

## ANNEX 1(D)

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### **PRESCRIBED GROUPS WHICH MUST BE CONSULTED WHEN PREPARING OR REVISING INTEGRATION SCHEMES; PREPARING DRAFT STRATEGIC PLANS; AND WHEN MAKING DECISIONS AFFECTING LOCALITIES RELATING TO THE PUBLIC BODIES (JOINT WORKING) (SCOTLAND) ACT 2014**

#### **CONSULTATION QUESTIONS**

1. Do these draft Regulations include the right groups of people?

Yes

No

2. If no, what other groups should be included within the draft Regulations?

3. Are there any further comments you would like to offer on these draft Regulations?

There was broad agreement with proposed groupings that should be consulted. Our Shadow Board arrangements include the involvement of health and local authority reps and the local Interface Group to provide our carer, user and community perspective. In addition, there are well developed engagement arrangements for strategic planning, service redesign and organisational and staff development which have been described in reports to the Shadow Board (1 - Current Joint Working Arrangements in Health and Social Care in Dundee (28 January 2014), 2 – Localities (28 May 2014) and 3 – Organisational Development Plan (28 January 2014)) which will be respected and enhanced through the development of our local engagement process as we progress. In addition, a Communication Plan has been developed through the Shadow Board that was agreed on 28 January 2014. It is recognised that a range of different approaches and communication methods will be required to ensure we respect both thematic and geographical interests and that there are adequate opportunities for those who wish to be involved. In relation to the specific proposals and distinct consultation requirements it is noted that whilst there will be a continuing requirement for community staff and professional engagement the arrangements for consultation on the Integration Scheme and localities will not be a continuing requirement.

Other issues that emerged through local consultation were:

- A concern that the consultation should not become over complicated;
- That the overarching nature of the strategic plan against the more functionally ie client based planning arrangements already in place, will stretch our support and planning arrangements.

**MEMBERSHIP, POWERS AND PROCEEDINGS OF INTEGRATION  
JOINT BOARDS ESTABLISHED UNDER THE PUBLIC BODIES  
(JOINT WORKING) (SCOTLAND) ACT 2014**

RESPONDENT INFORMATION FORM

**Please Note** this form **must** be returned with your response to ensure that we handle your response appropriately. **If you are responding to more than one set of regulations at the same time, you only need to complete this form once.**

**1. Name/Organisation**

Organisation Name

Title Mr  Ms  Mrs  Miss  Dr  Please tick as appropriate

Surname

Forename

**2. Postal Address**

Postcode	Phone	Email

**3. Permissions - I am responding as...**

**Individual** / **Group/Organisation**   
*Please tick as appropriate*

**(a)** Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?

**Please tick as appropriate**

Yes  No

**(c)** The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government web site).

**(b)** Where confidentiality is not requested, we will make your responses available to the public on the following basis

**Please tick ONE of the following boxes**

Yes, make my response, name and address all available

**or**

Yes, make my response available, but not my name and address

**or**

Yes, make my response and name available, but not my address

Are you content for your **response** to be made available?

**Please tick as appropriate**  
 Yes  No

**(d)** We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

**Please tick as appropriate**  Yes  No

**4. Additional information – I am responding as:**  
**Please tick as appropriate**

<b>1. NHS Health Board</b>	
<b>2. Other NHS Organisation</b>	
<b>3. General Practitioner</b>	
<b>4. Local Authority</b>	
<b>5. Other statutory organisation</b>	
<b>6. Third sector care provider organisation</b>	
<b>7. Independent / private care provider organisation</b>	
<b>8. Representative organisation for professional group</b>	
<b>9. Representative organisation for staff group e.g. trade union</b>	
<b>10. Education / academic group</b>	

<b>11.</b>	<b>Representative group for patients / care users</b>	
<b>12.</b>	<b>Representative group for carers</b>	
<b>13.</b>	<b>Patient / service user</b>	
<b>14.</b>	<b>Carer</b>	
<b>15.</b>	<b>Other – please specify</b>	

## ANNEX 2(D)

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### MEMBERSHIP, POWERS AND PROCEEDINGS OF INTEGRATION JOINT BOARDS ESTABLISHED UNDER THE PUBLIC BODIES (JOINT WORKING) (SCOTLAND) ACT 2014

#### CONSULTATION QUESTIONS

1. Are there any additional non-voting members who should be included in the Integration Joint Board?

Yes

No

2. If you answered 'yes', please list those you feel should be included:

3. Are there any other areas related to the operation of the Integration Joint Board that should also covered by this draft Order?

4. Are there any further comments you would like to offer on this draft Order?

There is broad agreement with the voting arrangements. These would be consistent with the current Shadow Board arrangements.

We consider the areas covered in the regulations will allow us to develop governance arrangements that will be suitable to our local circumstances.

