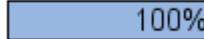



HSCP MSG Action Plan 2019-20

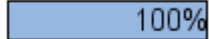

Generated on: 12 April 2023







| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|--|---------------------------------|----------------------------|--------|---|-------------|---|
| MSG 01 Development of service plans to deliver agreed IJB Strategic Plan Strategic Objectives. | -- enter action details here -- | Mark Inglis; Billy McClean | ✓ | <div style="width: 100%; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div> | 31-Dec-2020 | <p>21-Aug-2020 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</p> |

| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|---|---------------------------------|----------------|--------|---|-------------|---|
| | | | | | | 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. |
| MSG 02 Updated OD Plan for Partnership to be prepared as part of Implementation Plan of agreed Workforce Plan. | -- enter action details here -- | James Andrew | ✓ |  | 31-Dec-2020 | 29-Apr-2021 Provided to John Wood Sept 2020 |
| MSG 03 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. | -- enter action details here -- | Tim Eltringham | ✓ |  | 31-Mar-2020 | <p>15-Jan-2020 Update provided by Tim Eltringham 15.01.2020</p> <p>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.</p> <p>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.</p> |
| MSG 04 Three-Way meeting between the IJB and the Parties to be used to facilitate improving | -- enter action details here -- | Tim Eltringham | ✓ |  | 30-Apr-2020 | <p>15-Jan-2020 Update provided by Tim Eltringham 15.01.2020</p> <p>Programme of 3 Way Meetings</p> |

| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|---|---------------------------------|----------------|---|---|-------------|---|
| relationships and collaborative working between the partners at a senior level. | | | | | | 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 05 Integration Scheme to be reviewed in 2019-20 in line with requirements of 2014 Public Bodies (Joint Working) (Scotland) Act | -- enter action details here -- | Tim Eltringham |  |  | 31-Dec-2020 | 24-Aug-2020 Update provided by Tim Eltringham 24.08.2020 Review was concluded and reports made to SAC and NHS in April 2020. |
| MSG 06 Schemes of Delegation to be reviewed to ensure consistency by the Parties | -- enter action details here -- | Sheila Tyeson |  |  | 31-Dec-2021 | 28-Oct-2022 The current schemes of delegation are operating satisfactorily. At this stage other priorities and the ongoing planning for the NCS suggest there would be limited value in a full review of schemes at this stage. |
| MSG 07 Locality Planning Groups are the Partnership's key engagement vehicles for local communities. | -- enter action details here -- | Phil White |  |  | 31-Dec-2021 | 12-Apr-2023 Adult services restructure agreed and implemented and locality planning is core business model. |
| MSG 08 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. | -- enter action details here -- | John Wood |  |  | 31-Dec-2020 | 10-May-2021 Provider forums have been reviewed and are operational. Further work will be undertaken to keep these under review through the commissioning team. |
| MSG 09 Establish a mechanism as part of the review of the IS to develop this shared understanding | -- enter action details here -- | Lisa Duncan |  |  | 31-Dec-2021 | 08-Jun-2022 This issue to be picked up as part of future review of Integration Schemes to be undertaken jointly with East and |



| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|---|---------------------------------|-------------|--------|--|-------------|--|
| and to discuss on-going matters of mutual concern in terms of future financial planning, for example. | | | | | | North in 2023. |
| MSG 10 Over the course of 2019/20 it is intended that a Medium Term Financial Strategy will be developed. | -- enter action details here -- | Lisa Duncan | ✓ |  100% | 31-Dec-2020 | 17-Aug-2020 Update provided by Lisa Duncan 17.08.2020 This has been approved as a Medium Term Financial Plan, revision this year in line with development of the Strategic Plan. |
| 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. | -- enter action details here -- | Lisa Duncan | ✓ |  100% | 31-Dec-2021 | 08-Jun-2022 Action has been completed. A model has been developed and provided on a quarterly basis for review, however due to the pandemic and effect this has had on hospital usage this model has not been implemented in full. |
| MSG 12 Develop plans to allow all partners to fully implement the delegated hospital budget and set aside budget | -- enter action details here -- | Lisa Duncan | ★ |  100% | 31-Dec-2021 | 12-Apr-2023 Review of Integration Scheme will supersede this action. |
| 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. | -- enter action details here -- | Lisa Duncan | ✓ |  100% | 31-Mar-2020 | 04-Nov-2019 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. |


| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|--|---------------------------------|----------------|--------|--|-------------|--|
| 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. | -- enter action details here -- | Tim Eltringham | ✓ |  100% | 31-Mar-2020 | 15-Jan-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. | -- enter action details here -- | Lisa Duncan | ✓ |  100% | 31-Mar-2020 | 04-Nov-2019 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 Chief Officer and their senior team, which is well resourced and high functioning. | -- enter action details here -- | Tim Eltringham | ✓ |  100% | 31-Dec-2020 | 24-Aug-2020 Update provided by Tim Eltringham 24.08.2020 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. | -- enter action details here -- | John Wood | ✓ |  100% | 31-Dec-2021 | 10-May-2021 Strategic Plan 2021 has now been published following considerable consultation. Work on Directions being progressed and reported separately. |
| MSG 18 Three-Way | -- enter action details here -- | Tim Eltringham | ✓ |  100% | 31-Dec-2019 | 15-Jan-2020 Update provided by |

| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|---|---------------------------------|----------------|--------|--|-------------|--|
| 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 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. | -- enter action details here -- | Tim Eltringham | ✓ |  100% | 31-Dec-2019 | 03-Feb-2020 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. | -- enter action details here -- | Sheila Tyeson | ★ |  100% | 31-Dec-2021 | 08-Jun-2022 Catriona Caves has been involved in some training for Councillors, who are involved in the IJB, further training sessions/briefings are planned but not solely specific to IJB. |
| MSG 21 Identify the specific skills held by some Board members and seek to use these to further the aims of the IJB as appropriate. | -- enter action details here -- | Sheila Tyeson | ★ |  100% | 31-Dec-2021 | 08-Jun-2022 To explore further now Senior Manager in post. |
| 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 | -- enter action details here -- | Lisa Duncan | ● |  100% | 31-Dec-2021 | 28-Oct-2022 Meeting has been arranged in November with Pan Ayrshire CFO's and NAHSCP CO to recommence this work following Covid pandemic and focus on other priorities |

| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|---|---------------------------------|--------------------|--------|---|-------------|--|
| deployment. | | | | | | |
| 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. | -- enter action details here -- | Rosemary Robertson | ✓ | <div style="width: 100%; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div> | 31-Dec-2020 | <p>21-Aug-2020 Update provided by Rosemary Robertson 21.08.2020</p> <p>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.</p> <p>The partnership has reviewed it's Clinical and Care Governance structure supported with a paper to IJB at the beginning of the year. The recommendations were</p> |

| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|---|---------------------------------|----------------|--------|---|-------------|---|
| | | | | | | <p>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. | -- enter action details here -- | Tim Eltringham | ✓ |  | 31-Dec-2020 | <p>24-Aug-2020 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 | -- enter action details here -- | Tim Eltringham | ✓ |  | 31-Dec-2020 | <p>24-Aug-2020 Update provided by Tim Eltringham 24.08.2020</p> <p>Paper presented to the IJB on 17</p> |

| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|---|---------------------------------|-------------|--------|---|-------------|--|
| is sufficient independent scrutiny and oversight. | | | | | | 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. |
| MSG 26 Establish a formal 6 monthly performance management review arrangement involving the CEOs, Chief Officer and Management Team. | -- enter action details here -- | John Wood | ✓ |  | 31-Dec-2021 | 10-May-2021 PDR process in place. |
| 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. | -- enter action details here -- | Gary Hoey | ● |  | 31-Dec-2021 | 09-Jun-2022 In response to the recent Adult Support and Inspection Report (Nov 2021) the following training was delivered - Leadership and Management, good practice chronology and case recording, risk assessment, management oversight and defensible practice. All of this training was mandatory for all adult services staff following the learning from the inspection. The QA Officer has now been in post for over 12 months and has undertaken significant audit and self evaluation activity in Adult and Children's Services which is being used to drive improvement changes. The previous LO for Child Protection also delivered the learning identified from a recent SCR (Child H) to all operational |

| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|---|---------------------------------|-------------|--------|--|-------------|--|
| | | | | | | social work and partner agencies involved in the Review. These sessions took place in September 21. A working group is currently being formed to look at sharing learning from other incidents that do not meet the criteria for ICR or Learning Review. |
| 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. | -- enter action details here -- | Phil White | ✓ |  100% | 31-Dec-2021 | 08-Jun-2022 This action is superseded by MSG 7. |
| MSG 29 The Partnership will also link to broader Community Planning initiatives. | -- enter action details here -- | Phil White | ● |  100% | 31-Dec-2021 | 28-Oct-2022 The HSCP is making a very significant contribution of CPP priorities and will continue to do so over the coming period. This action is therefore fully embedded. |
| MSG 30 Continue to undertake a programme of engagement with stakeholder in line with principles set out in IJB Participation and Engagement Strategy. | -- enter action details here -- | John Wood | ✓ |  100% | 31-Dec-2021 | 10-May-2021 Full Stakeholder Engagement undertaken as part of Strategic Plan. Comms and Engagement Strategy to be published before end of 2021 and reported separately. |
| MSG 31 Finalise and approve a Young Carers Strategy. Implementation of the Action Plans from the | -- enter action details here -- | Phil White | ✓ |  100% | 31-Dec-2020 | 07-May-2021 Young Carers Strategy developed and signed off at IJB in early 2021. |

| Action | Evidence | Assigned To | Status | Progress | Due Date | Updates |
|--|-----------------|--------------------|---------------|-----------------|-----------------|----------------|
| Adult and Young Carer Strategies to ensure on-going improvement agenda is delivered. | | | | | | |