

Midlothian Integration Joint Board



Meeting	Date	Time	Venue
Strategic Planning Group	Thursday, 23 May 2024	14:00pm	Committee Room, Midlothian House and Virtual via MS Teams

Chair: Gill Main (Integration Manager)

Vice Chair: Vacant

Present (MIJB members):

Morag Barrow (Chief Officer)	Keith Chapman (Lived Experience Member)	David King (Interim Chief Financial Officer)
Fiona Stratton (Chief Nurse)	Claire Ross (Chief AHP)	Magda Clark (Third Sector Member)

Present (SPG Members):

Gill Main (Integration Manager) (Chair)	Elouise Johnstone (Programme Manager)	Jim Sherval (Consultant in Public Health)
Annette Lang (Group Service Manager)	Rebecca Miller (Strategic Development)	

In Attendance:

Emma-Jane Gunda (Assistant Strategic Programme Manager)	Susan Rose (Voluntary Services Manager)	Rosemary McLaughlin (Chief Executive, VOCAL)
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Strategic Planning Group

Thursday, 23 May 2024

Apologies:		
Angus McCann	Nick Clater (Head of Adult Services)	Grace Cowan (Head of Primary Care and Older Peoples Services)
Fiona Kennedy (Group Service Manager)	Laura Hill (VOCAL)	Rebecca Hilton (Programme Manager)
Kate Thornback (Equality and Human Rights Lead)	Jake Murray (Project Team Manager)	

1. Welcome and introductions

The Chair welcomed everyone to the meeting of the Midlothian Integration Joint Board (MIJB) – Strategic Planning Group (SPG).

Apologies were noted.

2. Order of Business

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

3. Minutes of Meeting

3.1 The Minute of the Strategic Planning Group meeting held on 25 January 2024 was submitted and approved as a correct record.

3.2 Action Log.

Emma-Jane Gunda, Assistant Strategic Programme Manager, shared and spoke to the Action Log.

Elouise Johnstone, Performance Manager, in relation to action 11, explained that the HSCP performance leads as a group had been focusing on improve consistent approach to service reporting so the protected characteristic data had been deprioritised. Elouise Johnstone explained that locally, in terms of Midlothian HSCP, the importance of data quality and consistency has been continually highlighted. The Chair asked that an action is put in to review this position again at the September SPG.

Strategic Planning Group

Thursday, 23 May 2024

Emma-Jane Gunda noted that there are a couple of actions about TORs and the draft Directions. The Chair explained that the TORs have been reviewed and will be considered by Audit and Risk before going to the Board for approval. The Chair also noted the due to significant financial uncertainty, Directions have been delayed, now going to the Board in June.

3.3 Risk Register.

The Chair, noting that there are no risks currently on the risk register although expected this to change as the year progresses. The Chair noted this needs to be raised as a standing item going at each meeting.

4. Updates

	Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
4.1	<p>Chairs Update (verbal) - Gill Main, Integration Manager</p> <p>The Chair provided a verbal update, explaining that the last SPG was in April and that a workshop session had been undertaken on the Strategic Commissioning Plan. The Chair noted that the feedback fell into one of three categories: changes that could be made straight away, changes that should be taken to the Board for permission and items for service discussion. Work is ongoing to redraft the Strategic Commissioning Plan ahead of the August board. The Chair also noted that the SPG terms of reference have been reviewed and would go to Audit and Risk Committee for discussion.</p> <p>The Chair further noted that Andrew Fleming (NHS Non-Executive Director, and Midlothian IJB Voting Member) has been appointed as Chair of this SPG and will be taking up this position from August 2024</p>			
4.2	<p>Finance Update (verbal) – David King, Interim Chief Financial Officer</p> <p>David King, Interim Chief Financial Officer provided a verbal update stating that the Midlothian IJB is facing considerable financial challenges. David King advised that the out-turn position for 2023/24 shows an overspend which is worse than that anticipated, noting that there will be analysis and discussion around this which would be brought back to the</p>			

