



REPORT TO: HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – 16 APRIL 2025

REPORT ON: STRATEGIC PLANNING ADVISORY GROUP TERMS OF REFERENCE

REPORT BY: CHIEF OFFICER

REPORT NO: DIJB24-2025

1.0 PURPOSE OF REPORT

- 1.1 To submit for approval updated terms of reference for the Dundee Integration Joint Board's Strategic Planning Advisory Group.

2.0 RECOMMENDATIONS

It is recommended that the Integration Joint Board (IJB):

- 2.1 Approves the revised terms of reference for the Strategic Planning Advisory Group (as attached in Appendix 1).

3.0 FINANCIAL IMPLICATIONS

- 3.1 None

4.0 MAIN TEXT

- 4.1 The Public Bodies (Joint Working) (Scotland) Act 2014 requires each Integration Authority to establish a Strategic Planning Group (SPG) to support it to develop its strategic commissioning plan (Section 32). The procedure of the strategic planning group is to be determined by the Integration Authority (Section 32 (11)).

- 4.2 The primary function of the SPG, as set out in section 33 of the Act, is to act as an advisory group to the IJB in relation to the preparation and review of their strategic plan. The SPG should therefore be concerned with:

- Supporting and informing the development and review process for the IJB's strategic commissioning plan.
- Providing stakeholder advice to the IJB for any emerging plans, programmes and interventions.
- Identifying, analysing and raising issues that may impact on the delivery of the local strategic shifts and outcomes set out in the strategic commissioning plan.
- Providing a forum for initial consultation and community engagement with regards to strategic planning and commissioning matters.

- 4.3 A SPG has been in place in Dundee since 2016 and has supported the development, monitoring and review of the three strategic commissioning plans adopted by the IJB, as well

as a range of other strategic planning functions. Over the last 9 years the role of the group has evolved to meet the changing expectations and strategic direction of the IJB, changes in national guidance and accepted best practice and the needs of local stakeholders. Currently known as the Strategic Planning Advisory Group the SPG operates under the leadership of the Head of Service, Finance and Strategic Services within the Partnership.

- 4.4 While the terms of reference of the group have been periodically updated to reflect changing organisational structures and membership, they have not been subject to a formal review since 2016. In collaboration with current members of the Dundee Strategic Planning Advisory Group a new terms of reference document has been developed, aligned to statutory requirements and reflecting learning from the last nine years both in Dundee and more broadly across Scotland. The proposed revised terms of reference are attached as Appendix 1.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6.0 RISK ASSESSMENT

Risk Description	The IJB does not have in place adequate arrangements to meet the requirements in legislation and associated statutory guidance to establish a Strategic Planning Group.
Risk Category	Governance
Inherent Risk Level	Likelihood 2 x Impact 4 = 8 (High Risk)
Mitigating Actions (including timescales and resources)	<ul style="list-style-type: none"> The IJB has had in place a group acting as its Strategic Planning Advisory Group since 2016. Updated terms of reference and membership strengthen the IJBs ability to evidence compliance with the legislation and associated statutory guidance. Updated terms of reference provide greater clarity for all stakeholders, including IJB members and SPAG members, regarding the expectations of the group as part of the wider system of governance maintained for the IJB.
Residual Risk Level	Likelihood 1 x Impact 3 = 3 (Low Risk)
Planned Risk Level	Likelihood 1 x Impact 3 = 3 (Low Risk)
Approval recommendation	Given the low level of residual / planned risk it is recommended that the IJB accepts the risk.

7.0 CONSULTATIONS

- 7.1 The Chief Finance Officer, Heads of Service Health and Community Care, members of the Strategic Planning Advisory Group and the Clerk were consulted in the preparation of this report.

8.0 DIRECTIONS

The Integration Joint Board requires a mechanism to action its strategic commissioning plans and this is provided for in sections 26 to 28 of the Public Bodies (Joint Working) (Scotland) Act 2014. This mechanism takes the form of binding directions from the Integration Joint Board to one or both of Dundee City Council and NHS Tayside.

Direction Required to Dundee City Council, NHS Tayside or Both	Direction to:	
	1. No Direction Required	X
	2. Dundee City Council	
	3. NHS Tayside	
	4. Dundee City Council and NHS Tayside	

9.0 BACKGROUND PAPERS

9.1 Appendix 1

Dave Berry
Acting Chief Officer

DATE: 27 March 2025

Kathryn Sharp
Acting Head of Strategic Services

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Appendix 1

DUNDEE IJB - STRATEGIC PLANNING ADVISORY GROUP

Terms of Reference

1 Purpose

The Public Bodies (Joint Working) (Scotland) Act 2014 requires each Integration Authority to establish a Strategic Planning Group to support it to develop its strategic commissioning plan.

2 Remit of the Group

The Dundee Strategic Planning Advisory Group will be the formal group which advises the IJB in relation to the development, implementation and subsequent review of the IJB's Strategic Commissioning Plan. The Group will monitor progress against the actions and outcomes arising from the Plan. To do this the Group will:

- Support and inform the development and review process for the IJB's strategic commissioning plan.
- Provide stakeholder advice to the IJB for any emerging plans, programmes and interventions.
- Identify, analyse and raise issues that may impact on the delivery of the local strategic shifts and outcomes set out in the strategic commissioning plan.
- Provide a forum for initial consultation and community engagement with regards to strategic planning and commissioning matters.
- Undertake other tasks as required to support the IJB to fulfil its statutory strategic planning and commissioning functions.

