

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

Meeting: Integration Joint Board

Date: 4 December 2015

Submitted By: Interim Chief Officer

Action: For Noting

1. INTRODUCTION

- 1.1. The purpose of the report is to provide an update to the Integration Joint Board with a progress report on the programme of work to implement health and social care integration.

2. RECOMMENDATION

The Integration Joint Board members are 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 health and social care integration.
- 3.2. The Transitional Board received a report on 4 September 2015 noting the programme of work and agreed to regular reports being received 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 were originally established to prepare the Integration Scheme. Since this was achieved, the workstreams have remained in place, with new workstreams established. This approach should ensure the delivery and implementation of a range of tasks that are required to support new integration arrangements and to ensure the Partnership meets their statutory obligations from April 2016. There has been work undertaken with the workstreams to revise their action plans to ensure these reflect the required tasks, leads and timescales.

4.2. The workstream groups established to support integration arrangements are as follows:

- Strategic Planning group
- Strategic Planning co-ordinating group
- FV Governance group
- FV wide Finance group, with two supporting sub groups
- FV wide HR workforce group
- FV wide Performance and Measurement group
- FV wide Data Sharing Partnership group
- FV wide Clinical and Care Governance group
- FV Risk Management group
- Falkirk Participation and Engagement group
- Falkirk Partnership OD and Workforce Development group.

4.3. The key achievements updates since the report in September 2015 and future actions for these workstream groups are attached in Appendix 1. The Strategic Planning Group and Strategic Planning co-ordinating group updates are separately reported to the Integration Joint Board in the standing agenda item on the Strategic Plan.

5. CONCLUSION

5.1. Work is progressing however deadlines are tight and commitment and flexibility will be required from all partners to ensure the Partnership meets its statutory obligations under the Public Bodies (Joint Working) (Scotland) Act 2014 by 1 April 2016.

5.2. A number of the workstreams have significant areas of work and will continue beyond March 2016 as part of the longer terms change programme.

5.3. Resource Implications

The Integration Joint Board should note that the respective partners are contributing significant resources to supporting integration as reflected in the membership and areas of work being taken forward in the respective workstreams. It should be noted that this is, at this point in time, considerable commitment for all parties.

5.4. Impact On IJB Outcomes, Priorities And Outcomes

By completing the work associated with the work streams the Partnership will meet its statutory obligations under the Public Bodies (Joint Working) (Scotland) Act 2014 by 1 April 2016. The primary focus for the workstreams is on meeting the core legal requirements and those provisions within the Integration Scheme by this deadline.

5.5. Consultation

Workstream outputs, where required, will be subject to consultation.

5.6. Legal & Risk Implications

There is a risk if work as outlined is not completed we will fail to meet our statutory obligations under the Public Bodies (Joint Working) (Scotland) Act 2014 by 1 April 2016.

5.7. Equalities And Human Rights Assessment

Equalities and Human Rights Impact Assessments will be carried out as required for each workstream. The recommendations in this report do not require an Equalities and Human Rights Assessment.

Approved for Submission by: Tracey McKigen, Interim Chief Officer

Author: Suzanne Thomson, Programme Manager – Integration

Date: 23 November 2015

List of Background Papers:

Transitional Board Report: 4 September 2015 - Health and Social Care Integration
Programme Plan and Workstream Updates

