

REPORT TO: East Lothian Integration Joint Board

MEETING DATE: 1 July 2015

BY: Director of Health and Social Care

SUBJECT: Membership of the East Lothian Strategic Planning Group

1 PURPOSE

- 1.1 This report advises the Integration Joint Board of the legislative requirements as to the membership and proceedings of the Strategic Planning Group.

2 RECOMMENDATIONS

The Integration Joint Board is recommended to:

- 2.1 Agree the Strategic Planning Group membership proposals;
- 2.2 Agree to progress appointments as outlined.

3 BACKGROUND

- 3.1 Section 32 of the Public Bodies (Joint Working) (Scotland) Act places a duty on an Integration Joint Board (IJB) to establish a Strategic Planning Group (SPG) which must be involved in all stages of developing and reviewing the Strategic Plan.
- 3.2 The IJB is responsible for appointing members to the SPG and, where appropriate or necessary, removing or replacing members.
- 3.3 The legislation and supporting regulations prescribe the groups who must be represented on the SPG. The group should involve members nominated by the Local Authority and the Health Board. IJBs are also required to involve a range of stakeholders in the strategic planning process - the standard consultees – and can appoint others as it feels appropriate and necessary.

- 3.4 Section 32 of the Act prescribes that the following must be members of the SPG:
- a. At least one person nominated by the Health Board
 - b. At least one person nominated by the local authority
 - c. A person to represent the interest of each locality
 - d. Representatives of groups prescribed by Regulation (see 3.7)
- 3.5 In respect of locality representatives, the IJB may select a single person to represent two or more localities.
- 3.6 The IJB is responsible for determining the procedure of its Strategic Planning Group.
- 3.7 The groups prescribed by regulation are:
- a. health professionals
 - b. users of healthcare
 - c. carers of users of healthcare
 - d. commercial providers of healthcare
 - e. non-commercial providers of healthcare
 - f. social care professionals
 - g. users of social care
 - h. carers of users of social care
 - i. commercial providers of social care
 - j. non-commercial providers of social care
 - k. non-commercial providers of social housing
 - l. third sector bodies carrying out activities related to healthcare or social care

Those members detailed in b, c, g and h (above) must reside within the area of the local authority. Others must operate within the area of the local authority.

- 3.9 The Strategic Planning Group will be the forum which provides a mechanism for all partners to define and develop the Strategic Plan which will deliver local success against the national outcomes for health and wellbeing. As such the SPG will need to be fit for purpose and have a membership and infrastructure which addresses the challenges of effective strategic planning for the wide ranging scope of delegated functions. Members of the SPG should equally be required to demonstrate an effective constituency or reference group in order to ensure involvement and engagement.
- 3.10 Whilst there is a broad representation of interests on the shadow SPG there remain a small number of membership places to be filled. These are set out in Appendix 1a and in each case a recommendation is made as to how the situation should be addressed.

- 3.11 The Vice-chair of the IJB will act as the Chair of the Strategic Planning Group.
- 3.12 East Lothian's SPG has been operating effectively in shadow form since November 2013 in order to progress consultation drafts of the Strategic Plan. As outlined in 3.9, it has since been recognised that membership of the shadow SPG should be strengthened in order to provide the comprehensive intelligence base which will deliver a robust Strategic Plan for East Lothian. As such this paper recommends that the IJB agrees proposals to enhance the current membership by appointing additional members as outlined in Appendix 1b.
- 3.13 In addition to considering appropriate membership there is a need to agree a defined remit and terms of reference for the Group. A proposed draft is attached as Appendix 2.
- 3.14 A wider review of East Lothian's current joint planning structures is being finalised and recommendations from this will be brought forward to the IJB imminently. As a minimum it is recommended that the SPG receive briefings from each care planning group at least annually, and, in addition, organise an annual Strategic Planning conference in East Lothian to build meaningful involvement and engagement.

4 POLICY IMPLICATION

- 4.1 The implementation of recommendations made in this report will ensure that the IJB complies with all legal requirements.

