



SAHSCP MSG Action Plan 2019-20



Generated on: 26 August 2020








Action	Managed By	Assigned To	Progress	Status	Due Date	Latest Note
MSG 1 Development of service plans to deliver agreed IJB Strategic Plan Strategic Objectives.	Tim Eltringham	Mark Inglis; Billy McClean	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	✔	31-Dec-2020	<p>Update provided by Mark Inglis 21.08.2020</p> <p>There is a full Service Plan for Children's Health, Care and Justice Services 2017 - 2020. These are updated and monitored through the use of Pentana, through quarterly governance meetings with Senior Management and Strategy, Policy and Planning Officer.</p> <p>The new Integrated Children's Services Plan has been published and covers the period 2020 – 2023. The Children's Services Plan takes cognisance of the current IJB Strategic Objectives. The drafting of the new Strategic Plan has begun and Children's Health, Care and Justice Managers are supporting this process from the outset. The new Strategic Plan will incorporate the broader children's health, care and justice policy landscape.</p> <p>The Children & Families and Justice Managers will continue to maintain and monitor the full action plan within their Strategic Plan to ensure that services are being delivered in line with the plan and monitored through the Senior Management team referring to Pentana.</p>
MSG 2 Updated OD Plan for Partnership to be prepared as part of Implementation Plan of agreed Workforce Plan.	Tim Eltringham	James Andrew	<div style="width: 50%;"><div style="width: 50%; background-color: #4f81bd; color: white; text-align: center;">50%</div></div>	▶	31-Dec-2020	<p>Update provided by James Andrew 21.08.2020</p> <p>Covid impacted on OD resource, and the CE restructure was finalised in June/July. The draft plan has developed and reflects corporate OD</p>



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						requirements and initiatives. Discussions will now take place with the HSCP (via John Wood) in September to determine the Partnership's specific OD objectives and priorities over the life of the plan (anticipated to run alongside the HSCP workforce plan).
MSG 3 Three way meetings between the IJB and the Parties will consider further the opportunities for shared learning across all the partners with the aim of creating a clear culture of collaborative practice.	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	✓	31-Mar-2020	Update provided by Tim Eltringham 15.01.2020 Programme of 3 Way Meetings has been set up. In response to ambition to have greater shared learning, Most recent meeting held on 10 January 2020 considered a range of issues including Five Year Future Financial Strategy and a range of Transformation Proposals which are in development. A members' Briefing for Councillors on Transformation Work took place on 5 November and a further briefing on Caring for Ayrshire has been set for 27 January 2020.
MSG 4 Three-Way meeting between the IJB and the Parties to be used to facilitate improving relationships and collaborative working between the partners at a senior level.	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	✓	30-Apr-2020	Update provided by Tim Eltringham 15.01.2020 Programme of 3 Way Meetings has been set up. In response to ambition to have greater shared learning, Most recent meeting on 10 January 2020. Schedule of Meetings for the remainder of 2020 has been published
MSG 5 Integration Scheme to be reviewed in 2019-20 in line with requirements of 2014 Public Bodies (Joint Working) (Scotland) Act	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	✓	31-Dec-2020	Update provided by Tim Eltringham 24.08.2020 Review was concluded and reports made to SAC and NHS in April 2020.
MSG 6 Schemes of	Tim Eltringham	John Wood	<div style="width: 80%;"><div style="width: 80%; background-color: #4f81bd; color: white; text-align: center;">80%</div></div>	▶	31-Dec-2020	Update provided by John Wood 26.08.2020

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Delegation to be reviewed to ensure consistency by the Parties						Review of governance within IJB has progressed albeit delayed by the onset of COVID-19. As part of this, Schemes of Delegation are being considered and any agreed changes will be made in time for the new financial year – 1 April 2021.
MSG 7 Locality Planning Groups are the Partnership's key engagement vehicles for local communities.	Tim Eltringham	Phil White	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 50% </div>		31-Dec-2020	<p>Update provided by Phil White 17.08.2020</p> <p>Locality Planning Groups were suspended between March and July but meetings (virtual) have started from mid August. This is allowing for reflection of the Covid period and linked learning, discussion re involving LPGs in developing the HSCP Strategic Plan and LPGs informing Caring for Ayrshire engagement.</p> <p>Locality Planning was due to go through a reform programme but this has been put on temporary hold until, in situ meetings can take place. Locality Groups will provide a significant link to Community Planning, Caring for Ayrshire and HSCP planning.</p>
MSG 8 The HSCP will also strengthen the support and inputs into various provider forums and the equivalent forums within the Third Sector co-ordinated through VASA.	Tim Eltringham	John Wood	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 75% </div>		31-Dec-2020	<p>Update from Sheila Tyeson 17.08.2020</p> <p>Provider conference calls focusing on COVID-19 response were set up mid-March to support service delivery and share information as the pandemic developed. These have now been reduced to fortnightly with individual provider calls also offered as additional supports.</p> <p>Initially these included all providers in a single Skype call, and as each service managed the ongoing pandemic impact, these were separated out to Care Homes, and community based</p>