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>next IJB meeting. It was noted that all the reserves had to be used to break even for 2023/24, meaning that nothing can be carried forward into 2024/25.</p> <p>David King advised that as the closing financial position or the underlying pressures in the system, largely in social care, are worse than anticipated, this would need to be built into 2024/25 plans. It was explained that the management teams are working through what recovery actions can be put in place, including the approval, timescales, impact, and monitoring aspects of these.</p> <p>David King advised that, due to the increased pressure in the system, there would be more discussions around finance than normal, noting that this needs to be considered when thoughts and ideas are put together. It was further advised that the IJBs partners are also under significant pressures, noting that the decisions they may take might also have an impact on the IJB and this would need to be considered.</p>			
<p>4.3 PAGG Update (verbal) – Elouise Johnstone, Programme Manager</p> <p>Elouise Johnstone, Programme Manager, provided a verbal update on the Performance and Assurance Governance Group (PAGG) noting that the group had not met since the last SPG took place. It was noted that meeting dates were working to align the dates with SPGs and IJBs.</p> <p>Elouise Johnstone explained that the group would be meeting in the next week, and would be looking at Joint Strategic Leadership Assessment, performance assurance scrutiny and potentially some of the supplementary local data that could be used within the performance report. Elouise Johnstone advised that the group would then meet again in July to hopefully have a first look at the national indicator data, with more focus on this in the August meeting.</p>			
<p>4.4 HSCP Integrated Workforce Governance Board (verbal) – Morag Barrow, Joint Director Health and Social Care</p>			

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>Morag Barrow, Joint Director Health and Social Care, provided a verbal update, noting that that a lot of the focus for the group moving forward is around health and social care staffing, legislation and NHS AFC reform.</p> <p>Additionally, Morag Barrow advised that an adult and support protection inspection had been undertaken and a very positive report had been received in relation to this, which would be published shortly. Morag Barrow further noted that NHS Lothian have had an internal audit in terms of how they manage and support IJB Directions process. It was explained that the process requires to be refreshed and a paper went to the Performance and Scrutiny Board within NHS Lothian which suggested a new process. There will be asks for updates from each of the partnerships, in terms of how they are operationally delivering on strategic aims of the IJB Strategic Plan. Morag Barrow advised that this was a good step forward in terms of embedding that process into NHS Lothian and solidifies the importance of integration.</p>			

5. Updates

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>Topics in Focus</p>			
<p>5.1 MIJB Commission: Scoping Exercise in Relation to Local Employability and other Fair Work for Pay Options – Rebecca Hilton, Population Health Strategic Programme Manager</p> <p>Jim Sherval, Public Health Consultant, presented the report in the absence of Rebecca Hilton, Population Health Strategic Programme Manager. The report sets out to consider and recommend for action pieces of work resulting from the scoping exercise carried out with the</p>	<p>1. Working group to consider what the IJB can best support in its role as a strategic commissioning body, and what is</p>	<p>Jim Sherval</p>	

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>Workforce Engagement Subgroup. This scoping exercise was commissioned by the Midlothian's Strategic Planning Group's to establish the current landscape in relation to employability and employment support for local people entering Health and Social Care employment within Midlothian Health and Social Care Partnership (HSCP).</p> <p>The principle aim of this piece of work is to help:</p> <ul style="list-style-type: none"> • match Labour Market Supply and Demand, • provide Meaningful Work and Career Success, and • support Local Employment, <p>as part of Midlothian HSCP's Anchors Programme.</p> <p>Members were asked to:</p> <ul style="list-style-type: none"> • Consider the result of the scoping exercise, alongside the recommendations of this report. • Offer comment to provide strategic view and guidance on the recommendations of the SBAR (appendix 1 of the report) <p>The Chair thanked Jim Sherval for the report and noted that the SBAR states that the "IJB committed to taking forward work to support employability as part of the Anchor programme", advising that they do not believe the IJB did commit to this. The Chair advised that the IJB commissioned a scoping exercise to identify ways in which it could support the ambitions of fair work in Midlothian. The Chair thanked Jim Sherval for noting that the IJB does not employ the workforce and added that this was an important consideration as the SPG can only recommend to the IJB actions that are within its gift deliver. The Chair did note that the workforce of the partners is the IJB and HSCP greatest asset but that the HSCP itself is also not an employer. The HSCP manage the staff operationally but do not employ them directly.</p>	<p>an operational ask of the HSCP</p> <p>2. Universal recommendations 1-3: Working Group to consider should consider the actions required, the priority of each, and identify capacity from existing resource for any options being considered for discussion and agreement at the workforce Governance Board</p> <p>3. Universal recommendations 4. Working group to consider what a comms plan would look like to be brought back to next SPG in relation to External communication promoting work/gaining</p>	<p>Jim Sherval</p> <p>Jim Sherval</p>	

