

***Integration Joint Board***

**Date of Meeting: 31 May 2023**

**Title of Report: Updated Planning with People Guidance 21 April 2023**

**Presented by: Charlotte Craig**

**The board is asked to:**

- Note the updated guidance
- Agree the recommendation of self-assessment against the Health Improvement Scotland Quality Framework

**1. EXECUTIVE SUMMARY**

Planning with People – Community engagement and participation guidance was first published in May 2020. The aim of the guidance was to promote “consistency, culture change, and true collaboration while encouraging creativity and innovation based on best practice”.

The focus is on utilising service design methodologies and ensuring people and communities are at the heart of care service design and change.

The revised Planning with People guidance was reviewed post pandemic and seeks to align itself to The Independent Review of Adult Social Care in Scotland.

The duty to involve people and communities in planning how their public services are provided is enshrined in law in Scotland.

Key statutory responsibilities, such as Joint Strategic Needs Assessment and Strategic Commissioning Planning must be fulfilled both in the letter and in the spirit of the legislation. *Planning with People* supports care organisations to meet their legal responsibilities.

The Integration Joint Board is recommended to self-assess against the Quality Framework to provide the supporting evidence in respect of its practice. The Engagement Short Life Working Group would provide an appropriate operational group for this reporting through the Strategic Planning Group to the IJB.

**2. INTRODUCTION**

NHS Boards and Integrated Joint boards have a statutory duty to involve people in the planning and development of services and in the decision making process, the guidance supports organisations to meet their legal responsibility.

Integration Joint Boards engagement and participation duties are specified by the Public Bodies (Joint Working) (Scotland) Act 2014. Integration Joint Boards are expected to apply this guidance and work with colleagues in NHS Boards and Local Authorities to share learning and develop best practice.

The duty to involve people in the design and delivery of care services was strengthened with the introduction of the Community Empowerment (Scotland) Act 2015.

Participation is also a key element of a Human Rights based approach, which requires that people are supported to be active citizens and that they are involved in decisions that affect their lives.

‘Planning with People’ must be understood and adopted by all stakeholders, and there are key roles for NHS Chief Executives, Chief Officers in Integration Joint Boards, and Local Authority Chief Executives to ensure that engagement is undertaken effectively.

Organisations are required to demonstrate how they are doing this.

### **3. DETAIL OF REPORT**

The Planning with People guidance update was prefaced by a consultation which was part of the Review of Progress with Integration of Health and Social Care, Argyll & Bute submitted a response as part of this.

The recent publication takes account of an environment of developing legislation and supporting good practice.

Following recommendations from the consultation the updated guidance points to the supporting Quality Framework for Community Engagement developed by Health Improvement Scotland and the Care Inspectorate and recommends self-assessment against this. It also provides supporting case studies.

#### **Who does the guidance apply to?**

The guidance applies to all care services for children, young people and adults. It is relevant to both internal and commissioned services and all primary care services.

The purpose of the guidance is to support leadership and reflect changes in the policy and legislative context.

#### **Joint Strategic Inspection**

In partnership with other scrutiny bodies, Healthcare Improvement Scotland (HIS) and the Care Inspectorate also carry out joint strategic inspections for care services of NHS Boards, Integration Joint Boards and Local Authorities to provide assurance on engagement practice. These inspections examine how integrated services are planned, commissioned and delivered to meet people's needs, and meaningful engagement is taken into account.

In addition HIS have a role in respect of Service Change and IJB's should work with them in their advisory role. The process for major service change with NHS Health Boards remains unchanged. There is no requirement for Local Authorities to adopt a particular decision making and scrutiny structure.

#### **When it is appropriate to use the guidance**

There are different sections within the guidance for different sectors. As noted the guidance extends out to commissioned providers and primary care.

## **The Quality Framework for Community Engagement and Participation**

Link: <https://www.hisengage.scot/quality-framework>

The Quality Framework supports self-evaluation in three areas:

- Ongoing engagement and service user involvement
- Involvement of people in service planning and design
- Governance/Organisational Culture and Leadership

The Quality Framework should be used as a guide for improving the quality of engagement.

Section 5.5. specifically notes decision making for Integration Joint Boards noting the requirements of producing a Joint Strategic Plan and Strategic Commissioning. The IJB has a robust process in the delivery and review of its plan.

It further references localities of which Argyll & Bute has four. Reflecting the guidance each locality has its own planning group.

The committee terms of reference support the recommended actions within the guidance in the utilisation of the groups and the Strategic Planning Group in decision making outwith the Strategic Plan and its accompanying consultation.

It is recommended that the IJB test its practice in engagement against the Planning with People Guidance in 2023-24 as part of how it evidences its practice.

## **4. RELEVANT DATA AND INDICATORS**

Publication of the refreshed Planning with People Guidance 2023

[Planning with People - Health and social care - Planning with People: community engagement and participation guidance - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/planning-with-people-guidance-2023/pages/introduction.aspx)

The Planning with People Guidance is also recommended as good practice in corporate governance as outlined in [Scottish Government: The Blueprint for Good Governance in NHS Scotland \(second edition\)\(sections 4.26 and 4.27\)](#)

## **5. CONTRIBUTION TO STRATEGIC PRIORITIES**

This guidance supports our priorities in community co-production, living well and active citizenship and choice, control and innovation.

## **6. GOVERNANCE IMPLICATIONS**

**6.1 Financial Impact** none at present

**6.2 Staff Governance** supports consistent engagement practice with staff across partner employers and commissioned providers and independent sector contractors.

**6.3 Clinical and Care Governance** no regulatory impact at present

## 7. PROFESSIONAL ADVISORY

Guidance provided by Scottish Government to support the delivery of the engagement in line with national standards.

## 8. EQUALITY & DIVERSITY IMPLICATIONS

Proactive engagement will take into account our diverse community and communities of interest as we seek to ensure representation across Argyll and Bute.

## 9. GENERAL DATA PROTECTION PRINCIPLES COMPLIANCE

This is applicable to all relevant data collected.

## 10. RISK ASSESSMENT

The Planning with People offers guidance which supports the Integration Joint Board in meeting its public duty and informing planned activity.

## 11. PUBLIC & USER INVOLVEMENT & ENGAGEMENT

This guidance requires to be integrated and applied across planned and dynamic engagement.

## 12. CONCLUSIONS

The Integration Joint Board (IJB) is asked to note this guidance and its role in supporting the delivery of its legal duty. It is asked to note the recommended Quality Framework for testing practice.

It is recommended to the IJB that it undertake a self-evaluation using the prescribed Quality Framework as a reflection on where the IJB is at this point in time and options for improvement and that this task is delegated to the Engagement Short Life Working Group to deliver.

## 13. DIRECTIONS

Directions required to Council, NHS Board or both.	<b>Directions to:</b>	tick
	No Directions required	x
	Argyll & Bute Council	
	NHS Highland Health Board	
	Argyll & Bute Council and NHS Highland Health Board	

## REPORT AUTHOR AND CONTACT

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