



T: 0300 244 4000

E: scottish.ministers@gov.scot

Clare Haughey MSP
Convener
Health, Social Care and Sport Committee

Via email: hscs.committee@parliament.scot

29 May 2024

Dear Clare,

PUBLICATION OF REVISED PLANNING WITH PEOPLE, COMMUNITY ENGAGEMENT AND PARTICIPATION GUIDANCE FOR HEALTH AND SOCIAL CARE – (UPDATED 2024)

I am writing to inform the Committee that an updated draft of Planning with People, Community engagement and participation guidance will be published today at <https://www.gov.scot/isbn/9781836013273>. It is co-owned by the Scottish Government and COSLA in partnership with Healthcare Improvement Scotland and the Care Inspectorate.

The Scottish Government recognises that as NHS Boards and their planning partners recover from the Covid-19 pandemic, they are developing their strategic plans to renew local services, which will be informed by the need for reform. They must plan for and provide high quality, safe and sustainable services; and must take account prevailing and modelled challenges (e.g. rising demographic risks and financial constraints). There is also the potential for further nationally determined service change which will also require proportionate public engagement by individual Boards.

As such, Scottish Government Officials led an internal review of Planning with People (April 2023) which involved engagement with Healthcare Improvement Scotland, COSLA, NHS Boards and Integration Joint Boards to ensure that the guidance is clear on respective roles, responsibilities and processes, depending on the type of service change proposed or agreed. From the review, it was found that some updates to Planning with People (April 2023) would be required. A summary sample of updates / amends can be found in **Annex 1**.

Background:

Guidance was first published in March 2021 following a series of recommendations by the Ministerial Strategic Group for Health and Community Care in their final report published in February 2019, *Review of Progress with Integration of Health and Social Care*. This included the recommendation that revised statutory guidance be developed by the Scottish Government and COSLA on local community engagement and participation based on existing good practice, to apply across health and social care bodies.

The latest version of Planning with People was published in April 2023 and replaced previous guidance CEL 4 (2010). The guidance applied to all care services and promoted working with people as equal partners whilst embedding consistency, culture change and collaboration. The guidance was designed to complement and strengthen organisations' existing engagement strategies and provides a high-level framework for engagement, which supports local planning.

Planning with people, community engagement and participation guidance - Updated 2024 still encompasses all of the above and supports NHS Boards, Integration Joint Boards and Local Authorities to deliver their existing statutory duties for engagement and public involvement. However it now clearly sets out the process for identifying and following the service change paths, ensuring proportionate public engagement meaningfully informs planned local service change.

The updated guidance will be featured on the Scottish Government, COSLA and Health Improvement Scotland websites. A communication to announce its publication date will be sent to NHS Boards, Integration Authorities and relevant stakeholders to update them of the reviewed publication which is included at **Annex 2**.

I trust this information is helpful and will be positively received by the Committee.

Kind Regards

A handwritten signature in black ink, appearing to read 'Neil Gray', written in a cursive style.

NEIL GRAY MSP

ANNEX 1: Summary of main amendments to the updated draft of Planning with People

Below are a selection of changes included to reflect recommendations, feedback and views of NHS Boards and Integration Joint Boards;

- Healthcare Improvement Scotland has prepared flowcharts for NHS Boards and Integration Joint Board's which will be included in the updated version of Planning with People, to provide greater clarity on the relevant processes. The charts clearly set out the process for identifying and following the service change paths ensuring proportionate public engagement meaningfully informs planned local service change.
- Whilst the core elements of the major change process (i.e. the need for at least three months of public consultation and Ministerial approval) remains unchanged, Healthcare Improvement Scotland (HIS) has identified ways in which their role in the major service change process can be streamlined and is reflected within the revised draft.
- Officials have updated the relevant sections of the Planning with People guidance which adapts sections 5.2 to 5.4 to reflect the revised, more clear and concise explanation regarding major change that is used in the recent Framework document for NHS leaders; inserts references to the new HIS process flowchart; and includes a new section in 5.2 on nationally determined change. A number of other, minor updates and changes are included, among other things, to better reflect the role of Integration Joint Boards.
- Officials have also created a letter template which will be issued by the Scottish Government to notify local Boards and Healthcare Improvement Scotland of national decisions (also acting as a prompt of the need for them to discuss and agree proportionate local engagement activity).