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>Annette Lang, Group Service Manager, explained that the local employability partnership was very supportive and already working with elements of health and social care and the IJB to take forward a number of these actions. Annette Lang raised a financial risk, explaining that most of the recommendations are externally funded, either through Skills Development Scotland's foundational apprenticeships and modern apprenticeships funding or No One Left Behind (NOLB) funding from the Scottish Government. In terms of modern apprenticeships funding Annette Lang advised that this had been reduced and that only 50% of the ask had been received. It was further noted that only a 3-month allocation for NOLB funding had been received until the Scottish Government's budget is finalised, with it being advised that more should hopefully be known in June. However, Annette Lang explained that there cannot be a formal commitment around work placements until more than the NOLB 3-month funding allocation is received. Annette Lang advised that this is a risk and should be added to the risk section if going forward.</p> <p>Following discussion around the report and its recommendations, including comments shared upon the financial and workforce challenges being faced, the Chair noted that two things were important to consider in terms of the recommendations:</p> <ol style="list-style-type: none"> 1. To identify the recommendations that are a strategic ambition or action the IJB can take (i.e. information and comms, or concepts, rather than programmes, projects). This should return to SPG 2. Consider which of the objectives are the greatest priority, how they will be operationalised, and seek approval from the Workforce Governance Board to action. <p>Annette Lang stated that many of the recommendations are already being progressed by other means, whilst others are not. Annette Lang noting that it would be useful to have a traffic light system to showcase this. The Chair stated that this could come back to the SPG, other than recommendations that are operational which should be taken to the Workforce Governance Group.</p>	<p>experience in Health and Social Care</p> <ol style="list-style-type: none"> 4. Targeted recommendations 1-6: Working Group to consider should consider the actions required, the priority of each, and identify capacity from existing resource for any options being considered for discussion and agreement at the workforce Governance Board 5. Working group to liaise with Midlothian Council around Internal recommendation 1 6. Item added to agenda for 27/06/24 for verbal feedback on 	<p>Jim Sherval</p> <p>Jim Sherval</p> <p>Jim Sherval</p>	

Strategic Planning Group

Thursday, 23 May 2024

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<p>Universal</p> <ol style="list-style-type: none"> 1. Co-ordination of HSCP employability work 2. HSCP representation on the Local Employability Partnership <p>Claire Ross queried who could lead on this work. The Chair asked Annette Lang whether there should perhaps be some representation on some forum related to their work. Fiona Stratton, Chief Nurse, advised that there was already a Short Life Working Group. Annette Lang advised that the LEP meets every month and that it would be possible to give 20 to 30 minutes for HSCP issues, further advising that Susan Rose attends regularly. Annette Lang explained that it has been difficult to get the right people involved in the forum. Susan Rose agreed that there does need to a bit more involvement with the group and that the right person needs to be found.</p> <p>Morag Barrow queried whether the working group could look at this in more detail consider where the gaps are and what infrastructure is needed. Morag Barrow noted that any initiative that required resource must be carefully considered, and all asks for action must be accompanied by a proposed plan for delivery including named leads and identified staffing capacity. The Chair stated that the operational recommendations should be directed to the Workforce Governance Group.</p> <ol style="list-style-type: none"> 3. Recruitment paperwork <p>The Chair stated that this is beyond the scope of the IJB to influence, so it was not for SPG discussion, noting that what was agreed for recommendations 1 and 2 applied here too.</p> <p>It was agreed that for recommendations 1-3 that the working group should consider the actions required, the priority of each, and identify capacity from existing resource for any options being considered for discussion and agreement at the workforce Governance Board.</p>	<p>progress to date/paper with options for SPG to review</p>		

