

# Midlothian Integration Joint Board



Meeting	Date	Time	Venue
Strategic Planning Group	Thursday 30 November 2023	14:00 – 16:00	Virtual Meeting held using MS Teams.

**Chair:** Gill Main (Integration Manager)

**Vice Chair:** Vacant

**Present (MIJB members):**

Keith Chapman	Pauline Winchester	Angus McCann
David King (Chief Finance Officer)	Morag Barrow (Director, Midlothian HSCP)	Claire Ross (Chief AHP, Midlothian HSCP)

**Present (SPG Members):**

Nick Clater (Head of Adult Services, Midlothian HSCP)	Fiona Kennedy (Service Manager, Midlothian HSCP)	Fiona Stratton (Chief Nurse, Midlothian HSCP)

**In attendance:**

Ellen Jo Fowler	Katherine Davidson	(Kevin Dickson, Strategic Programme Manager for Workforce, Midlothian HSCP))
Jake Murray (Project team Manager, Midlothian HSCP)	Kate Thornback (Equality & Human Rights Lead, Midlothian HSCP)	Emma-Jane Gunda (Assistant Strategic Programme Manager, Midlothian HSCP)

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<b>Apologies:</b>		
Grace Cowan	Rebecca Green	James Hill
Laura Hill	Laura Hutchison	Annette Laing
Chris King	Jim Sherval	Saty Kaur
Derek Oliver		

### 1. Welcome and introductions

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GM welcomed everyone to the meeting.

### 2. Order of Business

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The order of business was as set out in the agenda.

### 3. Minutes of Meeting and Action Log

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The Minutes of Meeting of the Strategic Planning Group held on 26 October 2023 were reviewed and approved.  
EJ shared the action log, reviewed, and updated the actions to date.

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### 4. Public Reports

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
<p><b>4.1 Chairs Update</b></p> <p>GM discussed the recent Third Sector Summit held on 21 November which provided a collaborative forum for people to come together. GM advised this session focused on Older People and the financial hardships that many are facing, there were also presentations from Midlothian Financial Inclusion Network and Women's Aid. GM thanked Emma-Jane Gunda and the rest of her team for co-ordinating and organising the event which was well received with over 30 in attendance.</p> <p>GM confirmed work is underway on the IJB Strategic Commissioning Plan 2025-40. The IJB Board Development Session in January will determine the initial proposal for consultation that will come back to this group.</p> <p>GM advised that Scottish Government team have invited the Planning Performance and Programme team to contribute to work to develop a new National Improvement Framework for Adult Social Care and Community Health.</p>			
<p><b>4.2 Finance and Performance Update – David King</b></p> <p>DK advised that Midlothian HSCP currently have a health overspend of £1.6m and a forecasted social care overspend of £5.5m. DK noted the difficulty in forecasting care packages when there are third parties involved.</p> <p>DK discussed the financial plans moving forward for 2024-25 and added that there is a £3m pressure within the NHS side and over £8m in social care.</p> <p>DK confirmed that operational colleagues are currently working on their financial recovery plans and the HSCP have set up 3 finance workshops to focus on how we manage overspend. DK to issue his slides to JK to circulate to the group.</p>	DK to provide slides for circulation	DK/JK	December 2023

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<p><b>4.3 PAGG update – Gill Main</b></p> <p>GM provided an update in Elouise Johnstone's absence. GM confirmed that the PAGG group met on 16 November to review Hosted Service Reporting and the relaunched HSCP Tableau Dashboard.</p> <p><b>Hosted Services Reporting</b></p> <p>GM advised that a new Performance Reporting template had been devised by the Business and Performance Team of the Depute Chief Executive's Office and tested in Q2. The template includes a dedicated section for Hosted Services.</p> <p>Dietetics has already been onboarded to OutNav, so this provided a useful opportunity to demonstrate the added value of the approach of using contribution analysis to describe outcomes and triangulate this with more traditional activity metrics.</p> <p><b>HSCP Tableau Dashboard</b></p> <p>GM reports the P3 team have contributed to a 6-month project using NHS analytical resource secured by the Depute Chief Exec's Office to improve an existing Tableau dashboard (which had originally built by colleagues in LIST).</p> <p>Based on the input from the HSCP Performance Leads across Lothian, a number of improvements were made including additional filters to show:</p> <ul style="list-style-type: none"> <li>• weekly / monthly / quarterly data</li> <li>• SIMD</li> <li>• Protected characteristics (starting with ethnicity) with a caveat regarding current data quality issues</li> </ul> <p>This increase in functionality means we can now better understand the profile of need and will support us in our work to better understand and ultimately reduce, health inequalities.</p> <p>MB commented that the Midlothian HSCP Community Respiratory Team along with the Performance team recently won a Scottish Healthcare Aware around their care and the development of the data dashboard.</p>			