3 Membership

Core membership is prescribed in the Public Bodies (Joint Working) (Prescribed Consultees) Scotland Regulations 2024, and is as follows:

- Users of healthcare services
- Carers of users of healthcare services
- Commercial providers of healthcare
- Non-commercial providers of healthcare
- Health professionals
- Social care professionals
- Users of social care
- Carers of users of social care
- Commercial providers of social care
- Non-commercial providers of social care
- Non-commercial providers of social housing
- Third sector bodies carrying out activities related to health or social care
- Locality representation

There may be multiple membership nominations under each category of membership.

The Integration Authority may also include other persons it considers to be appropriate. The Dundee IJB has agreed to include in the membership of the Strategic Planning Advisory Group:

- Children and Families Services Representative
- Community Planning Partnership Representative

The Group may also be supported by officers in attendance as required, agreed in advance by the Chair of the Strategic Planning Advisory Group. A list of current membership nominations is attached as appendix A.

The Group will be chaired by the Head of Service, Finance and Strategic Services, Dundee Health and Social Care Partnership.

4 Role of Individual Members

Individual members will represent stakeholder groups, structures and organisations, professionals or localities and attend meetings in an advisory capacity. Deputies may attend meetings by prior arrangement with the Chair.

Group members will ensure good communication between the SPAG and the area / organisation / profession / locality they represent and may request items to be placed on the agenda in-meeting or with the secretariat.

5 Governance

The Group will report directly to the IJB, and has no executive powers, other than those specifically delegated in these Terms of Reference.

The Group Chair is authorised by the IJB to receive and accept nominations of membership in line with the arrangements set out in section 3 of this terms of reference.

The Group is authorised by the IJB to investigate any activity within its Terms of Reference, to seek any information it requires from any officer of the Partnership, and to invite any employee of an organisation within the Partnership to provide information by request at a meeting of the Group to support its work, as and when required, taking due cognisance of their employing organisation's policies and procedures in doing so.

The Group is authorised by the IJB to secure the attendance of individuals and authorities from outside the Partnership with relevant experience and expertise if it considers this necessary for the exercise of its functions, including whatever professional advice it requires.

The Group shall have the power to establish, in exceptional circumstances, sub-groups and / or task and finish groups for the purpose of addressing specific tasks or areas of responsibility.

No business shall be undertaken by the Group unless there are present the Chair and at least 6 members (from at least 3 different stakeholder/membership groups).

Terms of reference and membership will be reviewed on an annual basis.

6 Meeting Cycle

As decided from time to time by the Group, but a minimum of 4 times per year.

7 Administration

The agenda and papers will be distributed at least 5 working days before each meeting. A decision and action point record will be made and will be available to members within 10 working days of the meeting.

Calls for Agenda items will be circulated two weeks prior to the next meeting and/or agreed at the previous meeting. Items should be submitted to kathryn.sharp@dundeecity.gov.uk

Meetings will be held in a hybrid format.

8 Data Protection, Management of Information and Retention of Records

Dundee City Council (on behalf of Dundee IJB) is the data controller for all SPAG records.

SPAG records will be retained for a period of five years. Appropriate alternative retention periods will be applied to any records containing personal, or confidential information.

9 Resolution of Disputes

In relation to any substantive matter upon which a decision cannot be reached or agreed through consensus, the Chairperson will refer the matter to the IJB for final resolution.

Appendix A

Position	Nomination(s)
Chairperson	Head of Finance and Strategic Services, DHSCP
Users of healthcare services	TBC
Carers of users of healthcare services	Dundee IJB Carers Representative
Commercial providers of healthcare	TBC
Non-commercial providers of healthcare	Heads of Health and Community Care, DHSCP Primary Care Service Development, DHSCP Manager Deputy Chief Executive, NHS Tayside Assistant Director of Performance and Activity, NHS Tayside By rotation – DHSCP Associate Locality Managers
Health professionals	Lead Nurse, DHSCP AHP Lead, DHSCP Lead G.P., DHSCP Nurse Director Community / HSCPs, NHS Tayside Director of Public Health, NHS Tayside
Users of social care	TBC
Carers of users of social care	Nomination in place
Commercial providers of social care	Independent Sector Lead, Scottish Care
Non-commercial providers of social care	Heads of Health and Community Care, DHSCP By rotation – DHSCP Associate Locality Managers
Social care professional	Chief Social Work Officer, Dundee City Council
Non-commercial providers of social housing (Dundee City Council and Registered Social Landlords)	Principal Officer (Quality and Performance Monitoring), Neighbourhood Services, Dundee City Council
Third sector bodies carrying out activities related to health or social care	Chief Executive Officer, Transform Community Development Chief Executive Officer, Dundee Carers Centre DVVA to be invited to nominate
Locality representation	Community Health Inequalities Manager, Neighbourhood Services / DHSCP By rotation – DHSCP Associate Locality Managers
Children and Families Services Representative	Head of Children's and Community Justice Services,
Community Planning Partnership Representative	Community Planning Manager, Dundee City Council

In attendance:

The group will be supported by Officers from Finance and Strategic Services who will attend as required, by invitation from the Chair.

At the present time there is a standing invitation to:

- Lead Officer, Strategic Planning and Business Support
- Senior Officer, Strategic Planning
- Lead Officer, Quality, Data and Intelligence
- Service Manager, Strategic Services
- Partnership Finance Manager