

This paper relates to

Agenda Item 8



Title/Subject: Health and Social Care Integration Programme Plan Update
Meeting: Integration Joint Board
Date: 5 February 2016
Submitted By: Chief Officer
Action: For Decision

1. INTRODUCTION

- 1.1. The purpose of the report is to provide a progress report to the Integration Joint Board 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
- 2.2. Consider the IJB meeting timetable to enable the necessary consideration and approval of reports being brought forward by the workstream groups as at section 4.5.

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 Integration Joint Board 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 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.

- 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.
- 4.4. There has been work undertaken with the workstreams to revise their action plans to ensure these reflect the required tasks, leads and timescales. The Programme Board has highlighted that a number of the actions are interdependent across the workstreams and can be completed when the financial position and delegated functions are finalised.
- 4.5. The workstreams are taking forward a range of work that will ensure the Board meets its obligations from 1 April 2016. These are identified in Appendix 1. The Board is asked to consider its meeting timetable to enable the workstreams to bring forward reports for the necessary consideration and approval.

5. CONCLUSION

- 5.1. Work is progressing within challenging deadlines, which will require a strong commitment 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: Patricia Cassidy, Chief Officer

Author: Suzanne Thomson, Programme Manager – Integration

Date: 25 January 2016

List of Background Papers:

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

Integration Joint Board: 4 December 2015 – Health and Social Care Integration
Programme Plan Update

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
Governance	Patricia Cassidy	<p>Agreed the scope of the workstream which will ensure compliance with the Act, the roles and responsibilities guidance and other relevant non-financial guidance.</p> <p>Standing Orders agreed by the IJB on 6 November 2015.</p>	<p>Complaints policy and procedures in place for IJB complaints</p> <p>FOI policy and procedures and Publications Scheme in place in line with FOISA</p> <p>Equalities duties completed (in line with IJB requirements under the Equalities Act 2010)(Specific Duties)(Scotland) Regulations 2012</p> <p>Agree template for EQIA to be used</p> <p>Creation of Records Management Policy, retention schedules and when invited submission to the Keeper of the Plan in line with PRSA</p> <p>Parties to agree the provision of support services for the IJB</p> <ul style="list-style-type: none"> - on incorporation - integration function are carried out <p>IJB to put in place its own code – Ethical Standards in Public Life etc (Scotland) Act 2000.</p>	<p>March 2016</p> <p>March 2016</p> <p>30 April 2016</p> <p>31 March 2016</p> <p>31 March 2018</p> <p>March 2016</p> <p>November 2016</p>
Finance	Fiona Ramsay	<p>Three years spend and budget information shared for in scope health and social care.</p> <p>Due diligence undertaken with four issues identified for further consideration.</p>	2016/17 Budget Setting from respective authorities	End February 2016

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
		<p>Paper outlining 2015/16 Budget information and 2016/17 outlook scheduled for consideration at February meeting</p> <p>Governance work concluded for Internal Audit and Reserves</p>		
HR Workforce	Helen Kelly	<p>High level management data has been collated to allow an understanding of the workforce in scope for HSCI within their partnership.</p> <p>Integrated Workforce Plan drafted and submitted for consideration at January IJBs.</p> <p>Held learning event with colleagues in the Ayrshire and Arran partnership, shared experiences and lessons learned.</p> <p>Second formal Joint Staff Forum took place on 9 December, constitution agreed.</p>	<p>Development of Operational Plan</p> <p>Further analysis of workforce data information.</p>	<p>April 2016</p> <p>March 2016</p>
Performance & Measurement	Elaine Vanhegan	<p>Draft Performance Management Framework developed and reviewed by Programme Board in January</p> <p>Workstream meets regularly with main focus on requirements to 31 March 2016 and then review ongoing support in terms of performance to the IJBs and partnerships</p> <p>Three key areas of focus reported previously continue:</p> <ul style="list-style-type: none"> • Creation of initial Performance Management Framework acknowledging legislative 	<p>Further update required once agreement reached on operational arrangements and scope. For IJB approval in March</p> <p>Agreement on relevant and priority indicators for Year 1 based on national outcomes and needs of Strategic Plan – finalise on approval of Plan</p> <p>Preparation of Integration function performance target list and Non integration functions performance target list. Finalise on</p>	<p>March 2016</p> <p>March 2016</p> <p>March 2016</p>