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>4. External communication promoting work/gaining experience in Health and Social Care</p> <p>After a short discussion it was noted that the Board could support around communications and awareness, such as through the website. It was agreed that what a comms plan might look like, including who and how the comms would be pulled in from partners to be able to best support this using the HSPC resource available.</p> <p>Targeted</p> <p>1. Job advert circulation to the Local Employability Partnership and NHS Lothian Voluntary Services</p> <p>Following discussion on this item it was noted that this recommendation was an HSCP operational decision. It was agreed that this could go to the Workforce Governance Group</p> <p>2. The Promise Guarantee (care experienced people)</p> <p>It was noted that this recommendation was an HSCP operational decision. It was agreed that this could go to the Workforce Governance Group</p> <p>3. Pathways into employment from health and social care volunteering opportunities</p> <p>Susan Rose noted that there are opportunities for volunteers to apply for internal NHS roles but not Council roles, and queried whether approval could be given for this. It was noted that this could be picked up with Lorna Gilbert in Midlothian Council, who attends the Workforce Governance Group and so it was agreed this would be the most appropriate forum to raise this point.</p>			

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>4. Uptake of and employment opportunities from Foundation Apprenticeship</p> <p>5. Paid Work Experience</p> <p>6. HSCP patient/service user priority groups</p> <p>Agreed recommendations 4, 5 and 6 would go to the Workforce Governance Group.</p> <p>Internal</p> <p>1. Internal comms promoting the HSCP’s commitment to Employability as a preventative investment in the health and wellbeing of residents.</p> <p>It was noted that the IJB does fund Midlothian Council for comms support and that they could support on this. It was agreed the working group would liaise with Midlothian Council on this.</p> <p>2. Communicate the outcome of this scoping exercise with key stakeholder forums</p> <p>It was agreed that as many of the actions are operational, this should go to the Workforce Governance Group and then back to SMT.</p> <p>The Chair stated that the ask of the Short Life Working Group was that, for June SPG, they consider which objectives are a strategic matter that SPG can support with, such as the communications work. The Chair noted that the SPG would then consider what should be recommended to the IJB. It was noted that if timescales were prohibitive, this could be delayed to the August/September SPG and October Board. Jim Sherval asked that this be picked up following the meeting.</p>			

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>Items for Decision</p>			
<p>5.2 Annual Performance Report Draft Review – Elouise Johnstone, Performance Manager</p> <p>Elouise Johnstone, Performance Manager, presented the report. The report presents an early outline draft of the 2023-24 Midlothian Integration Joint Board (IJB) Annual Performance Report (APR) and provide an overview of the proposed format and content.</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Consider the outline draft of the Midlothian IJB APR and provide feedback on areas for review or additional inclusion. • Note that Public Health Scotland (PHS) will publish the full validated data on 4th July 2024 which will result in a delay to our ability to present the qualitative and quantitative data for oversight until the 27th June 2024 and 26th September 2024 respectively. • Note that the late release of Public Health Scotland (PHS) validated data on 2nd July 2024 will result in Midlothian IJB being unable to approve this report for publication until 17th October. This will not meet the current Scottish Government deadline for publication of 31st July 2024. <p>There was an ask raised for ‘impact stories’ to be shared with Elouise Johnstone, for inclusion in the APR.</p> <p>Morag Barrow explained that the Scottish Government had been written to in terms of issues around meeting the publication date.</p>	<p>Professional and Operational Leads to liaise with services and share ‘impact stories’ with Elouise Johnstone, for inclusion in the APR.</p>	<p>HSCP Professional and Operational Leads</p>	
<p>5.3 Statutory Public Consultation Strategic Commissioning Plan: Proposed Programme of Activity – Jake Murray, Project Team Manager</p>	<p>Proposed plan for public engagement activity to be</p>	<p>Gill Main</p>	

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>The Chair presented the report in the absence of Jake Murray, Project Team Manager. The report sets out the proposed programme of activities as part of the statutory public consultation of the Midlothian Integration Joint Board (IJB) Strategic Commissioning Plan (SCP) 2025-2040.</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Review the proposed programme of activity for the statutory public consultation on the Midlothian IJB Strategic Commissioning Plan 2025-40. • Provide feedback, edits, and amendments prior to this plan being presented to Midlothian Integrated Joint Board. • Subject to any amendments, agree to this plan being presented to Midlothian Integrated Joint Board on 21st June 2024. <p>The Chair explained that the hope is that this is approved by the Board in August, noting that the proposed set of activity would run following the Board. This will inform any required changes to the plan for due for publication in April 2025. The Chair highlighted that the Board had recently requested to her further feedback from staff . As such, the Chair proposed one change, namely that the second virtual town hall for feedback reallocated as a Virtual Town Hall for the Board to engage with members of staff.</p> <p>Morag Barrow stated that it is important to position everything around realistic care, recognising that this is threaded through the draft plan, but noted that it might be a wasted opportunity not to use this engagement opportunity with the wider public and staff to continue to message what is being planned, has to be is realistic. The Chair noted this message would need to come from the Chief Officer, executive team or the Board rather than the project</p>	<p>recommended to the IJB, with one amendment to facilitate IJB engagement with the workforce</p>		

