

Distribution of East Lothian Strategic Planning Group minutes

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Area: Planning and Performance

<p>Situation</p>	<p>Following on from a review of the Terms of Reference (TOR) for the East Lothian Strategic Planning Group (SPG) consideration has been given to the distribution of minutes of the SPG and whether these should be publicly available or distributed to SPG and Integration Joint Board (IJB) members only.</p>
<p>Background</p>	<p>IJBs are required to establish a Strategic Planning Group as part of their duties. IJBs are free to decide how the SPG should conduct its business as strategic advisory group to the IJB and can appoint members to reflect local circumstances.</p> <p>Section 32 of the Public Bodies (Joint Working) (Scotland) Act 2014 describes the role of the SPG in preparing the strategic commissioning plan for the IJB.</p> <p>A recent revision of the SPG's Terms of Reference was approved at the SPG of 2nd February 2023. These are based on earlier TOR, with extra elements added to:</p> <ul style="list-style-type: none"> • Clarify the core SPG membership required by legislation and the opportunity for the IJB to shape membership to meet local requirements. • Introduce a two-year membership term, with the option of one term of reappointment (HSCP officer members, who are in attendance because of their service/planning role are excepted). • Note that IJB nominated SPG members will remain for the duration of their IJB term. • Set a quorum of a minimum of six members (including the Chair, or Vice Chair, or a depute appointed by either of them) for a meeting to proceed. • Clarify the minimum number of meetings annually and the meeting frequency. • Clarify SPG members' meeting attendance and participation requirements. • Highlight that SPG members must adhere to the IJB Code of Conduct (as approved by the IJB on 23rd June 2022).
<p>Assessment</p>	<p>The proceedings of the Strategic Planning Group cover a range of strategic matters, including development and monitoring of the Strategic Plan and associated Directions and the production of an Annual Delivery Plan and Annual Performance Report.</p> <p>The SPG is also the forum for first consideration of service review and transformation projects and receives progress reports from the HSCP Change Boards.</p> <p>Unlike the IJB, the SPG is not held in public/video recordings of meeting are not taken. This reflects the sometimes business confidential nature of reports considered at the meetings and resulting discussion. Current publication of the SPG minutes is at odds with this.</p> <p>Following scrutiny by the SPG, relevant matters are passed to the IJB for consideration and approval. The minutes of the SPG are not routinely distributed to IJB members.</p> <p>Revision of the HSCP website offers an opportunity to streamline the web presence of the IJB and HSCP. As part of this, it is planned to end the publishing of the SPG minutes. They will remain available if requested under Freedom of Information.</p>
<p>Recommendations</p>	<p>The IJB is asked to:</p> <ol style="list-style-type: none"> 1. Agree that future SPG minutes should not be published on the HSCP website. 2. Agree that IJB members should receive SPG minutes, with effect from the next SPG meeting.