

TERMS OF REFERENCE

Board	Western Isles Integration Joint Board (IJB)
Committee	Strategic Planning Group (SPG)
Purpose	The Strategic Planning Group (SPG) is a statutory body established under the Public Bodies (Joint Working) (Scotland) Act 2014 to support the Integration Joint Board (IJB) in the development, implementation, review and refresh of the Strategic Plan for health and social care services in the Western Isles. The SPG provides a forum for engagement, consultation and collaboration with stakeholders to ensure that strategic planning reflects local needs, priorities and national outcomes. Integration will see NHS Western Isles, Comhairle nan Eilean Siar and the Third and Independent Sectors work together to deliver services which focus on the needs of individuals, their carers and families. The key aims of integration are: • To improve the quality and consistency of services for patients, carers, service users and their families; • To provide seamless, integrated, quality health and social care services in order to support people in their own homes, or a homely setting, where it is safe to do so; and • To ensure resources are used effectively and efficiently to meet the needs of people with long-term conditions and increasingly complex needs.
Remit	Members will be expected to contribute to the work of the Group and: • Act in an advisory capacity to the Integration Joint Board; • Support the development, implementation, monitoring and review of the Strategic Plan; • Review progress against delivery of the Strategic Plan and contribute to future reviews and refreshes; • Represent their sector, stakeholder group or professional area; • Ensure the interests and priorities of the localities are reflected in strategic planning; • Contribute to consultation, engagement and partnership development activities; • Provide advice and feedback on proposals or decisions that may significantly affect service provision within delegated functions; and • Support the strategic planning cycle.

Composition	The Strategic Planning Group (SPG) Chair and Vice Chair roles will be supported through the nominations by the IJB in relation to the Elected Member and Non-Executive roles. For the avoidance of conflicts in governance arrangements, the Chief Officer is not a member of the Strategic Planning Group.
Membership	The SPG is composed of representatives from various sectors to ensure broad input and expertise. Core Members 1. Chief Officer Health and Social Care 2. IJB Elected Member representing 3. IJB Non-Executive Director 4. Comhairle Social Work Representatives 5. Comhairle Social Care Services Representative 6. NHS W Isles Medical Representative 7. NHS W Isles Nursing Services Representative 8. Comhairle Housing Strategy Representative 9. Barra Locality Planning Group Representative 10. Representative, Uist Locality Planning Group 11. Representative, Harris Locality Planning Group 12. Representative, Stornoway and Rural Lewis Locality Planning Group 13. Western Isles Third Sector Interface Representative 14. Hebridean Housing Partnership Representative 15. Tighean Innse Gall Representative 16. Western Isles Community Care Forum (WICCF) Representative 17. IJB Service User Representative 18. IJB Carer representative IJB 19. Third Sector Interface representative 20. Advocacy Western Isles Representative
Member Support and Development	Appropriate training and development will be provided, where required, to ensure members have the skills and knowledge necessary to fulfil their role.
Attendance and Deputies	The SPG is empowered to invite other individuals to attend to speak on specific agenda items as required. Core members unable to attend can send an appropriate deputy.
Values and principles	The Ethical Standards in Public Life etc. (Scotland) Act 2000, “the 2000 Act”, provides for Codes of Conduct for local authority Councillors and members of relevant public bodies. The Public Bodies (Joint Working) (Scotland) Act 2014 (Consequential Amendments & Savings) Order 2015 has determined that

	Integration Joint Boards are “devolved public bodies” for the purposes of the 2000 Act. The code of conduct developed for IJBs use the Model Code and the statutory requirements of the 2000 Act. Partnership is defined, for these purposes, as ‘the inclusion of all stakeholders involved in the provision of health and social care, including the processes of formulating, designing, reviewing, consulting and negotiating with regard to that provision’. All SPG members must agree to work together within this framework in order to achieve sustainable improvement across the Health and Social Care Partnership, and all members jointly agree to commit to the following values: • Mutual trust, honesty and respect • Openness and transparency • Fairness/equity of view • To reflect the SPG and Locality Planning Groups across wider networks • True engagement, recognising each other’s views.
Decision Making	The SPG operates in an advisory capacity and will seek to reach consensus views and recommendations for consideration by the Integration Joint Board.
Quorum	Meetings of the SPG will be quorate when six members are present. For the Group to be quorate the Chair or Vice Chair must be in attendance.
Meetings	The SPG will meet at least four times each calendar year. This can be varied at the discretion of the Chairperson and meetings will normally be held via Microsoft Teams to allow for island-wide attendance.
Reporting and Accountability	The SPG is accountable to the Integration Joint Board. The Group is authorised to seek and obtain reasonable and appropriate information from partner organisations in support of its advisory role. Minutes and recommendations of the SPG will be submitted to the Integration Joint Board for noting and consideration as appropriate.
Strategic Links	• Strategic Plan and Directions • Locality Plans • Community Planning Partnership priorities • NHS WI Annual Delivery Plan • CnES Corporate Strategy and Service Business Plans
Administration / Secretariat Support	Secretariat support will be provided by the Chief Officer's Secretary. Agendas and papers will normally be circulated five working days before meetings. Members should submit agenda items and supporting papers at least ten working days before meetings.
Review of Terms of Reference	These Terms of Reference will be reviewed every two years, or sooner if required by legislative, organisational or governance changes.