ANNEX 2: Letter to NHS Boards, local authorities and Integration Joint Board Chief Officers on the publication of Planning with people community engagement and participation guidance – Updated 2024

From Neil Gray MSP, Cabinet Secretary for NHS Recovery, Health and Social Care and Cllr Paul Kelly, Spokesperson for Health and Social Care, COSLA

Dear Colleagues

Publication of *Planning with people, community engagement and participation guidance – Updated 2024 for health and social care.*

The Scottish Government and COSLA wish to provide you with a copy of the aforementioned document which will be published on 29 May 2024. This guidance is an update to the Planning with People Guidance published in April 2023. This updated guidance aims to support Boards, Local Authorities and Integration Joint Boards in carrying out their statutory duty to consult as part of any service change process. However, it aims to provide greater clarity on the process for identifying and following service change paths, ensuring proportionate public engagement meaningfully informs planned local service change.

This reviewed and updated edition of Planning with People, will be available on the Scottish Government website at; <https://www.gov.scot/isbn/9781836013273> and on the COSLA and Health Improvement Scotland websites in due course. This updated version of the guidance should be utilised for consultation and community engagement activity with immediate effect and replaces the previous edition published in April 2023.

The Scottish Government recognises that as NHS Boards, Integration Authorities and their planning partners recover from the Covid-19 pandemic, they are developing strategic plans to renew local services, which will be informed by the need for reform. There are requirements for NHS Boards and Integration Joint Boards to plan for and provide high quality, safe and sustainable services and they must take into account prevailing and modelled challenges. This will inevitably result in formal proposals for service change, There is also the potential for further nationally determined service change which will also require proportionate public engagement by relevant Boards.

May 2024

Addresses:

For action

NHS Board Chief Executives

Integration Joint Board Chief Officers

Local Authority Chief Executives

For information:

NHS Board Chairs

NHS Directors and Heads of Communication

Integration Joint Board Chairs and Vice Chairs

Healthcare Improvement Scotland Chair and Chief Executive

Care Inspectorate Chair and Chief Executive

Enquiries to:

Participation Team
Scottish Government
Room GER
St Andrew's House
EDINBURGH EH1 3DG

Email: pwp@gov.scot

COSLA
Verity House
EDINBURGH EH12 5BH
Tel: 0131 474 9341

Email: health@cosla.gov.uk

As such, Scottish Government Officials led an internal review of Planning with People (April 2023) which involved engagement with Healthcare Improvement Scotland, COSLA, NHS Boards and Integration Joint Boards to ensure that the guidance is clear on respective roles, responsibilities and processes, depending on the type of service change proposed or agreed. From the review, it was found that some updates to Planning with People (April 2023) would be required.

Planning with People still applies to all care services and promotes working with people as equal partners whilst embedding consistency, culture change and collaboration.

The latest updates to Planning with People are:

- Healthcare Improvement Scotland has prepared flowcharts for NHS Boards and Integration Joint Board's which will be included in the updated version of Planning with People, to provide greater clarity on the relevant processes. The charts clearly set out the process for identifying and following the service change paths ensuring proportionate public engagement meaningfully informs planned local service change.
- Whilst the core elements of the major change process (i.e. the need for at least three months of public consultation and Ministerial approval) remains unchanged, Healthcare Improvement Scotland (HIS) has identified ways in which their role in the major service change process can be streamlined.
- Officials have updated the relevant sections of the Planning with People guidance which adapts sections 5.2 to 5.4 to reflect the revised, more clear and concise explanation regarding major change that is used in the recent Framework document for NHS leaders; inserts references to the new HIS process flowchart; and includes a new section in 5.2 on nationally determined change. A number of other, minor updates and changes are included, among other things, to better reflect the role of Integration Joint Boards.
- Officials have also created a letter template which will be issued by the Scottish Government to notify local Boards and HIS of national decisions (also acting as a prompt of the need for them to discuss and agree proportionate local engagement activity).