5 EQUALITIES IMPLICATIONS

- 5.1 There are no equalities issues arising from any decisions made on this report

6 RESOURCE IMPLICATIONS

- 6.1 There are no financial implications arising from the consideration of this report

7 BACKGROUND PAPERS

- 7.1 [Public Bodies \(Joint Working\) \(Scotland\) Bill](#)

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Appendix 1a

Minimum membership required by regulations	Current Member	Process
Health professional who operates within the Local Authority area (this should be an individual, representative of health professionals, including doctors, nurses, allied health professionals)	Dr Jon Turvill	IJB to invite current member to continue until agreed review date of Strategic Plan
User of health care who resides within the Local Authority area (this should be an individual, representative of people who use health or social care services); User of social care who resides within the Local Authority area	Keith Maloney	IJB to invite current member to continue until agreed review date of Strategic Plan
Carer of users of health care who resides within the Local Authority area (this should be an individual, representative of carers of people who use health services); Carer of users of social care who resides within the Local Authority area	Margaret McKay	IJB to invite current member to continue until agreed review date of Strategic Plan
Commercial provider of health care who operates within the Local Authority area (this should be an individual, representative of the independent 'for profit' providers of health care services)	Position currently vacant.	Recommendation to seek a nomination from the Independent Contractors Forum when established
Non-commercial provider of health care who operates within the Local Authority area (this should be an individual, representative of 'third sector', 'voluntary' or 'not for profit' providers of health care services)	Position currently vacant.	Recommendation to seek nomination via TSI for third sector provider of healthcare.
Social care professional who operates within the Local Authority area (this should be a	Chief Social Work Officer	IJB to invite current member to continue until agreed review date of

social service professional, with relevant social care)		Strategic Plan
Non-commercial provider of social housing within the Local Authority area (this should be an individual, representative of providers of social housing);	Esther Wilson, ELC	IJB to invite current member to continue until agreed review date of Strategic Plan
Third sector bodies within the Local Authority carrying out activities related to health or social care (this should be an individual, representative of interest groups, social enterprises or community organisations who are active in the area of health or social care).	Gayle Bell, STRiVE (Third Sector Interface)	IJB to invite current member to continue until agreed review date of Strategic Plan
IJB Health Board nomination	Alison Meiklejohn	IJB to invite NHS Lothian nomination as per Board recommendation on 24 th June 2015 to join SPG (proposed Alex McMahon)
IJB Local Authority nomination	Donald Grant	IJB to invite current member to continue until agreed review date of Strategic Plan

Appendix 1b: Additional Proposed Membership

Additional Membership Rationale	Proposed Role and	Proposal	Process
Localities (East locality and West locality as defined in the draft Strategic Plan): to secure effective and meaningful community involvement and engagement, and to embed the nuances of locality planning and priorities.			IJB should seek nominations from the Area Partnerships for locality representation
NHS Lothian acute services: to ensure effective two way planning and implementation in key priorities and unscheduled care pathways		An acute services representative from Psychiatry of Old Age working locally	Clinical Director to seek nomination from local clinicians on behalf of IJB
Finance: to ensure congruence between the Strategic Plan and resources		Chief Financial Officer	IJB to invite CFO to join SPG and continue until agreed review date of Strategic Plan
Strategic Change Programme leads as defined in the draft Strategic Plan: to ensure scrutiny and accountability for delivery.		The Head of Service / Chief Nurse	IJB to invite Chief Nurse to join SPG and continue until agreed review date of Strategic Plan

Appendix 2

Strategic Planning Group

Purpose

The Strategic Planning Group will be the forum which provides a mechanism for all partners to define and develop the Strategic Plan for adult services which will deliver local success against the national outcomes for health and wellbeing.

Accountability

The Strategic Planning Group will be accountable to the IJB

DRAFT Role and remit

- To act as the main planning governance group on behalf of East Lothian IJB, developing key strategic priorities in the process
- To understand the level of need within the local health and social care economy
- To work towards reducing health inequalities across the county and ensure that appropriate actions are incorporated into the Strategic Plan and component local agency strategies and plans
- To commission strategic health assessments and other research to monitor progress in improving health outcomes
- To produce and maintain the Strategic Plan
- To support the delivery of agreed national and local targets in respect of health and social care
- To scrutinise and monitor the impact (or planned impact) of health and social care strategies on the people of East Lothian
- To maintain effective links with other partnerships in areas of joint concern
- To respond to IJB strategic priorities and in turn influence these to support effective alignment of IJB, NHS Lothian and SOA plans.
- To set the tone and direction for partnership working
- To oversee and monitor progress with the implementation of the strategic plan

Meetings of the Strategic Planning Group will be chaired by the Vice Chair of the IJB

Officers will be in attendance at meetings in an advisory capacity.

Meeting Frequency

The Strategic Planning Group will meet four times within a financial year. An extraordinary meeting will be called when the Chair considers this necessary.

Meetings will be minuted and reports submitted to the Integration Joint Board