

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

Present: Stephen Whiston, Head of Strategic Planning, Performance and Technology & Co-Chair
Alison McGrory, Interim Associate Director of Public Health
Alison Ryan, Service Planning Manager
James Brooks, Performance and Information Team Manager
Charlotte Craig, Business improvement Manager
Duncan Martin, Public Representative
Fiona Broderick, Staffside Lead for Health
James Gow, Chief Finance Officer
Amanda Hampsey, Vice Chair, JB
Julie Hodges, Scottish Care inspectorate
Kristen Gillies, Senior Service Planning Manager
Michelle Mundie, CE ACHA
Rebecca Helliwell, Associate Medical Director
Stephen Marrow, Depute Head of eHealth
Takki Suliaman, Chief Executive TSI
Douglas Whyte, Team Leader, Development and economic Growth
Margaret Jacobsen, Chair, Dochas Centre

1. WELCOME, INTRODUCTIONS AND APOLOGIES

The Chair welcomed everyone to the meeting and general introductions were made.

Apologies for absence were intimated on behalf of:-

Jean Boardman Non-Executive Director and Joint Chair SPG
Caroline Cherry, Head of Adult Services
Jillian Torren Head of Service specialist services
David Gibson, Chief Social Worker/Head of Children, Families and Justice
Jennifer Dryden, Health Improvement Lead
Margaret McGowan,
Fiona Davies, Chief Officer
Douglas Hunter, Senior Manager Performance and Improvement
Nicola Gillespie, Service Manager, Mental Health and Addictions

It was noted the meeting was not quorate however it was agreed to go ahead and any decisions made would be ratified at the next meeting.

2. MINUTES AND MATTERS ARISING

The Minute of the meeting of the Strategic Planning Group, held on 8 September 2022 was approved as a correct record.

Matters Arising

It was agreed there was no matters arising.

3. INTEGRATED PERFORMANCE MANAGEMENT FRAMEWORK (IPMF)

Consideration was given to a report present by Jim Brooks which provided an update on progress to date in developing the framework and planned delivery points for phases 1, 2 and 3 through to final completion of the Integrated Performance Management Framework (IPMF) and its commencement on the 1st April 2023.

Members asked a number of questions on the development of performance measures noting and supporting the bottom up approach, their alignment with the HSCP Strategic Plan objectives as well as inclusion of national targets and measures.

The SPG also noted governance of the reporting of the IPMF would sit with the Clinical and Care Governance Committee of the HSCP.

Decision

The Strategic Planning Group noted the progress of the Integrated Performance Management Framework (IPMF) development.

(Reference: Report by Performance and Information Team Manager, dated 8 December 2022, submitted)

4. ENGAGEMENT FRAMEWORK REFRESH

Alison McGrory presented to members this report, pointing out that the IJB approved the Engagement Framework in Spring 2019 and that this was now due for a refresh. She outlined the process being followed to undertake this refresh the aim to complete by March 2023 to enable it to be presented to the IJB on 29 March 2023 for ratification.

Decision

The Strategic Planning Group –

1. Noted the process to update the HSCP's Engagement Framework.
2. Agreed the timeline to present the refreshed strategy to the IJB in March 2023.

(Reference: Report by Interim Associate Director of Public Health, dated 8 December 2022, submitted)

5. TRANSFORMATION UPDATE

James Gow presented the transformation update report to members providing them with information and progress on the HSCP 10 work programmes.

Members were also asked to note 2 strategic business case projects which the HSCP was planning to progress over the next period of time:

- Provision of health and care services on Bute, looking at a new capital building development;
- Provision of care for the elderly services replacing elderly care homes

Finally, members noted the Transformation Board, now meets every two months.

Decision

The Strategic Planning Group –

1. Received the report and noted progress with the Transformation Programme and provided scrutiny in connection with progress and direction of the programme and its priorities.
2. Endorsed the proposal to take forward the development of two strategic business cases.

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

6. COMMITTEE REVIEW

The Business Improvement Manager provided a short verbal update on the progress of the Committee Review.

Decision

The Strategic Planning Group agreed to note the information provided.

(Reference: Verbal Update by Business Improvement Manager)

7. LOCALITY PLANNING GROUP UPDATE

Having noted that the four Locality Planning Groups have now met on three separate occasions, the Group gave consideration to a report which provided an update on the naturally arising areas of interest for each of the groups and highlighted that moving to an action plan should support some key action and begin the process of planning.

Discussion also took place regarding the Locality Planning Groups involvement in HSCP budget consultation process. Members reflected that this was not appropriate for the role of the LPGs. However, it was important that LPGs were aware of the budget challenges and planning processes

Decision

The Strategic Planning Group –

1. Agreed the Locality Planning Groups should continue to discuss and agree their priorities for their communities.

2. Considered the content of regular communication to the Locality Planning Groups.
3. Agreed Locality Planning Groups should have sight of the proposed budgets however not be part of the consultation for this.

(Reference: Report by Business Improvement Manager, dated 8 December 2022, submitted)

8. WORKPLAN

Consideration was given to a report which outlined the work plan of the Group.

Decision

The Strategic Planning Group agreed the work plan as appropriate but can be developed as items arise.

(Reference: Report by Business Improvement Manager, dated 8 December 2022, submitted)

9. ANY OTHER COMPETENT BUSINESS

Committee Self-Assessment Survey

Charlotte Crag drew members attention to the above and advised she would circulate the survey for members to complete in the next 10 days.

10. DATE OF NEXT MEETING

The Strategic Planning Group noted that their next meeting was scheduled to take place on 16 March 2022.