

### 3. SPG TERMS OF REFERENCE AND PROCEDURES

A report had been circulated by the Director providing background information about the role and remit of the Strategic Planning Group (SPG), its proposed terms of reference and procedures and membership and meeting arrangements, all of which required to be submitted to the Integration Joint Board (IJB) for approval after its formal establishment.

The Act required the IJB to have a Strategic Planning Group and specified in general terms its role in relation to the Strategic Plan. Its primary role was to respond to proposals from the IJB as to what should be contained in the Strategic Plan and to comment on draft versions put to it for consideration throughout the development process.

Terms of Reference for the SPG and its role had been developed and were approved in principle at the Shadow Board meeting on 2 June 2015. The Terms of Reference have since been added to, to include other matters relevant to the constitution and administration of the SPG so that all the significant information was contained in one document. They were all set out in Appendix 1 attached to the report.

The Act also required that the IJB establish and support its SPG and specified the minimum in terms of its membership. A process for identifying the members required was approved in principle at the meeting of the Shadow Board on 2 June 2015. Since that meeting officers had engaged in filling the required places on the SPG and those identified so far had been invited to shadow meetings of the SPG. Details of the membership required and proposed for the SPG were set out in Appendix 1 attached to the report.

The SPG was not a committee of the IJB and had its own statutory role as part of the integration and service planning process. Therefore it required to have rules of procedure in order that its meetings ran efficiently and effectively and that its members had information to support and enable them to fulfil their roles on the IJB. A set of procedural rules had been drafted and were contained in Appendix 1 for consideration. A summary of some of the points contained in the draft procedures were summarised in the report.

And finally the Act required that the IJB have regard to statutory national health and wellbeing outcomes and integration delivery principles in preparing or reviewing its strategic plan. The SPG would therefore have to be aware of these and a copy was attached to the report for information.

It was recommended that the Strategic Planning Group :-

1. Note the proposed Terms of Reference in Appendix 1 for the SPG which were to be submitted to the first formal meeting of the Integration Joint Board (IJB) for approval.
2. Note the proposed and current membership of the SPG in the Terms of Reference in Appendix 1 which were to be submitted to the first formal meeting of the IJB for approval and appointment.

3. Note the procedures in the Terms of Reference in Appendix 1 through which it was proposed that the SPG would operate and which were to be submitted to the first formal meeting of the IJB for approval.
4. Note the terms of the National Health and Well Being Outcomes and the Integration Delivery Principles, both included in the Terms of Reference in Appendix 1, which were to inform the work of the IJB and the SPG, and the contents of the Strategic Plan.
5. Note the meeting dates already put in place for the SPG till June 2016, in Appendix 2.
6. Note the statutory guidance issued to date by the Scottish Government.

### Decision

To note the contents of the report.