



**REPORT TO:** HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – 15 APRIL 2026

**REPORT ON:** STRATEGIC PLANNING ADVISORY GROUP TERMS OF REFERENCE – ANNUAL REVIEW

**REPORT BY:** CHIEF OFFICER

**REPORT NO:** DIJB14-2026

**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).
- 2.2 Remits the Chief Officer to review the Strategic Risk Register with reference to the information contained within section 6 of this report.

**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 is currently known as the Strategic Planning Advisory Group. In April 2025 a substantive review of the groups terms of reference was undertaken, and subsequently approved by the IJB (Article VIII of the minute of the Dundee Integration Joint Board held on 16 April 2025 refers).

4.4 Section 5 of the approved Terms of Reference sets out that both they and the membership of the group will be reviewed on an annual basis. The members of the Strategic Planning Advisory Group have reviewed the terms of reference and identified a small number of proposed amendments, as attached in Appendix 1:

- At Section 3 (Membership) it is proposed that the IJB should expand the list of other persons to be appointed to the SPAG to include additional lived experience representation. This could include additional individual representatives as well as representation on behalf of community and / or lived experience groups. This reflects the recent agreement by the IJB to adopt a long-term approach to identifying, appointing and supporting service user and carer representatives that build on existing community engagement mechanisms and focus on succession planning (Article VI of the minute of the meeting of the Dundee Integration Joint Board held on 10 December 2025 refers).
- At Appendix A (Membership Nominations) various minor amendments have been made to update post titles that have changed over the last year. The nomination to the position of User of Social Care Service has now been filled by the IJB Service User Representative. There have been no other substantive changes in relation to membership nominations.

## 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

The content of this report relates to the following risk from the IJB Strategic Risk Register:

<b>Risk</b>	10 IJB Engagement - There is a risk of the work of the IJB being insufficiently supported and informed by communication and engagement with stakeholder
<b>Risk Level</b>	12
<b>Risk Appetite</b>	Within
<b>The report demonstrates:</b>	
	<b>An increase in risk level</b>
	<b>A reduction in risk level</b>
	<b>The effectiveness of current controls</b>
X	<b>The identification and implementation of additional controls</b> Proposed changes to the SPAG Terms of Reference will allow for greater direct representation of lived experience within the group membership. This is an additional preventive control mechanism.
	<b>The presence of a new / emerging risk</b>

## 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  
Chief Officer

DATE: 12 March 2026

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
- **Additional Lived Experience Representatives (including individuals and / or representatives on behalf of community and / or lived experience groups)**

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](mailto: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.

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## 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 <del>By rotation – DHSCP Associate Locality Managers</del>
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	<del>Dundee IJB Service User Representative</del>
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 <del>By rotation – DHSCP Associate Locality Managers</del>
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 <del>Depute CEO, DVVA</del>
Locality representation	Community Health Inequalities Manager, Neighbourhood Services / DHSCP <del>By rotation – DHSCP Associate Locality Managers</del>
Children and Families Services Representative	Head of Children's and Community Justice Services,
Community Planning Partnership Representative	Community Planning Manager, Dundee City Council
<del>Additional Lived Experience Representatives</del>	<del>TBC</del>

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

~~Service Managers (or equivalent) from operational services will be invited to attend where there are agenda items relevant to their area of responsibility.~~

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