



Working together to make a real difference

Title of meeting: Strategic Planning Group		Date: 30.03.21
		Time: 09:00-11:00
		Location: Microsoft Teams
Chair:	David Drever	
Action Log Recorder:	Debra Hallworth	
Member	Attended	Apologies
Janice Annal	x	
Lynda Bradford	x	
Graeme Clark		
Angela Colborn-Veitch	x	
Kirsty Cole		
Gillian Morrison	x	
Susan Dutton		
Maureen Firth	x	
Andrew Fuller		
Joyce Harcus		x
Wendy Lycett	x	
Jim Lyon	x	
Fiona MacKellar		x
Michelle Mackie		
Dawn Moody	x	
Danny Oliver		
Pat Robinson	x	
Moraig Rollo		x
Valerie Stonehouse	x	
Maureen Swannie	x	
Frances Troup		x
Kim Wilson	x	



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Jay Wragg		x
Gail Anderson	x	
Callan Curtis	x	
In attendance/By invitation		

	Agenda Item:	Issues Raised:	Action Agreed:	By Whom and When
1.	Welcome & Apologies	The Chair welcomed everyone to today's meeting and apologies were noted as above.		
2.	Minutes of meeting – 26.2.19	Attendees were advised that the purpose of the Strategic Planning Group (SPG) is to oversee the development of the strategic commissioning plan for the Integration Joint Board (IJB). Whilst the SPG has not met since 2019 for a number of reasons, there has been planning in place during this time and thanks were offered to Gail Anderson for leading the commissioning group during this time. As the minutes were an historical record the Chair proposed that they be noted and this was approved by those present.		
3.	A reminder of the ToR & membership list	The SPG Terms of Reference (ToR) were produced in 2015/16 and permission was being sought from the SPG to update the document. Colleagues were invited to provide comments by updating the ToR using track changes. The finalised document would then be circulated for the next meeting of the SPG. A discussion took place during which it was noted that a review of the membership would be welcome, it was important that membership of	To provide comments to Gillian Morrison on the ToR. To finalise the ToR following feedback & circulate in time for the next meet.	All G Morrison Sept 2021



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		<p>general direction, style and content were very positively received. Final consideration to be given to the timeline but colleagues were keen for the document to be submitted to the April meeting of the IJB if possible.</p> <p>Gillian Morrison advised that it would appear to be possible to submit in April but that she would value feedback from the Senior Management Team and Public Health, and although the covering report has been written there was still work to be done with colleagues and the Easter holidays to be considered.</p> <p>It was agreed that although there was a lot of support from attendees today, it would be necessary to receive feedback from other colleagues. It was decided to allow Gillian to see how quickly she would be able to expedite the consultation process and submit in April if possible. However, if this was not possible then it would be submitted in June with a narrative to April's IJB explaining how we are going forward with this.</p>	<p>Gather feedback, finalise SCIP & submit to IJB in April if possible.</p>	<p>G Morrison 21.04.21</p>
4.1.	Guidance on strategic plans	Discussed under item 4.		
4.2.	Current summary plan 2019-2022	Discussed under item 4.		
4.3	Working draft of Strategic	Discussed under item 4.		



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	Agenda Item:	Issues Raised:	Action Agreed:	By Whom and When
	Commissioning Implementation Plan			
4.4	Timeline for consultation & approval	Discussed under item 4.		
5.	IJB Draft Risk Register	<p>The IJB Risk Register was presented and explained that it is an evolving document. Feedback was requested from attendees today or via email. It was advised that a key purpose of the IJB's risk register is to support the achievement of the IJB's Strategic Plan by mitigating risks to achieving these.</p> <p>A discussion took place during which it was asked whether Covid related risks would decrease. It was advised there was still uncertainty around that and therefore still a high risk.</p> <p>It was asked whether there were other mitigating actions that could be considered in relation to Risk No. 3 - Reluctant Support for Change, along the lines of provision of information, effective communication and involvement of stakeholders at an early stage. It was thought that consultation with the Orkney Opinions Group would not be enough to ensure buy in from a wider range of stakeholders.</p> <p>The Chair asked whether attendees were approving the Risk Register or still a work in progress. Gillian Morrison advised it would be helpful if</p>	To review risk no. 3.	G Morrison



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		<p>the SPG endorsed the Risk Register subject to any amendments and then to IJB for formal approval.</p> <p>Maureen Firth advised she would like to discuss the Risk Register further with Pat Robinson outwith this meeting.</p> <p>It was agreed to endorse the Risk Register, subject to the changes discussed, and submit to the next IJB for approval.</p>	<p>To discuss further with Pat Robinson.</p> <p>Amend Risk Register following updates & submit to IJB.</p>	<p>M Firth</p> <p>P Robinson 21.04.21</p>
6.	AOCB	None for discussion.		
7.	Date of next meeting	<p>Gillian Morrison advised she would like to have the opportunity to work with Public Health Scotland to identify the strategic needs assessment necessary to underpin the next Strategic Plan which would be called the Strategic Commissioning plan and would have all the objectives in a single document. Following the needs assessment and the gap analysis in terms of service provision, the SPG would be asked to identify potential changes in strategic priorities and decommissioning proposals. She therefore felt that September would be sensible for the next meeting.</p> <p>Gail Anderson informed the Group of a wellbeing survey being done to inform the future direction of the wellbeing project, which might be useful in the planning going forwards. Gillian advised it sounded like rich local information that would be invaluable and thanked Gail.</p>	<p>To arrange SPG meeting in September.</p>	<p>D Hallworth</p>



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		It was agreed that the next meeting would take place in September to allow work to be done. The Chair advised that hopefully there would be a Chief Officer in place by that time. He further advised that the governance for SPG operates a two-yearly rota between NHS Orkney and Orkney Islands Council, he therefore would not be the Chair when the SPG next meets.		