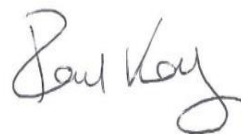
We would be grateful if you could share this updated guidance with community engagement leads within your organisations. If you would like to discuss any aspect of the guide, please contact:

The Scottish Government at; pwp@gov.scot
Or COSLA at health@cosla.gov.uk

Yours sincerely

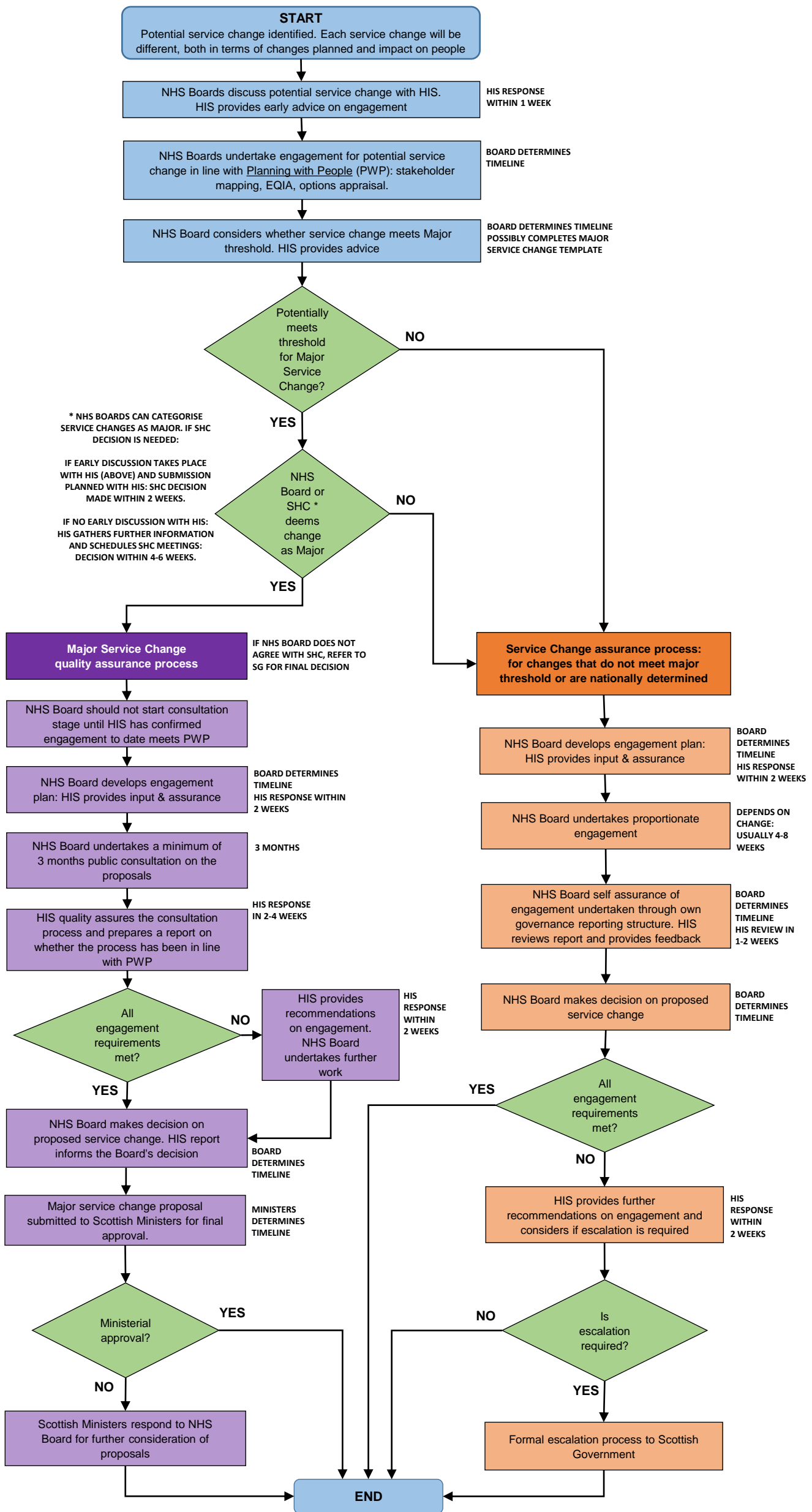


Neil Gray MSP
Cabinet Secretary for NHS Recovery,
Health and Social Care
Scottish Government



Councillor Paul Kelly
COSLA Spokesperson
Health and Social Care

SERVICE CHANGE: OVERVIEW OF ENGAGEMENT PROCESS FOR NHS BOARDS



SERVICE CHANGE: OVERVIEW OF ENGAGEMENT PROCESS FOR INTEGRATION JOINT BOARDS

