



south ayrshire
health & social care
partnership

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Partnership

**STRATEGIC PLANNING ADVISORY
GROUP**

Terms of Reference



**SOUTH AYRSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP
STRATEGIC PLANNING ADVISORY GROUP
TERMS OF REFERENCE**

1. Context

The regulations for the Public Bodies (Joint Working) (Scotland) 2014 act set out the need for a Strategic Planning Group containing a set of key stakeholders.

The final guidance on associated Strategic Planning provides additional information on and expectations in relation to the establishment of a Strategic Planning Group.

2. Name

The name of the group will be the Strategic Planning Advisory Group (SPAG)

3. Remit

Essentially the SPAG will be concerned primarily with:

- Supporting and informing the development process for the Partnership's Strategic Plan, together with ongoing iterative review.
- Providing stakeholder advice to the Integration Joint board (IJB) for any emerging plans, programmes, and interventions.

4. Purpose of Strategic Planning Advisory Group:

Receive clear direction from the Integration Joint Board (IJB) to ensure the Strategic Planning Advisory Group meets the Strategic priorities set within agreed timescales.

Influence and shape the development of the Partnership's Strategic Plan on a 3 yearly basis (with annual updating of Plan).

Review annually the ongoing strategic planning process for the H&SCP, including responding to Scottish Government and other stakeholder feedback.

Ensuring a clear link across the 'whole system' including membership from other Health Board and Local Authority areas, if required.

Provide a reality check between the stakeholder aspirations of the Strategic Plan and the financial realities in which services require to shift to co-production approaches. This will also include discussions in relation to workforce planning.

Display positive behaviours which support the integration agenda to peers and other stakeholders.

Provide advice to Integration Joint Board (IJB) when developing responses to emerging Scottish Government policy and regulations.

Provide an effective conduit and feedback loop to IJB members on key proposals and service changes by linking effectively to wide groups of staff, users, carers, clinical & care professionals, and locality members.

Through robust and engaged membership, the Strategic Planning Advisory Group will bring forward key issues of concern expressed in locality planning arrangements from the communities.

5. **Link to IJB**

The chair of the SPAG will ensure regular reporting into the IJB.

6. **Reporting**

The SPAG will provide a regular formal report to SIB/IJB meetings

The IJB may request a particular view from the SPAG for specific work areas and developments.

7. **Link to Locality Planning**

A representative from each of the 6 Locality Planning Groups will form part of the SPAG. They will be responsible for tabling issues emerging from the local groups and for disseminating information from the SPAG to the local groups.

Each Locality Planning representative will ensure the content of Locality Plans are fed into the SPAG.

8. **Link to other Strategic Planning groups**

The SPAG will ensure live linkage with other strategic planning groups such as officer locality groups and other key groups.

These groups may table draft planning and policy documents at the SPAG before they are tabled at the IJB ensuring that a stakeholder perspective is present.

The Health and Care Governance Group will provide advice to the Strategic Planning Group, and locality groups as required.

9. **Joint meetings with SIB/IJB**

On occasions the IJB and the SPAG will hold joint meetings.

10. **Membership**

The membership of the SPAG will include representation from:

Voting Members

Cllr Lee Lyons (Chair) – SAC

Vice Chair – To be Appointed

Stakeholder Members

Billy Cooper, SAC Staff Side Representative Member

Frances Ewan, NHS Staff Side Representative

Marie Oliver, Third Sector Representative Member

Gordon Walker, Representative for Carers

Locally Determined Additional Members

Louise Gibson, Lead Allied Health Professional
Glenda Hanna, Independent Sector Representative Member

Professional Advisors

Tim Eltringham, Director of Health and Social Care & Chief Officer
Lisa Duncan, Chief Finance Officer
Gary Hoey, Chief Social Work Officer
Billy McClean, Head of Community Health & Care Services
Mark Inglis, Head of Children’s Health & Justice Services
Sheila Tyeson, Senior Manager, Policy, Performance & Commissioning
Rosemary Robertson, Associate Nurse Director
Dr Simon Farrell, Stakeholder General Practitioner
Phil White, Partnership Facilitator
Kevin Anderson, Service Lead, Policy, Performance & Community Planning
Derek Frew – Police Scotland
Elaine McClure – Portfolio Programme Manager (Transformation & Sustainability)
Katrina MacFarlane - NHS
Wendy McDougall – NHS

All queries for members should be directed to HSCPGovernance@south-ayrshire.gov.uk

11. Quorate

- a) Does a minimum number of members be required for the meeting to be deemed quorate - yes/no (please detail minimum numbers)
- b) Any set member designation (e.g., chair/vice chair)

Quorate	Minimum numbers	Designation

12. Chair

The chair for the group will be the Vice – chair of the Integration Joint Board (IJB) (This will rotate in line with the rotation of the IJB chair)

13. Deputies

Each SPAG member will have a nominated deputy who will attend meetings in their absence.

14. Co – option

The SPAG will co – opt additional members for pieces of work as appropriate.

15. Terms of office

Generally, members will be nominated from other organisations and groups and it will be their prerogative in the first instance who their representative is and how long they should serve.

As a matter of good practice, it can be helpful to have the insights of new members, Notwithstanding the need for continuity.

Consequently, it may be helpful if 'feeder' organisations and groups organise Representation to allow for regular refreshing of membership.

Individual members will be representing stakeholder groups – 'constituent groups', structures and organisations, professions or localities.

Group Members will ensure good communication between the SPAG and the area/organisation/profession/locality they represent.

Group Members will table issues arising from their own 'constituency' discussions at the SPAG and will bring appropriate issues from the SPAG to their own group.

16. Meeting Frequency

The meetings of the SPAG will mirror the formal meetings of the IJB.

There will be no less than 4 meetings of the SPAG per year.

There will be more substantial annual meeting of the SPAG to review delivery of existing Strategic Plan objectives and priorities and to inform the next iteration of the Strategic Plan.

17. Expenses

The Health and Social Care Partnership will reimburse all reasonable expenses associated with members attending meetings of the SPAG.

18. Support for the Group

The Director of Health and Social Care will ensure adequate officer support for the group including appropriate secretarial support.

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Version		Agreed	Review due date
TOR created		05.05.2015	
Revision	SAHSCP/V.1/updated: March 2023		January 2024