**This paper relates to
Agenda Item 12**

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
Governance	Tracey McKigen	<ul style="list-style-type: none"> Initial meeting of reconstituted workstream has taken place. Agreed the scope of the workstream which will ensure compliance with the Act, the roles and responsibilities guidance and other relevant non-financial guidance. Standing Orders agreed by the IJB on 6 November 2015. 	<ul style="list-style-type: none"> Draft Complaints policy and procedures. Draft FOI policy and procedures and Publication Scheme. Develop proposals for the provision of support services for the IJB. Agree approach to recommend to Board for implementation of public sector equality duty and identify which party will provide adviser to Board on equality issues. Review SASPI and agree scope of any required information sharing protocol. 	<p>March 2016</p> <p>March 2016</p> <p>March 2016</p> <p>March 2016</p> <p>March 2016</p>
Finance	Fiona Ramsay	<ul style="list-style-type: none"> Liaised with other relevant workstreams and subject specialists in constituent bodies (e.g. procurement, internal audit) to progress tasks. Reviewed constituent bodies financial governance frameworks. Draft papers prepared covering various requirements of Finance Implementation checklist for IJB's. Scrutiny of three year budget and spend information from respective parties for 'in-scope' services. 	<ul style="list-style-type: none"> Further progress draft proposals for addressing requirements of Finance Implementation Checklist. Consider processes required for preparation of Annual Governance Statement. 	<p>January 2016</p> <p>January 2016</p>
HR Workforce	Helen	<ul style="list-style-type: none"> Successful delivery of a development workshop. 	Learning event organised with colleagues in	9 December 2015

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	Kelly	<p>This facilitated workshop was attended by members of the H&SCI Workforce Group, HR & OD colleagues and senior leaders in Health and Social Care across the partner organisations to:</p> <ul style="list-style-type: none"> ○ Develop a shared vision for the Workforce across Forth Valley Health and Social Care Partnerships. ○ Commence the process of developing Workforce Plans & OD Strategies to support Health and Social Care Integration. ○ Explore the principles, values, behaviours and relationships required to develop and implement the Workforce agenda to support Health and Social Care integration. ▪ Successful delivery of development session with Joint Staff forum members to agree shared vision and develop partnership working and engagement. First formal Joint Staff Forum meeting took place on 15 September 2015. ▪ High level management data has been collated to allow an understanding of the workforce in scope for HSCI within their partnership. 	<p>the Ayrshire and Arran partnership, to share experiences and lessons learned.</p> <p>Joint Staff Forum meetings to be held bi-monthly.</p> <p>Development of Workforce Plan.</p> <p>Further analysis of workforce data information.</p>	<p>8 December 2015</p> <p>February 2016</p> <p>January 2016</p>
Performance & Measurement	Elaine Vanhegan	<ul style="list-style-type: none"> ▪ 3 meetings of reconstituted workstream. ▪ Role and Remit agreed – focus on requirements to 31 March 2016 and then review ongoing support in terms of performance to the IJBs and partnerships. ▪ Three key areas of focus: <ul style="list-style-type: none"> • Creation of initial Performance Management 	<p>Draft Performance Management Framework to Programme Board November and to IJBs in January for approval.</p> <p>Preparation of Integration functions performance target list and Non integration</p>	<p>January 2016</p> <p>March 2016</p>

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		<p>Framework acknowledging legislative requirements and needs of both routine reporting and production of an Annual Report - Framework focuses on the <i>Why</i> and <i>How</i>.</p> <ul style="list-style-type: none"> Metrics and Indicator mapping based on National Outcomes Integration Indicators cross linked to relevant local SOA/HEAT targets – the <i>What</i>. As per the Integration Schemes prepare: <ul style="list-style-type: none"> Integration functions performance target list. Non integration functions performance target list. Close liaison with other workstreams to prevent duplication i.e. data sharing IM&T. 	<p>functions performance target list.</p> <p>Agreement on relevant and priority indicators for Year 1 based on national outcomes and needs of Strategic Plan.</p>	March 2016
Data Sharing Partnership	Jonathan Procter	<p>Baseline audit completed.</p> <p>Three priority areas agreed with both partnerships.</p> <p>Draft business analysis or requirements gathered for all three priority areas.</p> <p>Bid for Information Sharing Funding.</p>	<p>Further develop three priority business analysis.</p> <p>Develop pilot portal project plan (subject to approval of funding).</p> <p>Further develop technical infrastructure in partnership.</p> <p>Continue high level workplan and regular meetings.</p>	<p>December 2015</p> <p>December 2015</p> <p>March 2016</p> <p>Monthly meetings</p>
Clinical & Care Governance	Tracey Gillies	Draft Care and Clinical Governance Framework is in development and within the next month.	Draft CCG Framework in development and draft anticipated to be ready for circulation	December 2015
Risk	Hugh Coyle	Risk Management Strategy and Guidance developed and circulated for comments in October 2015.	Strategy / Guidance feedback awaited	December 2015