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						<p>services as guidance and operating issues were different. These calls were multi agency and included Scottish Care, Public Health, Nursing, Care Inspectorate as well as HSCP key staff. The support offered to the providers and other partners by the HSCP teams has been well received and positive relationships have been strengthened.</p> <p>Children's Services forums had been scheduled to take place quarterly, but due to COVID restrictions these were postponed/cancelled. Consideration on how to implement these within the guidance around contact using technology is being considered, with a view to implementing in the Autumn.</p> <p>HSCP giving active consideration to ongoing improved engagement with providers with physical distancing restrictions in place.</p>
MSG 9 Establish a mechanism as part of the review of the IS to develop this shared understanding and to discuss on-going matters of mutual concern in terms of future financial planning, for example.	Tim Eltringham	Lisa Duncan	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"><div style="position: absolute; right: 5px; top: -5px;">80%</div></div>		31-Dec-2020	<p>Update provided by Tim Eltringham 24.08.2020</p> <p>Improvements have been made in financial planning. Some changes including the issuing of Directions have been impacted by Covid. Budgeting and the management of in-year variation are to be further considered by statutory partners.</p>
MSG 10 Over the course of 2019/20 it is intended that a Medium Term Financial Strategy will be developed.	Tim Eltringham	Lisa Duncan	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"><div style="position: absolute; right: 5px; top: -5px;">100%</div></div>		31-Dec-2020	<p>Update provided by Lisa Duncan 17.08.2020</p> <p>This has been approved as a Medium Term Financial Plan, revision this year in line with development of the Strategic Plan.</p>



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MSG 11 We will develop a better understanding on a Pan-Ayrshire basis of the demand for hospital services by each partnership and how this compares to NRAC, "fair shares" modelling.	Tim Eltringham	Lisa Duncan	<div style="width: 80%;"><div style="width: 80%;"></div></div> 80%		31-Dec-2020	Update provided by Lisa Duncan 17.08.2020 Full implementation still ongoing, paused due to Covid.
MSG 12 Develop plans to allow all partners to fully implement the delegated hospital budget and set aside budget	Tim Eltringham	Lisa Duncan	<div style="width: 80%;"><div style="width: 80%;"></div></div> 80%		31-Dec-2020	Update provided by Lisa Duncan 17.08.2020 Full implementation still ongoing, paused due to Covid.
MSG 13 The IJB will work with the Parties to seek agreement on the practical application of a reserves policy and the establishment of a reserve.	Tim Eltringham	Lisa Duncan	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		31-Mar-2020	Update provided by Rob Whiteford 04.11.2019 The process for the reserves policy is in place. However the financial position is such that holding any reserves is aspirational at present.
MSG 14 The Parties and the IJB will consider whether the current resources approved to enable the S95 role to be fulfilled is sufficient and fit for purpose.	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		31-Mar-2020	Update provided by Tim Eltringham 15.01.2020 New post of Chief Finance Officer appointed with a start date of 3 February 2020.
MSG 15 Financial reporting to the IJB will be amended to allow resources to be allocated without original party identity being stated. An integrated budget for each functional area will be prepared in pursuit of agreed Strategic Objectives.	Tim Eltringham	Lisa Duncan	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		31-Mar-2020	Update provided by Rob Whiteford 04.11.2019 Financial Reporting has been amended to show the budget as integrated. The split between SAC and NHS A&A is relegated to an Appendix.
MSG 16 There is a clear and shared understanding of the capacity and capability of the	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		31-Dec-2020	Update provided by Tim Eltringham 24.08.2020

