



south ayrshire
health & social care
partnership

South Ayrshire Health and Social
Care 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/meeting will be the Strategic Planning Advisory Group.

3. Remit

Essentially the Strategic Planning Advisory Group 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 HSCP, 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. Membership

The membership of the Strategic Planning Advisory Group will include representation from:

Attendee	Designation	Email
Jean Ford – Voting Member (Chair)	Non-Exec Director, NHS	jean.ford@aapct.scot.nhs.uk
Alan Lamont – Voting Member (Vice Chair)	Councillor – Elected Member	Alan.Lamont@south-ayrshire.gov.uk
Liam Gallacher – Voting Member	Non-Exec Director, NHS	liam.gallacher@aapct.scot.nhs.uk
Billy Cooper	SAC Staff Side Representative Member	Billy.cooper@south-ayrshire.gov.uk
Frances Ewan	NHS Staff Side Representative Member	Frances.ewan@aapct.scot.nhs.uk
Marie Oliver	Third Sector Representative	Marie@vasa.scot
Martin Rogan	Representative for Carers	
Glenda Hanna	Independent Sector Representative Member	Glenda.hanna@scottishcare.org
Louise Gibson	Lead Allied Health Professional Advisor	Louise.Gibson@aapct.scot.nhs.uk
Mark Inglis	Director of Health and Social Care	Mark.Inglis@south-ayrshire.gov.uk
Lisa Duncan	Chief Finance Officer	Lisa.Duncan2@south-ayrshire.gov.uk
Gary Hoey	Head of Children's Health, Care and Justice Services – HSCP	gary.hoey@south-ayrshire.gov.uk
Stewart Marshall	Head of Community Health and Care Services	Stewart.Marshall@aapct.scot.nhs.uk
TBC	Chief Social Work Officer	TBC
Sheila Tyeson	Senior Manager, Planning, Performance and Commissioning	Sheila.Tyeson@south-ayrshire.gov.uk

Rosemary Robertson	Associate Nurse Director	Rosemary.Robertson@aapct.scot.nhs.uk
Dr Simon Farrell	Stakeholder GP	Simon.Farrell@aapct.scot.nhs.uk
Dr Philip Hulme	Clinical Director	Phil.hulme@aapct.scot.nhs.uk
Kevin Anderson	Service Lead, Policy, Performance and Community Planning	Kevin.anderson@south-ayrshire.gov.uk
Graeme Gallie	Supt, Police Scotland	graeme.gallie@scotland.police.uk
Gillian Arnold	Planning Manager, NHS	Gillian.arnold@aapct.scot.nhs.uk
Sally Amor	Public Health Representative	sally.amor@aapct.scot.nhs.uk
Robert Campbell	Chief Nurse	Robert.campbell@aapct.scot.nhs.uk
Lesley Reid	Senior Manager, Localities (Ayr North/ Ayr South)	lesley.reid@aapct.scot.nhs.uk
Sandra Rae	Interim Senior Manager, Localities (Girvan/Maybole)	Sandra.Rae@south-ayrshire.gov.uk
Lisa McAlpine	Senior Manager, Localities (Prestwick/Troon)	lisa.mcalpine@south-ayrshire.gov.uk
SPAG Representative from each LPP		Added to each meeting as optional attendees

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

6. Quorate (if applicable)

No requirement for this meeting.

7. Chairperson and Vice 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.

Vice Chair will be appointed and will hold a Voting Membership of the IJB.

8. Deputies

Each Strategic Planning Advisory Group member will have a nominated deputy who will attend meetings in their absence. It is the responsibility of the members to instruct deputy members of their need to attend any meeting.

9. Frequency of meetings

There will be no less than 6 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.

10. 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.

11. Co – option

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

12. Reporting to Integrated Joint Board or other Governance meetings

The Strategic Planning Advisory Group will provide a regular formal report to IJB meetings.

The IJB may request a particular view from the Strategic Planning Advisory Group for specific work areas and developments.

13. Link to Locality Planning

A representative from each of the 6 Locality Planning Groups will form part of the Strategic Planning Advisory Group.

They will be responsible for tabling issues emerging from the local groups and for disseminating information from the Strategic Planning Advisory Group to the local groups.

Each Locality Planning representative will ensure the content of Locality Plans are fed into the Strategic Planning Advisory Group.

14. Link to other Strategic Planning Advisory Group

The Strategic Planning Advisory Group 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 Strategic Planning Advisory Group 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.

15. Joint meetings with IJB

On occasions the IJB and the Strategic Planning Advisory Group will hold joint meetings.

16. Expenses

The Health and Social Care Partnership will reimburse all reasonable expenses associated with members attending meetings of the Strategic Planning Advisory Group.

17. Support for the Group

The Director of HSCP will ensure adequate officer support for the group, including appropriate secretarial support.

18. Review of Terms of Reference

This Terms of Reference will be reviewed no less than annually or following a change in Office Bearers/Voting Members.

Version	Detail of Change	Advised By	Date Agreed	Review due date
Original TOR (November 2022)				
Version 1 (v.1)	Agreed standard template implemented with changes to be advised post meeting (no changes notified).	R Graham	November 2023	November 2024
Version 2 (v.2)	Revised and updated - Membership and VC role included in Review and submitted to IJB 10/09/2025.	S Tyeson	September 2025	N/A draft incorporated in v.3
Version 3 (v.3)	Updates as highlighted and as submitted to IJB 10/09/2025 following agreement of membership at 10/09/2025 meeting.	S Tyeson	TBA IJB 27/01/2026	January 2028