

Title/Subject: Health and Social Care Integration Programme Plan Update

Meeting: Integration Joint Board

Date: 3 June 2016

Submitted By: Chief Officer

Action: For Noting

1. INTRODUCTION

- 1.1. The purpose of this report is to provide a progress report to the Integration Joint Board (IJB) on the programme of work to implement health and social care integration.

2. RECOMMENDATION

The Integration Joint Board is asked to:

- 2.1. note the content of the report and progress to date.

3. BACKGROUND

- 3.1. The Public Bodies (Joint Working) (Scotland) Act 2014 sets out a number of statutory requirements for Health and Social Care Partnerships to meet in order to implement to health and social care integration.
- 3.2. The IJB has received regular reports noting the programme of work to ensure the Board is satisfying itself that all relevant matters are being progressed in a timely manner.

4. INTEGRATION PROGRAMME PLAN

- 4.1. The Integration Programme Plan and associated workstreams have ensured the delivery and implementation of a range of tasks that were required to support the integration arrangements and ensured the Partnership met their statutory obligations prior to 1 April 2016.
- 4.2. In April 2016 the Programme Board reviewed the workstreams and identified a range of ongoing work requirements. The workstreams that will continue to support the integration arrangements are as follows:
- Strategic Planning Group
 - Strategic Plan Coordinating Group

- Forth Valley Governance Group
 - Forth Valley Finance Group with 2 supporting sub-groups
 - Forth Valley HR Work Force Group
 - Forth Valley Performance and Measurement Group
 - Forth Valley Data Sharing Partnership Group
 - Forth Valley Risk Management Group
 - Falkirk Partnership OD and Workforce Development Group
- 4.3. The Programme Board agreed to stand down the Forth Valley Clinical and Care Governance Group after Clinical Care and Governance Groups have been established in each Partnership.
- 4.4. The IJB will be aware that a Falkirk Partnership Leadership Group was established to specifically develop an IJB Budget Recovery Plan. The group will ensure there are clear linkages with the work of the Forth Valley Finance Workstream where this is required. The work of the group and the draft IJB Budget Recovery Plan are reported as a separate agenda item.
- 4.5. The key achievements since the report in February 2016 and future actions for these workstream groups are attached at Appendix 1.

5. CONCLUSIONS

- 5.1. Work was completed within challenging timescales which required strong commitment from all partners to ensure the Partnership met its statutory obligations under the Public Bodies (Joint Working) (Scotland) Act 2014 by the 1 April 2016.
- 5.2. As noted in the report a number of the workstreams have continued work requirements and will continue to meet as part of the longer term change programme. This programme of further work will continue to be overseen by the Programme Board and reported to the IJB.

Resource Implications

The IJB should note that the respective partners are continuing to contribute significant resources to support integration as reflected in the membership and areas of work being taken forward in the respective workstreams.

Impact on IJB Outcomes and Priorities

By completing the work associated with the workstreams, the Partnership has met its statutory obligations. Further work is now required through the workstreams to ensure the Partnership imbeds these activities and is compliant with ongoing requirements under the Act.

Legal and Risk Implications

There are no implications associated with this report.

Consultation

The report does not require consultation to be completed.

Equalities Assessment

The report does not require an equalities assessment to be completed.

Approved for Submission by: Patricia Cassidy, Chief Officer

Author: Suzanne Thomson, Programme Manager

Date: 3 May 2016

List of Background Papers:

- IJB Report: 5 February 2016 - Health and Social Care Integration Programme Plan Update

Appendix 1 – Programme Plan Update

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
Strategic Planning Group	Patricia Cassidy	<ul style="list-style-type: none"> Published the approved final version of the Strategic Plan and associated documents 	<ul style="list-style-type: none"> Develop Locality Needs Assessments Develop Delivery Plan Develop Locality Plans Develop Market Facilitation Statement 	<p>July 2016</p> <p>August 2016</p> <p>2016 / 2017</p> <p>December 2016</p>
Governance	Patricia Cassidy	<ul style="list-style-type: none"> IJB Complaints policy and procedures in place FOI policy and procedures and Publications Scheme in line with FOISA in place IJB approved EQIA template to be used Published the Equalities Outcomes and Mainstreaming Report 2016 	<ul style="list-style-type: none"> IJB to put in place its own code – Ethical Standards in Public Life etc (Scotland) Act 2000 Creation of Records Management Policy, retention schedules and when invited submission to the Keeper of the Plan in line with PRSA 	<p>November 2016</p> <p>30 March 2018</p>
Finance	Fiona Ramsay	<ul style="list-style-type: none"> Completion of the initial budget setting Completion of the financial regulations Completion of internal and external Audit recommendations 	<ul style="list-style-type: none"> Refining the budget details Develop and agree the financial reporting arrangements Preparation of the 2015/16 accounts 	Review June 2016