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
		<p>requirements and needs of both routine reporting and production of an Annual Report - Framework focuses on the Why and How</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 What • As per the Integration Schemes prepare: <ul style="list-style-type: none"> ○ Integration functions performance target list. ○ Non integration functions performance target list. <p>Close liaison with other work streams to prevent duplication i.e. data sharing IM&T</p>	agreement on operational functions - For IJB approval in march	
Data Sharing Partnership	Jonathan Procter Paul Woolman (Interim)	<p>Information Sharing Board (ISB) bid for funding received in December, only half the funding needed for Data Sharing Portal Pilot.</p> <p>Network IT and security principles agreed with Councils. Detailed level requirements are needed from IJBs and business managers.</p>	<p>Alternatives to Orion Portal pilot discussed and several options being progressed</p> <p>Delayed discharges replacement system requirements analysis progressing</p> <p>Delayed discharges social work process data still awaited from Councils</p> <p>Outline requirements for IT network access being requested from managers in various departments</p> <p>Pursuing infrastructure options with Cisco</p>	<p>ISB funding to be spent this financial year</p> <p>End January</p> <p>Awaiting council SW developments</p> <p>Awaiting requirements</p> <p>This financial year</p>

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
			Joint inspection requirements analysis is progressing	March 2016
Clinical & Care Governance	Tracey Gillies	Draft Clinical and Care governance framework for consultation with Programme Board for comment	Approve Clinical and Care governance framework	March 2016
Risk	Hugh Coyle	Draft Risk Management Strategy and Guidance developed by workstream and circulated for comments	Revised draft Risk Management Strategy and Guidance discussed at Programme Board Develop Risk Register	March 2016 March 2016
Participation & Engagement	TBC	Consultation and engagement completed on the draft Strategic Plan during November and December 2015. Meeting held with communications leads to agree process to develop strategy and identify lead. A further meeting is convened to progress this.	Finalise Consultation Plan on the development of the Strategic Plan Develop Participation and Engagement Plan Staff newsletter has been drafted for circulation Web-based information updated.	February 2016 March 2016 February 2016 Ongoing
Organisational Development & Workforce Development	Morag McLaren	<u>Falkirk Partnership</u> Approval for an Appreciative Inquiry engagement process with staff and stakeholders has not progressed as planned. Delivered short intervention leadership programme – 'Playing to Your Strengths' (Nov 15 – Jan 16)	Identify alternative focus for Appreciative Inquiry process, if appropriate (Feb 16) Continue to support existing work as well as work which may be commissioned by the Partnership. It is expected that this will include (specific to Falkirk and in relation to	

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
		<p>OD & Workforce Development Group continues to meet with members from key stakeholder organisations</p> <p><u>Both Partnerships</u></p> <p>IJB OD Sessions delivered (Oct/Nov/Dec 15)</p> <p>Draft Joint Workforce Training & Development Frameworks for both Partnerships produced (Dec 2015)</p> <p>Draft medium-long term Workforce Strategy produced (Dec 15)</p> <p>Meeting held to discuss development needs for Joint Staff Forum Members</p>	<p>both Partnerships):</p> <ul style="list-style-type: none"> Identify further short-term development requirements for Partnership leaders and structures based on outputs of 'Playing to Your Strengths' programme (Feb 16) OD support to Community Planning Partnership Strategic Priorities Workshop – Improving Mental Health & Wellbeing (Feb 16). <p>Seek IJB approval of draft medium-long term Workforce Plans (Jan/Feb 16) and engage with key stakeholders to develop resulting detailed OD & WFD Plans for 2016/17 and beyond (Mar 16).</p> <p>Seek approval of draft Joint Workforce Training & Development Framework (Jan/Feb 16) and develop an initial resulting Plan which identifies workforce development and training priorities to be taken forward during 2016/17 in support of delivery of the Strategic Plan and aligned with the wider Workforce Plan (Mar 16).</p> <p>Publish phase 1 staff engagement outputs report (ASAP), and develop and implement plans for phase 2 (Jan/Feb 16)</p>	

Work Stream	Chair	Key Milestones to Date	Key Priorities / Actions	Outline Timescales
			<p>Support the Chief Officer to review and develop Joint Management & Governance Structures to meet the needs of the new Partnership.</p> <p>Support the Chief Officer and senior leaders to identify future leadership development needs.</p> <p>Continue to support development of newly established Partnership structures (e.g. IJB, Strategic Planning Group, Joint Staff Forum), including identifying and implementing interventions to support individual member development needs.</p> <p>OD support to Community Nursing leadership cohort (Jan 16)</p> <p>Personal Development needs of IJB members to be identified and supported (Mar 16)</p>	