health and Social Care Boards. A consultation process was currently underway and everyone was encouraged to look at the document and respond in as many different capacities as possible due to the significant changes this would bring. The link to the consultation document was provided (<https://www.gov.scot/publications/national-care-service-scotland-consultation/>).

Decision

The Strategic Planning Group –

1. Noted the verbal update provided.
2. Noted the link to the consultation document and the importance of responding in as many different capacities as possible.

(Reference: Verbal update by Senior Service Planning Manager)

8. TRANSFORMATION UPDATE - FOR NOTING

The Strategic Planning Group gave consideration to a report that had been presented to the Finance and Policy Committee summarising the progress towards each of the five priority transformation areas. The Head of Finance and Transformation, James Gow, highlighted concern over some of the projects that were showing amber and advised that additional resources were being deployed to assist in accelerating priority projects.

Decision

The Strategic Planning Group –

1. Noted the content of the submitted report.
2. Noted the verbal update by the Head of Finance and Transformation.

(Reference: Report by Head of Finance and Transformation dated 27 August 2021, submitted)

9. AOCB

- Annual Performance Report – the report was due to go to the November meeting of the Integration Joint Board.

The Senior Service Planning Manager, Kristin Gillies advised that longstanding member Michael Roberts, Public Representative had resigned due to ill health. She expressed thanks to Michael for his contribution and wished him well for the future.

- Membership Validation to Terms of Reference

The Senior Service Planning Manager, Kristin Gillies advised that some work would be done to bring the membership of the group into line with the Terms of Reference and that this would be tied into the work shop on 7 October 2021.

10. DATES OF NEXT MEETINGS

The date of the next meeting was noted as 2 December 2021 at 2.00pm.

It was noted that a workshop would take place on 7 October 2021 at 10.00am.