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
HR Workforce	Helen Kelly	<ul style="list-style-type: none"> Strategic Workforce plan approved Initial analysis of workforce data complete Joint Staff Forum meetings arranged bi-monthly until March 2017 	<ul style="list-style-type: none"> Further analysis of the workforce data Operational Plan to be drafted to support the Strategic Workforce plan. 	<p>June 2016</p> <p>April – June 2016</p>
Performance & Measurement	Elaine Vanhegan	<ul style="list-style-type: none"> Performance Management Framework developed and approved by IJBs in March – move to implementation Finalise relevant and priority indicators for Year 1 based on national outcomes and needs of Strategic Plan Prepared Integration functions performance target list and Non integration functions performance target list Close liaison continues with other work streams to prevent duplication i.e. Data Sharing IM&T 	<ul style="list-style-type: none"> Further development required as IJB becomes established Work stream will continue to meet. Focus will be: <ul style="list-style-type: none"> To refine sample scorecards in line with strategic plan priorities. Create a project plan for implementation of the Performance Framework and covalent use moving forward using shared dashboard portal Review reporting requirements - ongoing Review the Integration functions performance target list & Non integration functions performance target list on agreement of operational functions 	<p>Ongoing</p> <p>June 2016</p>

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
Data Sharing Partnership	Jonathan Procter	<ul style="list-style-type: none"> Information Sharing Board (ISB) bid for funding received in December. Agreement to carry forward funding to next year to support wider review of Data Sharing Partnership options Data Sharing Specifications for 3 workstrands being pulled together Technical workstrands and initial IJB requirements being scoped and developed Draft Portal Proof of Concept Options Paper presented to Programme Board in April 2016 Delayed discharges requirements analysis progressed and fed into new data collection exercise for partners Initial ICT priorities identified and specified by Partnerships and shared with Technical Sub Group 	<ul style="list-style-type: none"> Older People's services requirements analysis in the process of being defined by the service lead Data Sharing requirements to be identified Outline requirements for IT network access being requested from managers in various departments Data Sharing Portal Proof of Concept Options paper presented to Programme Board Site Connectivity Tests to be completed Initial ICT issues & infrastructure and tech requirements scoped out and work-plan being drawn together 	<p>Sept 2016</p> <p>June 2016</p> <p>May 2016</p> <p>May 2016</p> <p>June 2016</p> <p>May 2016</p>
Clinical & Care Governance	Tracey Gillies	<ul style="list-style-type: none"> Clinical and Care Governance Framework agreed by IJB (March 2016) 	<ul style="list-style-type: none"> Terms of Reference to be agreed for the Clinical and Care Governance Oversight Group and group to be established 	<p>June 2016</p>

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
Risk	Hugh Coyle	<ul style="list-style-type: none"> ▪ Risk Management Strategy agreed by IJB (March 2016) ▪ Risk Register drafted, following workshop with members of the Falkirk Joint Management Group in 4 February 2016 	<ul style="list-style-type: none"> ▪ Risk Reporting Framework (Appendix to Strategy) to be completed ▪ Risk Register to be completed in tandem with e.g. Strategic Plan actions. A paper outlining progress and next steps was submitted to the Programme Board in 2016 ▪ Risk Training for e.g. IJB members 	<p>June 2016</p> <p>June 2016</p> <p>As required</p>
Participation & Engagement	Suzanne Thomson	<ul style="list-style-type: none"> ▪ Participation and Engagement Strategy was approved at February IJB 	<ul style="list-style-type: none"> ▪ Action plan for implementation will now be developed. 	September 2016

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Organisational Development & Workforce Development	Morag McLaren	<ul style="list-style-type: none"> ▪ Integrated Workforce Plan developed and approved, including priorities in relation to Workforce Engagement & Support, Training and Development, Leadership and Management Development and Organisational Design and Processes ▪ OD support provided to GP Whole Systems Working meetings ▪ Sharing of lessons learned from national groups which members of the OD / WD group attend. 	<ul style="list-style-type: none"> ▪ Provide support to locality development process ▪ Continued OD support in planning/facilitating service development workshops (e.g. Enhanced Community Team) ▪ Support Chief Officer & Senior Leaders to identify Leadership development needs and priorities for 2016. ▪ Support the Chief Officer and Senior Leaders to review and develop Joint Management & Governance Structures to meet the needs of the new Partnership. ▪ Development of medium – long term OD & Workforce Development Plans for next 3-5 years (in line with the Integrated Workforce Plan). ▪ Identify Joint Training & Development priorities based on the Framework, to make best use of resources available 	