

## HEALTH AND SOCIAL CARE DELIVERY PLAN

### NATIONAL PROGRAMME BOARD

#### Minutes 30 August 2017

#### Welcome and Apologies

1. Shirley Rogers welcomed members to the fourth meeting of Health and Social Care Delivery Plan: National Programme Board (NPB). Full list of attendees and apologies are included at Annex A.

#### Minutes and Matters Arising

2. The Minutes of 10 July 2017 meeting were agreed without amendment.
3. Jason Leitch provided an update on the review of National Planning Forum confirming they had agreed terms of reference. The group noted the need to ensure staffside engagement in the review.
4. The Key Groups Organogram (paper NPB/2017/30-8/1) had been circulated previously. David Williams sought clarification on reflection of local authorities in the organogram. It was agreed the Secretariat would follow this up with David.

#### **Action 30: Secretariat to contact David Williams to discuss local authorities' reflection in the Key Groups Organogram.**

5. Phil Raines introduced paper NPB/2017/30-8/2 Communications and Engagement Strategy Update. The group recognised that the key messages would evolve to be more public facing, and to fully reflect the ambition of change. The messaging and the broader Communications and Engagement Strategy needs to reflect health and social care staff requirements. Board members recognised their input is crucial to developing the communications and engagement approach.
6. Justine Westwood introduced paper NPB/2017/30-8/3 Programme Update and Risk Register. The Board welcomed the programme reporting and risk register approach and discussed:
  - Risks, particularly the Realistic Medicine programme assessed as 'red'. The group agreed to consider this in more detail at a future meeting.
  - The need for a benefits realisation plan.
  - Extending the Programme Milestones information to include interdependencies and critical path information.

#### **Action 31: Secretariat to arrange a detailed discussion on the Realistic Medicine programme at a future meeting of the Board.**

**Action 32: Justine to broaden the programme reporting to include a benefits realisation plan and extend the programme milestones to include interdependencies and critical path information.**

7. Geoff Huggins provided a presentation on his analysis of the Integration Authorities' (IAs) commitments. The group discussed in detail and recognised:
- The need to fully understand local variations before making decisions on what variations can be considered 'unwarranted'. This is especially the case as part of the transformational change emergent strategy approach to inform best policies for national, regional and local solutions.
  - Better measures / analytics, understanding mechanisms for change and being clear on the opportunities / barriers, are essential elements to achieve successful change.
  - NPB agreed that Geoff should circulate his correspondence commissioning the data on IAs' commitments and provide updates on his analysis in line with those for the Ministerial Strategic Group.

**Action 33: Geoff Huggins to circulate his correspondence commissioning the data on IAs' commitments and provide updates on his analysis in line with those for the Ministerial Strategic Group.**

### **National Workforce Plan**

8. Sean Neill provided a National Workforce Plan update. He explained the chapters approach to publication and new governance arrangements. He described the work underway to better understand future labour market supply and demand requirements.

### **Indicators and Targets Review Update**

9. Geoff Huggins provided an update on Harry Burns' indicators and targets review explaining the review has two broad elements: 1) updating current targets to focus more on outcomes and extend these to include care services out-with hospitals; and 2) identifying potential new targets / indicators. The review is due to be published soon.

### **Major Service Change**

10. Jason Leitch provided an update on discussions with Ministers about Major Service Change requirements set out in CEL 4 (2010) guidance on informing, engaging and consulting people in developing health and community care services. Ministers are aware of the concerns expressed with the current major service change requirements and are considering how best to continue to ensure meaningful public engagement in the context of integration and the need for transformational change across health and social care services. A paper with more detail will be shared with NPB as soon as this is available.

**Action 34: Jason Leitch to provide a paper on Major Service Change proposals to NPB.**

## **National and Regional Delivery Plans Update**

11. Cathie Cowan representing Malcolm Wright provided a written update on the North regional delivery planning approach, summarised by Shirley Rogers at the meeting (technical difficulties meant that Cathie only joined part of the meeting via teleconference). Sharon Adamson representing John Burns and Paul Hawkins representing Tim Davison provide updates on the West and East approaches. Their regional planning updates highlighted:

- The governance structures adopted by each.
- Financial considerations.
- Workforce and public communications considerations.
- The requirement for good data and analysis.

12. Angiolina Foster updated the group on the National Delivery Plan and described the five themes to be covered by their plan:

- Service Transformation.
- Digital Opportunities.
- Data / Analytics to support transformational change
- Once for Scotland approaches.
- Public Health Capabilities.

13. Anne Aitken updated the group on the timeline and schedule for the outline plans once they are submitted at the end of September. Draft plans will be shared with members as soon as possible in advance of the 9 October meeting to seek Board members' initial views, and feed this into the advice and discussions with Ministers over the course of October. The Cabinet Secretary for Health and Sport is due to attend the 9 November meeting to discuss outline delivery plans with the Board.

14. The group recognised the need for close working with stakeholders to develop the draft proposals in outline for September and their development through to March 2018. Theresa Fyffe noted she has written to the Chair of the Chief Executives to promote partnership working.

## **AOB**

15. None.

## **Date of Next Meeting**

16. Next meeting 9 October 2017, 1300 – 1530, Scottish Health Service Centre.

## **Secretariat**

Strategic Change Division  
8 September 2017

**National Programme Board Members:**

<b>Name</b>	<b>Role</b>
Chair: Shirley Rogers	Director Health Workforce and Strategic Change
John Brown	Chair of NHS Greater Glasgow and Clyde
Sharon Adamson representing John Burns	West, Regional Implementation Lead
Angiolina Foster	National Implementation Lead
Theresa Fyffe	Staffside Representative
Paul Hawkins representing Tim Davison	East, Regional Implementation Lead
Geoff Huggins	Director Health and Social Care Integration
Caroline Lamb	National Implementation Lead
Jason Leitch	Director Health Care Quality and Improvement
Christine McLaughlin	Director Health Finance
Paula McLeay	COSLA Health and Social Care Policy Lead
Andrew Scott	Director Population Health Improvement
David Williams	Chief Officer, Glasgow City Health and Social Care Partnership
Cathie Cowan (teleconf.) representing Malcolm Wright	North, Regional Implementation Lead

**Apologies:**

John Burns	West, Regional Implementation Lead
Tim Davison	East, Regional Implementation Lead
Elizabeth Ireland	Chair NHS National Services Scotland
Andrew Kerr	SOLACE Health and Social Care Lead
Malcolm Wright	North, Regional Implementation Lead

**Attendance:**

<b>Name</b>	<b>Role</b>
Anne Aitken	Head of Strategic Change Division
Sean Neill	Head of Health Workforce Division
Phil Raines	Head of Transformational Change, Strategic Change Division
Jill Mulholland	Head of Board Reform, Strategic Change Division
Justine Westwood	Programme Manager, Strategic Change Division
Rebecca Shevlin	Strategic Change Division
Shona Cameron	Communications, Strategic Change Division
Robert Spratt	Secretariat, Strategic Change Division