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<p><b>4.4. Workforce Governance Group update – Kevin Dickson</b></p> <p>KD advised that the Integrated Workforce Governance Board met at the end of November and agreed the 3-year workforce plan revised actions. The group also discussed a draft benchmarking exercise.</p> <p>KD confirmed that both the planning and engagement sub-groups also met this month. KD advised that the sub-group for Workforce Planning were able to complete the year one review of the 3-year Integrated Workforce Plan. Both Subgroups will now review these actions and create an action plan for 2024/25.</p>			
<p><b>5. Reports</b></p>			
<p><b>5.1 Topic in Focus</b></p> <p><b>NHSL Pharmaceutical Care Services Plan</b>  <b>Paper presented by Katherine Davidson, Public Health Consultant</b></p> <p>KD introduced herself as Consultant in Pharmaceutical Public Health, working alongside Chris Miller and Ellen Jo Fowler (Lead Pharmacists for Primary Care), KD advised that all Boards are required to have a community pharmacy plan and identify any unmet need for community pharmacy provision including how this will be addressed.</p> <p>EJF provided an overview of the presentation which showed a 23% increase in dispensing over the last 10 years. EJF also confirmed that the figures for Pharmacy First have not been updated on the slides since July 2023 which show 147 for Midlothian.</p> <p>KC commented that there continued to be variation in use of pharmacies and asked if it is a demand issue. KC also expressed concern over the vast rates in smoking and deprivation and asked if pharmacies had engaged with the community. EJF confirmed that deprivation does contribute to this but was unsure if people are going</p>			

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<p>to pharmacies as they are not aware of support services there. KD also recognised that a common theme across all areas is awareness and availability of Pharmacy First and services, and the importance of getting the correct message across all communities.</p> <p>AMc queried the Acute Medicine Service (AMS) and digital extended opening hours and asked if it was a longstanding issue in Midlothian. KD confirmed the standard contracted hours are 9.00am to 6.00pm Monday to Friday and 9.00am to 1.00pm on a Saturday. EJJ confirmed the AMS is being able to pick up prescriptions at pick up point instead of the point of dispensing and this ensures a more accurate and prompt payment of prescriptions. EJJ stated that we had a pharmacy with extended hours within a shopping centre which recently closed. AMc commented he believed we needed to push for extended opening hours.</p> <p>AMc also queried zero prescribing, noted the difference between East Lothian and other areas, and asked how we increase this. KD confirmed different Health and Social Care partnerships are offered different incentives and support in terms of working with GPs and pharmacies. KD said she could work with SW and prescribing colleagues to work on this.</p> <p>FS asked what data we hold for evidence of Midlothian residents using pharmacies elsewhere and said how it raises an inequalities issue for people who cannot access a local pharmacy if they do not have a car, especially access for palliative care patients. EJJ confirmed she is working with LUX and out of hours mapping Lothian. EJJ did not have the data to hand but confirmed that we do have Rowlands pharmacy in Penicuik.</p> <p>MB advised that we have 18 pharmacies in Midlothian and asked how we compare per head in terms of the population of Midlothian compared to other areas in Lothian. KD confirmed there is 1 pharmacy per 5,000 of the population across NHS Lothian. MB said that Midlothian have had some challenges with pharmacies choosing to close at lunchtime and asked if there was any move towards a national contract. KD confirmed there is a national contract set by Scottish Government and she is not</p>			

