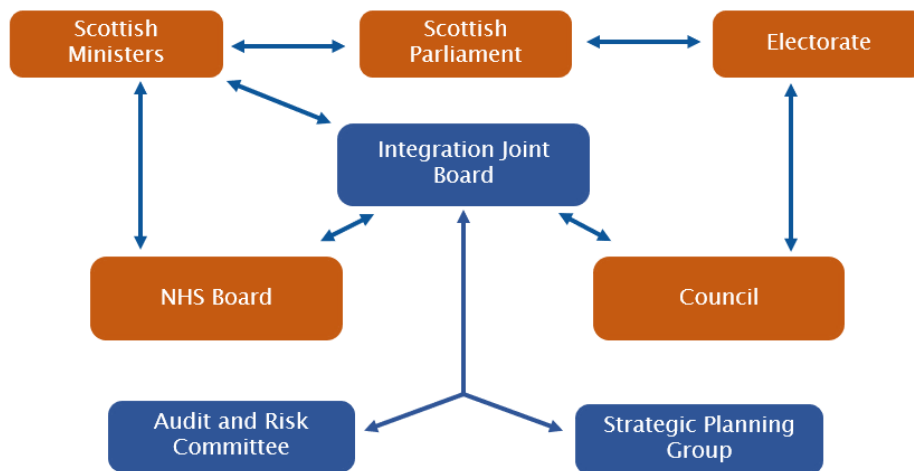


# Midlothian Integration Joint Board Strategic Planning Group

## Terms of Reference

### 1. PURPOSE

- 1.1 The Midlothian Integration Joint Board (IJB) Strategic Planning Group is a committee of the IJB and will hold overarching responsibility to develop and review the IJB Strategic Commissioning Plan, monitor the delivery of this plan, and evaluate progress towards its strategic aims. The Strategic Planning Group will report any concerns regarding the Strategic Commissioning Plan or the ability to make progress towards its strategic aims to the IJB.



- 1.2 The Public Bodies (Joint Working) (Scotland) Act 2014 (Section 32) places a duty on Integration Authorities to establish a Strategic Planning Group to support the development and review of a strategic commissioning plan.
- 1.3 The Strategic Planning Group shall formally report to Midlothian Integration Joint Board. The diagram above illustrates the relationship between the Strategic Planning Group the Integration Joint Board, and other relevant bodies. This committee will be a standing committee of the IJB.

### 2. REMIT

- 2.1 The remit of the Strategic Planning Group is to
- Influence and shape the development of the Strategic Commissioning Plan
  - Update the Strategic Commissioning Plan every 3 years
  - Monitor and evaluate progress towards the strategic aims
  - Articulate and report on the IJB's contribution and progress towards the 9 National Health and Wellbeing Outcomes in Midlothian

- Consider the required Directions from Midlothian IJB to Midlothian Council and/or NHS Lothian in order to deliver the Strategic Plan and recommend these Directions to the IJB for formal adoption.
- Review the strategic planning process for the IJB.

### 3. MEMBERSHIP

- 3.1 The role of Chair will be held by a voting member of the IJB noting that the Chair of the IJB cannot also be the Chair of the Strategic Planning Group.
- 3.2 The role of Vice Chair will be held by a voting member of the IJB who is also a member of the Strategic Planning Group.
- 3.3 The Strategic Planning Group membership must include
- at least one person nominated by the Health Board which is a constituent authority in relation to the Integration Joint Board (NHS Lothian)
  - where one local authority is a constituent authority in relation to the Integration Joint Board, at least one person nominated by the local authority (Midlothian Council)
- 3.4 Membership of the Strategic Planning Group must comprise of:
- Four Voting Members of the IJB (inclusive of the Chair and Vice Chair), two from Midlothian Council and two from NHS Lothian
  - The IJB's Chief Officer
  - The IJB's Chief Finance Officer
  - The HSCP's Integration Manager
  - The HSCP's Strategic Programme Manager for Performance
- 3.5 Strategic Planning Group must also include representation from
- Carers
  - Public Member
  - Lived Experience Member
  - NHS Lothian Partnership Representative
  - Midlothian Council Partnership Representative
  - Social Care Professionals
  - Health Professionals
  - Commercial Providers of Health and Social Care
  - Non-Commercial Providers of Health and Social Care
  - Non-Commercial Providers of Social Housing
  - Third Sector Bodies carrying out activities related to Health or Social Care
- 3.6 Each member should have a nominated deputy who will attend meetings in their absence.
- 3.7 The Chair may ask any other members of the IJB or any officers from either partner to join the Strategic Planning Group meetings as required.

### 4. QUORUM

- 4.1 The quorum will be six members out of the ten members detailed in 3.3 and 3.4

## **5. ROLE OF THE MEMBERSHIP**

- 5.1 Members will be expected to review and comment on papers and reports presented to the committee.
- 5.2 Members may require, through the Chair, further information to be provided on any matter they consider not to have been fully explored.
- 5.3 The Chair and members will provide a report to the IJB annually reflecting on the work of the committee.

## **6. FREQUENCY OF MEETINGS**

- 6.1 The Strategic Planning Group will be scheduled to meet 6 times per year, a meeting in the month before each Integration Joint Board meeting.
- 6.2 The Chair may, at any time, convene additional meetings.

## **7. SUPPORT AND MINUTES**

- 7.1 Administrative support will be provided by the Midlothian Council's Democratic Services.

## **8. CONDUCT OF BUSINESS**

- 8.1 Meetings will be called by the Chair.
- 8.2 A calendar of meetings for each year shall be agreed by members of the IJB and distributed.
- 8.3 The body of the agenda will consist of
  - Minutes of the previous SPG meeting
  - Review of the SPG Action Log
  - Review of the SPG Risk Register
  - Any further reports as agreed.
- 8.4 The Chair will review all submissions for suggested agenda items and circulate an agenda at least five working days before the date of the meeting.

## **9. REPORTING ARRANGEMENTS**

- 9.1 A record of the agenda and action notes will be maintained.
- 9.2 Actions generated during the meeting will also be captured using an Action Log.