

**MINUTES of MEETING of ARGYLL AND BUTE HSCP STRATEGIC PLANNING GROUP held
BY MICROSOFT TEAMS
on THURSDAY, 8 SEPTEMBER 2022**

Present: Jean Boardman, Non-Executive Director of Highland NHS Board & Member of the IJB (Co-Chair)
Sam Campbell Health Improvement Principal
Caroline Cherry, Head of Adult Services
Alison Ryan, Service Planning Manager
Alison McGrory, Interim Associate Director of Public Health
Michelle Mundie, CE ACHA
Kristin Gillies, Senior Service Planning Manager
Margaret Jacobson, Chair of Dochas Centre
Charlotte Craig, Business Improvement Manager
Julie Hodges, Scottish Care Representative
Amanda Hampsey, Vice Chair of IJB
Fiona Broderick, Staffside Lead for Health
James Littlejohn, Senior Manager Adult Services
Donald Watt, Service manager for Resources
Stephen Morrow, Depute Head of eHealth
James Gow, Head of Finance and Transformation
Nicola Gillespie, Service Manager for Mental Health and Addictions
John Stevens, IJB Board Member
Takki Suleman, Chief Executive of TSI
Duncan Martin, Public Representative
Hazel MacInnes, Committee Services Officer

1. WELCOME, INTRODUCTIONS AND APOLOGIES

The Chair welcomed all those present to the meeting and introductions were made.

Welcome to Michelle Mundie, CE ACHA replacing Alistair McGregor.

Apologies for absence were received from –

Sarah Compton Bishop, Non-Executive Director of Highland NHS Board & Chair of the IJB

Douglas Hunter, Senior Manager - Performance and Improvement

Douglas Whyte, Area Housing Manager

Dr Rebecca Helliwell, Associate Medical Director

Jennifer Dryden, Health Improvement Lead

Jillian Torrens, Head of Adult Services Acute and Complex Care

2. MINUTES AND MATTERS ARISING

The Minutes of the meeting of the Strategic Planning Group held on 9 June 2022 were approved as a correct record.

Arising from item3 (JSP: Plan on a Page; Teaser and Communication Plan) the Chair asked if this had now been completed. The Senior Service Planning Manager advised that a significant number of the 'plan on a page' had been printed, laminated and sent around hospitals and council buildings. It was agreed that a link to the plan on a page would be emailed to all members of the Group for further distribution where appropriate.

3. ANNUAL PERFORMANCE REPORT 2021-22

The Health and Social Care Partnership Annual Performance Report for 2021-22 was before the Group for consideration.

The Senior Service Planning Manager expressed her thanks for the work by the team in the development of the performance report.

Decision

The Strategic Planning Group noted the Health and Social Care Partnership Performance Report for 2021-2022.

(Reference: Argyll and Bute Health and Social Care Partnership Annual Performance Report 2021-2022, submitted)

4. INTEGRATED PERFORMANCE MANAGEMENT FRAMEWORK

This item was removed from the agenda due to staff absence and had been rescheduled for the next meeting.

5. CO-PRODUCTION WORKSHOP REPORT

Consideration was given to a report providing feedback from a virtual workshop on co-production which had been held on 7 June 2022.

The Senior Service Planning Manager advised that they were reviewing the Terms of Reference and function of the Commissioning and Market Facilitation Steering Group to ensure that there was no duplication in terms of prevention.

There was discussion around the value of having a partner other than the HSCP leading on co-production and prevention.

Decision

The Strategic Planning Group noted the report.

(Reference: Report by Argyll and Bute Public Health Intelligence dated 18 August 2022, submitted)

6. LIVING WELL STRATEGY

It was noted that this item had been removed from the agenda and will be on the agenda for next meeting.

7. TSI DATABASE

The Group considered a verbal update by the Chief Executive of the Third Sector Interface in respect of the Third Sector Interface database. The Argyll and Bute Community Directory, containing contact details for mainly voluntary services and some primary services, had been launched that week and was intended for use by all professionals and service users.

Discussion took place around the promotion of the directory and the onerous task of ensuring that the directory remained up to date.

Decision

The Strategic Planning Group noted the verbal update.

(Reference: Verbal Update from Chief Executive of TSI)

8. LOCALITY PLANNING GROUP UPDATE

The Group considered a verbal update from the Business Improvement Manager in respect of Locality Planning Groups. The update included information on the two rounds of meetings that had taken place since the Groups had been re-established and information on what was planned for further meetings scheduled for November and February. The main aim of the groups was to build on better dialogue with communities and it had been noted by Groups that if people were taking time to attend meetings then it should be ensured that the meetings were valuable for all in attendance. Health Improvement Scotland would be reviewing the work of the Groups to provide advice on what was working well and what wasn't working well.

Decision

The Strategic Planning Group noted the verbal update.

(Reference: Verbal update from Business Improvement Manager)

9. TRANSFORMATION AND SAVINGS UPDATE

Consideration was given to a report providing a high level overview of the Transformation Programme and a summary of the key pieces of work and projects underway.

Decision

The Strategic Planning Group noted the progress with the Transformation and Savings Programme.

(Reference: Report by Head of Finance and Transformation dated 8 September 2022, submitted)

10. ANY OTHER COMPETENT BUSINESS

There was nothing raised under this item of business.

11. DATE OF NEXT MEETING

The date of the next meeting was noted as 8 December 2022.