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Chief Officer and their senior team, which is well resourced and high functioning.						CSWO, Chief Finance Officer and Senior Manager for Planning and Performance now in post. Options for the Clinical Director post recruitment are being considered.
MSG 17 IJB Strategic Plan will require to be reviewed in 2019-20 to take account of reducing resources in some functional areas and to provide enhanced information that will inform future Directions to the parties.	Tim Eltringham	John Wood	<div style="width: 35%;"><div style="width: 35%;"></div></div> 35%		31-Dec-2020	Update provided by John Wood 26.08.2020 Senior Manager Planning and Performance now in place. Work underway to draft and engage on a revised Strategic Plan to be published April 2021. Review of governance (including 'Directions') being progressed with senior management within the HSCP, SAC and NHS.
MSG 18 Three-Way meeting between the IJB and the Parties to be used to facilitate improving understanding of accountabilities and responsibilities between the statutory partners at a senior level.	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		31-Dec-2019	Update provided by Tim Eltringham 14.1.20. Programme of 3 Way Meetings has been set up. In response to ambition to have greater shared learning, Most recent meeting on 10 January 2020. Schedule of Meetings for the remainder of 2020 has been published.
MSG 19 The Scope and Governance Sub-Group established as part of the review of the IS will review current arrangements and report to a future Three-Way meeting.	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		31-Dec-2019	Update provided by Tim Eltringham 03.02.2020 Report has been made to the IS Review Programme Board.
MSG 20 Establish a training programme for IJB members, including induction training, based on a completed training needs analysis.	Tim Eltringham	Tim Eltringham	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%		31-Dec-2020	Update provided by Tim Eltringham 24.08.2020 This action was to have been progressed in spring of 2020. Covid emergency has impacted. To be progressed in autumn of 2020.
MSG 21 Identify the specific skills held by some Board	Tim Eltringham	John Wood	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%		31-Dec-2020	Update provided by Tim Eltringham 24.08.2020

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members and seek to use these to further the aims of the IJB as appropriate.						Was to have been progressed in spring of 2020. Covid emergency has impacted. To be progressed in autumn of 2020.
MSG 22 Ensure that directions are issued for each functional area and are more detailed in that there is a clear link between strategic objectives, service requirements and resource deployment.	Tim Eltringham	Tim Eltringham	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">50%</div>		31-Dec-2020	Update provided by Tim Eltringham 24.08.2020 Covid emergency has impacted on issuing of Directions given the uncertainty over service levels and finance. Directions template and process to be presented to IJB in Sept.
MSG 23 With the support of the NHS Director of Nursing assess the current Clinical and Care Governance arrangements for the HSCP and where appropriate take necessary improvement action.	Tim Eltringham	Rosemary Robertson	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">100%</div>		31-Dec-2020	Update provided by Rosemary Robertson 21.08.2020 The Clinical and Care Governance role within the partnership sits with all Head of Service, CSWO and Managers within the responsibility of Health and Local Authority Leads. The review of significant events is managed through the review of the formalised reports from the Health and Safety Executive. These reports reflect the, Datix, Audits, SBARS and Public Protection Operating Procedures for the population of South Ayrshire. This group support mitigation of the risks identified from the AERG group to single disciplines within the partnership. The Chair of the AERG is Associate Nurse Director, who will report to the Clinical and Care Governance Group chaired by the Chief Officer for the Partnership. The group support operating procedures that develop policies and reports for assurance, learning and safe care. The partnership has reviewed it's Clinical and Care Governance structure supported with a

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						<p>paper to IJB at the beginning of the year. The recommendations were accepted and agreed by IJB, the motion was to have a combined group of the Clinical and Care Governance Group and the Clinical and Care Governance Committee to merge into one group chaired by the Chief Officer for the partnership.</p> <p>Due to COVID this group has formed, with representation from HOS, SM, DMT, Councillors, 3rd and Voluntary organisations. The commitment of the meeting structure is agreed and will be implemented as we phase into work streams following COVID phases of the work plan for Social Distancing.</p> <p>The Clinical and Care Governance Group will report into the NHS Board Governance Structure.</p>
MSG 24 Review effectiveness of recently instituted Clinical and Care Governance arrangements as at 31st December, 2019.	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	✓	31-Dec-2020	<p>Update provided by Tim Eltringham 24.08.2020</p> <p>Revised Care and Clinical Governance meetings structure has been established. Schedule impacted by Covid. First meeting in May and second planned for September 2020.</p>
MSG 25 Reassess membership of Clinical and Care Governance Committee to ensure there is sufficient independent scrutiny and oversight.	Tim Eltringham	Tim Eltringham	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	✓	31-Dec-2020	<p>Update provided by Tim Eltringham 24.08.2020</p> <p>Paper presented to the IJB on 17 February sought agreement to the discontinuation of the Clinical and Care Governance Sub Committee of the IJB. This was agreed and functions now fulfilled by Care and Clinical Governance Group chaired by Director.</p>
MSG 26 Establish a formal 6	Tim Eltringham	Tim Eltringham	<div style="width: 50%;"><div style="width: 50%; background-color: #4f81bd; color: white; text-align: center;">50%</div></div>	▶	31-Dec-2020	Update provided by Tim Eltringham

