

HEALTH AND SOCIAL CARE DELIVERY PLAN

NATIONAL PROGRAMME BOARD

Minutes 13 April 2017

Attendees / Apologies

1. Annex A.

Welcome and Introductions

2. Shirley Rogers welcomed members to the first meeting of Health and Social Care Delivery Plan: National Programme Board. Members introduced themselves.

Update on Health and Social Care Delivery Plan

3. Shirley Rogers provided an update on the Delivery Plan governance, support and communications and presented delivering an 'emergent strategy' approach for discussion with members. John Burns provided an update on the current health and social care landscape, the context and challenges that change needed to deliver against. The group discussed and agreed the 'emergent strategy' approach was the correct way to implement the Delivery Plan and to achieve this, the Board needed to:

- create and communicate a shared vision for change
- establish the supporting 'scaffolding' for decisions to be made about change
- promote and embed a culture that is ready and willing to change
- involve the whole system in change
- measure, challenge and adapt our ways of changing
- work for success, learn from failure and remain focused and resilient

Action 1: Strategic Change Division to work with members to develop proportionate programme management / Agile approach, to balance the risks and reporting requirements of the agreed 'emergent strategy' approach.

Action 2: Members to work with Strategic Change Division to develop plans / proposals for additional change programme funding to support their strategic change priorities in 2017/18.

Action 3: Meeting to be arranged between Shirley Rogers and Andrew Kerr to discuss shared vision and Social Care / local government reflections in future iterations of the Delivery Plan.

Terms of Reference (Paper: NPB/2017/13-4/1)

4. Shirley Rogers introduced the Terms of Reference paper for discussion and agreement of the Board. Anne Aitken provided an update on the development of supporting groups to the Programme Board.
5. The Terms of Reference were agreed at this stage but needed to be kept under review and required the following supporting actions to be carried out:

Action 3: Malcolm Wright to work with members to develop forward business agenda for the work of the group that recognised the work cycle in-between NPB meetings.

Action 4: Strategic Change Division to produce a governance organogram setting out where the Programme Board sits in the wider Health and Social Care landscape and who it reports to.

Action 5: Members to provide Secretariat with any nuanced comments on the terms of reference (paper NPB/2017/13-4/1).

Action 6: Chair to give further consideration to extending the membership of the group to include a representative from the Joint Integration Boards.

Communications and Engagement Strategy (Paper: NPB/2017/13-4/2)

6. Andrew Wilkie introduce the Communications and Engagement Strategy paper and explained the strategy and associated action plan will ensure that we have co-ordinated and consistent messaging and approaches to communication and engagement across the range of activities described in the Delivery Plan, and will seek to ensure we have widespread support for the direction of travel described, mobilising action and increasing the pace of change.
7. The paper was well received by the group. In addition to the detailed comments provided to Andrew, the following action was agreed:

Action 8: Andrew Wilkie to contact Andrew Kerr to set up a meeting with his communications colleagues to ensure the communications strategy reflects social care and local government requirements.

Regional Delivery Plans (Paper NPB/2017/13-4/3)

8. Jill Mulholland introduced the Regional Delivery Plan paper that scoped out key principles to be considered in constructing Regional Delivery Plans which support the implementation and delivery of the Health and Social Care Delivery Plan. These key principles will be supplemented by more detailed guidance for various component parts of the Regional Delivery Plans, notably in regional planning of acute clinical services and workforce planning (end of May 2017).
9. The Board agreed it had an important oversight role to support the development and delivery of Regional Delivery Plans. Outline Regional Delivery Plans will be required by end of September 2017, with final plans required by end of March 2018. The group agreed with following action:

Action 9: Jill Mulholland to work with Implementation leads to further review the '2004 Guidance / Circular' and update Regional Delivery Plan guidance (paper NPB/2017/13-4/3).

AOB

10. The group agreed it would be very useful for to consider analyses of recent reports on NHS reform in England.

Action 10: Strategic Change Division to analyse health and social care change programmes in England, particularly the Kings Fund Review, Nuffield and the House of Lords Reports to triangulate lessons / similarities / challenges etc for the Scottish programme.

Date of Next Meeting

11. Next meeting to include: proposals for NPB business cycle; Workforce Plan; Andrew Morris, Chief Scientist, presentation Innovation, Digital etc.
12. The date and time for the next meeting is 1 June 2017, 13.00-15.00. Details of the venue will follow.

Secretariat

Strategic Change Division
25 April 2017

Attendees 13 April 2017

Name	Role
Chair: Shirley Rogers	Director of Health Workforce and Strategic Change, Scottish Government
John Brown	Chair of NHS Greater Glasgow and Clyde
John Burns	Regional Implementation Lead for the West region and Chief Executive of NHS Ayrshire & Arran
Tim Davison	Regional Implementation Lead for the East region and Chief Executive of NHS Lothian
Angiolina Foster	National Implementation Lead and Chief Executive of NHS 24
Elizabeth Ireland	Chair of NHS National Services Scotland
Andrew Kerr	Health and social care lead for SOLACE and Chief Executive of Edinburgh City Council
Caroline Lamb	National Implementation Lead and Chief Executive of NHS Education for Scotland
Jason Leitch	Programme Lead for the National Clinical Strategy and Clinical Director, Scottish Government
Christine McLaughlin	Director of Health Finance, Scottish Government
Paula McLeay	Health and Social Care Policy Lead, COSLA
Andrew Scott	Director and Programme Lead for Population Health Improvement Scottish Government
Malcolm Wright	Regional Implementation Lead for the North region and Chief Executive of NHS Grampian

Apologies

John Connaghan	NHS Chief Operating Officer, Scottish Government
Geoff Huggins	Director and Programme Lead for Health and Social Care Integration, Scottish Government
Christine McLaughlin	Director of Health Finance, Scottish Government

Participants

Anne Aitken	Head of Strategic Change Division
Andrew Wilkie	Head of Corporate Communications
Jill Mulholland	Head of NHS Board Reform, Strategic Change Division
Robert Spratt	Secretariat, Strategic Change Division