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>team. Morag Barrow recognised that this is a board responsibility and agreed it would be helpful for the management team to have board members there.</p> <p>There was a discussion around using the surveys as an opportunity to pick asks out from the previous plan and explain the key work that has been undertaken or delivered in relation to those asks. It was noted that professional leads and heads of services could be asked what they think the most successful pieces of work are, and this could be included. The Chair noted some concerns in relation to this potentially creating a level of bias and confusion about what was being asked of people feeding back on the draft plan. It was agreed that this would be further discussed outside the meeting.</p> <p>The membership agreed that the plan should be recommended to the IJB, with the agreement that that one of the virtual halls would be used to allow the IJB to engage with staff.</p>			
<p>Items for Discussion</p>			
<p>5.4 Community Engagement Self-Evaluation Update – Kate Thornback, Equality and Human Rights Lead</p> <p>Elouise Johnstone, Performance Manager, presented the report in the absence of Kate Thornback, Equality and Human Rights Lead. The report:</p> <ul style="list-style-type: none"> • Offers an update on the progress of the Healthcare Improvement Scotland Quality Framework for Community Engagement 5 step self-evaluation process at Midlothian Health and Social Care. • Offers an overview of the themes that will be included in the improvement plan for comment of the SPG membership. 	<p>Feedback to Equalities Lead</p> <ul style="list-style-type: none"> • Ensure all recommendations are proportionate and cognisant of current resource and capacity challenges • Ensure co-design is referred to as the purpose as opposed 	<p>Elouise Johnstone</p>	

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<ul style="list-style-type: none"> • Informs members about the suggested approach to expanding the range and focus of the self-evaluation work to service level. <p>Members are asked to:</p> <ul style="list-style-type: none"> • Identify and risks or issues that may impact on the proposed timeline for completion. Discuss, provide feedback, and raise any questions on the self-evaluation process to date. • Offer feedback on the proposed themes of the improvement plan. • Identify any risks or issues that may impact on the proposed timeline for completing the self-assessment. <p>Morag Barrow highlighted that it is important to keep a realistic position in relation to this, noting the financial and resource issues being faced. As such, it was noted that it is important to consider what the key, best value but least onerous things are. The Chair advised that the consultation is a statutory requirement and that a co-design approach should be worked towards. Claire Ross stated that they would like to see co-design referred to as the purpose as opposed to reference to the model.</p>	<p>to only a reference to the model</p>		
<p>5.5 Strategic Commissioning Plan – Gill Main, Integration Manager</p> <p>The Chair shared and spoke to a presentation which shared an update on the Strategic Commissioning Plan development session with the IJB. The Chair briefly shared an update on the SPG in April, which fed into the IJB Development session in May.</p> <p>The Chair also explained that the feedback from the group on ‘Scary Topics’ that folks were keen to address fell into three categories: finance, change management and performance, and reporting. The Chair also noted the Place and Wellbeing assessment had also been discussed, with the various recommendations that had been proposed being worked through, with the IJB agreeing to some of them. The Chair talked through the</p>			

Strategic Planning Group

Thursday, 23 May 2024

Report Title/Summary	Decision	Action Owner	Date to be Completed/ Comments
<p>recommendations that the IJB adopted. The Chair advised that the IJB had decided not to share the report from the Place and Wellbeing assessment more widely or give consent for this to be published, as they are concerned it might create mixed messages about what the Board's role, scope, and purpose is, as a number of recommendations proposed were not within the gift of the IJB to adopt.</p>			

6. AOCB

None received.

7. Date of next meeting

The next meeting of the Midlothian Integration Joint Board – Strategic Planning Group will be held on Thursday, 27 June 2024 at 14:00pm.

(Action: All Members to Note)

The meeting terminated at 15:51pm.