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monthly performance management review arrangement involving the CEOs, Chief Officer and Management Team.						24.08.2020 Plans to improve Performance Management Reporting are in development but have been impacted by Covid. Proposals will be considered by DMT by end September 2020.
MSG 27 More will be done to share learning from inspection reports, including from the Care Inspectorate and Audit Scotland, and from internal review and performance activity.	Tim Eltringham	Tim Eltringham	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #e0e0e0; position: relative;"><div style="background-color: #4f81bd; width: 33%; position: absolute; left: 0;"></div>33%</div>	▶	31-Dec-2020	Update provided by Scott Hunter 24.08.2020 New CSWO is now in post and options brought forward are being considered by the DMT in relation to strengthening practice development and quality assurance capacity. A central theme of these proposals has been designing an approach that harnesses learning from internal and external sources as well as building self evaluation capacity.
MSG 28 Locality Planning Groups are the Partnership's key engagement vehicles for local communities and there is work being undertaken to strengthen the representation on these groups and to improve their effectiveness.	Tim Eltringham	Phil White	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #e0e0e0; position: relative;"><div style="background-color: #4f81bd; width: 50%; position: absolute; left: 0;"></div>50%</div>	▶	31-Dec-2020	Update provided by Phil White 17.08.2020 Locality Planning Groups were suspended between March and July but meetings (virtual) have started from mid August. This is allowing for reflection of the Covid period and linked learning, discussion re involving LPGs in developing the HSCP Strategic Plan and LPGs informing Caring for Ayrshire engagement. Locality Planning was due to go through a reform programme but this has been put on temporary hold until, in situ meetings can take place. Locality Groups will provide a significant link to Community Planning, Caring for Ayrshire and HSCP planning.
MSG 29 The Partnership will also link to broader Community Planning	Tim Eltringham	Phil White	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #e0e0e0; position: relative;"><div style="background-color: #4f81bd; width: 50%; position: absolute; left: 0;"></div>50%</div>	▶	31-Dec-2020	Update provided by Phil White 17.08.2020 The HSCP is continuing to actively support

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initiatives.						<p>Community Planning related work including:</p> <ul style="list-style-type: none"> • Supporting the Communities and Population Health SDP and its linked work streams (LOIP Priorities such as Social Isolation, Dementia, Work with young people in Care and Young Carers) and in relation to more coherent approaches to locality based community resilience • Supporting the emerging work to support Wallacetown residents and particularly offering staffing support for the new Community wing of Newton Primary School • Supporting the development of a Community Planning approach to volunteering • Supporting Community Planning partners to respond to the emerging need of those who have been impacted upon by Shielding
MSG 30 Continue to undertake a programme of engagement with stakeholder in line with principles set out in IJB Participation and Engagement Strategy.	Tim Eltringham	John Wood	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">50%</div>		31-Dec-2020	<p>Update provided by John Wood 26.08.2020</p> <p>Stakeholder engagement has been driven by COVID19 – there has been an increase in such activity but with a focus on COVID rather than strategic planning. Public engagement exercise underway in relation to the Strategic Plan 2021 – new Participation and Engagement Strategy to be published by April 2021.</p>
MSG 31 Finalise and approve a Young Carers Strategy. Implementation of the Action Plans from the Adult and Young Carer Strategies to ensure on-going improvement agenda is delivered.	Tim Eltringham	Phil White	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">50%</div>		31-Dec-2020	<p>Update provided by Gabi Coyle 18.08.2020</p> <p>Work is currently being undertaken to update the draft Young Carers Strategy and this draft will go out to Public Consultation early September 2020.</p> <p>The Partnership has developed new team around</p>

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						<p>the child guidance for staff in education, social care, NHS and third sector. This guidance 'Getting It Right for Young Carers' is supported by a programme of training and awareness raising.</p> <p>As part of the Act all young carers are entitled to a Young Carer Statement (YCS). The aim of a YCS is to enable young carers to express their feelings, needs and explore what impact their caring role has on their life. Young carers can now also request a YCS via South Ayrshire Carers Centre and the HSCP Website - https://www.south-ayrshire.gov.uk/carers/young-carer-statement.aspx</p>