In the consultation some more detailed issues emerged – these included:

- The role of the finance officer as described in more recent guidance and whether this is consistent with the guidance in the regulations;
- Whether a code of conduct for Integration Joint Board members should be developed; and
- That it should be made clear that the inclusion of the independent sector is to represent user and carer collective interests rather than service provider sectoral interests.

**ESTABLISHMENT, MEMBERSHIP AND PROCEEDINGS OF  
INTEGRATION JOINT MONITORING COMMITTEES ESTABLISHED  
UNDER THE PUBLIC BODIES (JOINT WORKING) (SCOTLAND) ACT 2014**

RESPONDENT INFORMATION FORM

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<b>Individual</b>	/	<b>Group/Organisation</b>
<input type="checkbox"/>		<input type="checkbox"/>
<i>Please tick as appropriate</i>		

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Yes  No

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 Yes  No

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**Please tick as appropriate**  Yes  No

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<b>13. Patient / service user</b>	
<b>14. Carer</b>	
<b>15. Other – please specify</b>	



## ANNEX 3(D)

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### ESTABLISHMENT, MEMBERSHIP AND PROCEEDINGS OF INTEGRATION JOINT MONITORING COMMITTEES ESTABLISHED UNDER THE PUBLIC BODIES (JOINT WORKING) (SCOTLAND) ACT 2014

#### Consultation Questions

1. Do you agree with the proposed minimum membership of the integration joint monitoring committee, as set out in the draft Order?

Yes

No

2. If you answered 'no', please list those you feel should be included:

3. Are there any other areas related to the operation of the integration joint monitoring committee that should also covered by the draft Order?

4. Are there any further comments you would like to offer on this draft Order?

This question is not relevant to us since we have adopted the body corporate model.

**PRESCRIBED MEMBERSHIP OF STRATEGIC PLANNING GROUPS  
ESTABLISHED UNDER THE PUBLIC BODIES (JOINT WORKING)  
(SCOTLAND) ACT 2014**

RESPONDENT INFORMATION FORM

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<b>15. Other – please specify</b>	

**PRESCRIBED MEMBERSHIP OF STRATEGIC PLANNING GROUPS  
ESTABLISHED UNDER THE PUBLIC BODIES (JOINT WORKING) (SCOTLAND)  
ACT 2014**

**CONSULTATION QUESTIONS**

1. The draft Regulations prescribe the groups of people that should be represented on the strategic planning group. Do you think the groups of people listed are the right set of people that need to be represented on the strategic planning group?

Yes

No

2. If no, what changes would you propose?

3. Are there any further comments you would like to offer on these draft Regulations?

There was broad agreement with the groups of people that should be represented in the strategic planning groups. We noted in 1D the pre-existing strategic planning and engagement arrangements.

In discussion some more specific issues emerged:

- We have planned functionally ie by client group and these arrangements should be respected;
  - In the absence of a standard or template it would be helpful to have more information about what would represent an acceptable standard in relation to content for the first set of overarching strategic plans; and
  - It was noted that we can enhance the prescribed membership of the strategic planning group to suit local circumstances.

**PRESCRIBED FORM AND CONTENT OF PERFORMANCE REPORTS  
RELATING TO THE PUBLIC BODIES (JOINT WORKING)  
(SCOTLAND) ACT 2014**

RESPONDENT INFORMATION FORM

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<b>13. Patient / service user</b>	
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**PRESCRIBED FORM AND CONTENT OF PERFORMANCE REPORTS  
RELATING TO THE PUBLIC BODIES (JOINT WORKING)  
(SCOTLAND) ACT 2014**

**CONSULTATION QUESTIONS**

1. Do you agree with the prescribed matters to be included in the performance report?

Yes

No

2. If no, please explain why:

3. Are there any additional matters you think should be prescribed in the performance report?

Yes

No

4. If yes, please tell us which additional matters should be prescribed and why:

5. Should Scottish Ministers prescribe the form that annual performance reports should take?

Yes

No

6. If you answered yes, what form should Scottish Ministers prescribe?

The themes that emerged in the local discussion about the annual performance report included:

- A set of standard headings that should be covered in the report with an indication of the factors that an introduction should include to contextualise the report;
- The core set of areas that it is expected would be subject to consideration by the Integration Shadow Board either directly or elsewhere like for example, Revenue and Capital Budget Monitoring arrangements, Workforce Planning, Health & Safety, key indicators of operational performance, progress towards the performance improvement priorities, national benchmark indicators and corporate risk register, clinical and care governance including the Chief Social Work Officer report;
- The parameters of the analysis it would be useful to see against the core set of areas.

7. Are there any further comments you would like to offer on these draft Regulations?

In the detailed discussion some further areas for consideration emerged – these included:

- The requirement to link performance across the full scope of peoples' lives;
- The requirement for some pragmatism in the approach to avoid 'over' reporting;
- Links with Community Planning performance arrangements and that the key policy objectives like for example, of shifting the balance of care should be seen as a whole system measure and also be measured elsewhere.