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		A risk workshop is to take place with both partnerships.	Partnerships to hold workshop.	December 2015
Participation & Engagement	TBC	<p>Meeting held with comms leads to agree process to develop strategy and identify lead.</p> <p>Staff newsletter circulated in October 2015.</p> <p>Web-based information updated.</p>	<p>Consultation and engagement ongoing in relation to the Strategic Plan consultation.</p> <p>Develop Participation and Engagement Plan.</p>	<p>December 2015</p> <p>March 2016</p>
Organisational Development & Workforce Development	Morag McLaren	<p>Falkirk Partnership</p> <ul style="list-style-type: none"> Approval for OD support for range of existing management/reference groups. Approval for an Appreciative Inquiry engagement process with staff and stakeholders served by the Meeks Road GP Practice in Falkirk, reviewing the Care of Older People. This has not progressed as planned due to GP practice capacity challenges. Approval of initial proposals for joint leadership development. Short intervention leadership programme – ‘Playing to Your Strengths’ – in development. Pre-workshop coaching sessions currently taking place. Engagement sessions with the ‘workforce for integration’ (Apr/May 15). Resulting outputs report submitted to JMG for approval (Aug 15), with high level summary submitted to IJB (Nov 15). OD support to the Bo’ness Locality/ALFY Project. OD support to review of Falkirk Integrated 	<ul style="list-style-type: none"> Support the Chief Officer to review and develop Joint Management & Care Governance Structures e.g. Joint Management Group; Joint Staff Trade Union Forum; Partnership/CHP Professional Advisory Forum; Independent Sector Partnership Forum. Support the development of the Strategic Planning Group. Identify alternative focus for Appreciative Inquiry process. Deliver Partnership Playing to Your Strengths Programme’. Support Chief Officer & Senior Managers to identify Leadership development Needs for 2016. Publish phase 1 staff engagement outputs report and develop plans for next phase. OD support to Delayed Discharge Steering Group. 	<p>ASAP</p> <p>Nov/Dec 15</p> <p>ASAP</p> <p>November 15</p>

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		Community Mental Health and Learning Disabilities Teams.		
		Both partnerships <ul style="list-style-type: none"> Development session with CHP senior management team OD & Workforce Development Groups formed with members from key stakeholder organisations. Chair of OD & WFD Groups has joined the (Area-wide) Workforce Group, ensuring synergies/links across the Workforce agenda. Initial (Transitional) OD & WF Development Plans developed and approved for Integration Scheme. OD & WFD priorities approved and supported by both Partnership Joint Management Teams. OD scoping exercise completed to ascertain development needs of Transitional Board. Recommendations accepted and supported by both Boards. Strategic Planning Workshops held with both Boards. Proposals for the production of a Joint Workforce Training and Development Framework approved and Framework development progressed. Joint staff forum development session (shared values and key priorities) (Sep 15) OD support to GP Whole Systems Working Locality Development meetings 	<ul style="list-style-type: none"> Development of medium – long term Workforce Strategy, incorporating OD & WFD Plans for next 3-5 years. Completion of 1st Draft Workforce Training & Development Frameworks for both Partnerships (Nov/Dec 2015). IJB OD Sessions to be delivered Oct/Nov Dec 15. Personal Development needs of Voting members to be identified and supported (Dec 15). Induction Programme for Non-Voting IJB members to be designed & completed by Dec 15. Development needs for Joint Staff forum Members to be identified (Dec 15). Align the High level outputs from the Joint Workforce Training & Development Framework to the Strategic Plans for each Partnership. Identifying initial Joint Training priorities to support the implementation of local Integrated Partnership Delivery Plans and Workforce Plans (Mar 16). Identify Joint Training & Development opportunities to make best use of 	<p>Nov/Dec 2015</p> <p>Oct/Nov Dec 2015</p> <p>Dec 2015</p> <p>Dec 2015</p> <p>Dec 2015</p> <p>March 2016</p>

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			resources (April 16)	