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<p>aware of any imminent changes to the contract. EJF advised there were a lot of closures last summer and a lot of pressure on pharmacies however things have begun to settle. MB raised concern over this happening again due to a growing population. GM confirmed there is a predicted 30.49% increase in population expected in Midlothian. EJF said she will discuss this with her lead.</p> <p>GM thanked KD and EJF for joining the meeting and sharing work to date. GM then asked if there was an ask of SPG to support tis work. KD said the discussion had been helpful land would come back if a further specific ask arose.</p>			
<p><b>5.2 Items for Decision</b></p> <p><b>HIS Quality Framework for Community Engagement Self-Evaluation &amp; Action Planning</b>  <b>Presentation by Kate Thornback, Equality &amp; Human Rights Lead</b></p> <p>KT discussed the recent session to discuss how to undertake the completion of a self-evaluation using the HIS Quality Framework for Community Engagement on 23 November with 14 people in attendance. KT advised that this covered the 5-step self-evaluation process and the next steps. KT confirmed she will be sending out a survey on 4 December with responses due by 19 January. KT will collate the responses and look at the themes and then the second and third sessions will be held in February.</p>	<p>KT to issue Survey to all stakeholders</p> <p>GM asked KT to bring a paper back to the next meeting with a formal timeline docking the actions to date and a verbal presentation of early impression of the themes from the survey.</p>	<p>KT</p> <p>KT</p>	<p>19/12/2023</p> <p>Paper due Monday 15<sup>th</sup> January</p>

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<p><b>5.3 Items for Decision</b></p> <p><b>MIJB Commission: Scoping Exercise in relation to Local Employability and other Fair Work for Pay Options</b>  <b>Paper presented by Kevin Dickson, Strategic Programme Manager for Workforce</b></p> <p>KD provided an overview of the paper and asked the group to note the recommendations within the paper. AMc commented that it is a broad scope and asked if this should be narrower. MB said it is a challenge however a scoping exercise overseen by the Engagement subgroup in the first instance is her preference as Workforce Board Chair. FK added that it is a considered approach, a wide scoping exercise due to the size and understanding of the work streams.</p> <p>GM confirmed the outcome of this scoping exercise should come back to the meeting of the SPG on 23 May for discussion, review prior to the IJB Board meeting in June and a decision on future action.</p>	<p>The Workforce Governance Subgroup for Engagement will oversee a scoping exercise that suggests options for consideration by SPG</p>	<p>FK</p>	<p>May 2024</p>
<p><b>5.4 Items for Discussion</b></p> <p><b>Introduction to Review of SPG Terms of Reference</b>  <b>Verbal Presentation by Gill Main, Integration Manager</b></p> <p>GM noted the requirement to delay action relating to this item due the impact of actions relating to the IJB development plan which is still to be approved by the Board. In the interim, GM asked the group to review the old Terms of Reference for from 2020. It was noted that key members were not in attendance there is no mention in the TOR about quorum.</p>	<p>GM and DK to review the ToR following the February Board and bring back to the 25<sup>th</sup> April SPG</p>	<p>GM/DK</p>	<p>April 2024</p>



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### 6. Any other business

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<b>Additional Special SPG meeting</b> GM advised there will be an additional Special meeting of SPG on 5 March 2024 Place Assessment Strategic Commissioning Plan. This will only require a subset of SPG and by invitation. This session will review the IJB strategic Commissioning Plan 2025-2040 proposals through an assessment of place. GM asked members the group if they would be interested in attending to place advise Jac Kinnaird or Emma-Jane Gunda.	Group to indicate interest in attendance to JK/EG	EG	20/01/2024

### 7. Date of next meeting

The next meeting of the Strategic Planning Group will be held on 25 January 2024 at 2.00pm. Please note this meeting is currently planned to be a virtual meeting using MS Teams.

**Actions: All Members please note and progress the actions detailed in this document**