

Midlothian Integration Joint Board



Meeting	Date	Time	Venue
Strategic Planning Group	Thursday 27 April 2023	14.00	Virtual Meeting held using MS Teams.

Chair: Gill Main (Integration Manager)

Vice Chair: Vacant

Present (MIJB members):

Keith Chapman	Angus McCann	

Present (HSCP):

Nick Clater (Head of Adult Services)	Fiona Kennedy (Group Service Manager)	Chris King (Finance)
Elouise Johnstone (Programme Manager, Performance)	Kevin Dickson (Programme Manager)	Wanda Fairgrieve (Lead Partnership Representative)
Emma-Jane Gunda (Assistant Strategic Programme Manager)		

In attendance:

Laura Hill	Saty Kaur	Colin Cassidy
------------	-----------	---------------

Strategic Planning Group

Thursday 27 April 2023

Lesley Crozier	Graeme McGuire	Rachael Honeyman
Jim Sherval		

Apologies:

Claire Flanagan	Fiona Stratton	Morag Barrow
James Hill	Laura Hutchison	Miriam Leighton
Rebecca Green	Lynne Douglas	Pat Wynne
Annette Laing	Joan Tranent	

1. Welcome and introductions

Gill Main (Chair) welcomed everyone to the meeting.

2. Order of Business

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

3. Minutes of Meeting

The Minutes of Meeting of the Strategic Planning Group held on 23 February 2023 were reviewed and approved.

4. Public Reports

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
4.1 Chairs Update GM reported the Board approved and Issued Directions for 2023-24s. GM also noted that Directions were available on			

Strategic Planning Group

Thursday 27 April 2023

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
<p>the Midlothian Health and Social Care webpage and thanked Nick McDowell and Caroline Shilton for their work on this. GM acknowledged continuing service pressures and recognised the good quality planning work underway in spite of ongoing capacity challenges.</p> <p>GM advised that the first iteration of the Group Service Specification, Service/Programme Plans, and Team Plans have been submitted for 2023-24 and SMT are reviewing these.</p>			
<p>4.2 Finance and Performance Update – Chris King</p> <p>CK confirmed the HSCP position for the year end is now closed. The Council's position due to close next week. CK is waiting for the IJB to close and described the extremely tight position resulting in a 15k underspend for Health. CK reported the 3 key areas of pressure are Midlothian Community Hospital, Nursing, and GP prescribing.</p>			
<p>4.3 PAGG update – Elouise Johnstone</p> <p>EJ reported that the last meeting of the Performance and Assurance Group took place on 9th March where they reviewed the IJB performance framework. EJ advised that, following the IJB on 27th April, the PAGG has been commissioned to review and suggest local improvement goals for the IJB in 2023-24. The next meeting is on the 4th of May.</p>			

Strategic Planning Group

Thursday 27 April 2023

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
4.4. Workforce Governance Group update – Gill Main GM advised the first Board of the ongoing work to prepare for the Midlothian HSCP Workforce Governance Board scheduled for the 5 th of September 2023. This includes a series of discovery sessions to shape the two subgroups that will progress the work of the Board. The two subgroups are proposed to be Workforce Planning, chaired by GM and Workforce Engagement, chaired by FK.			
5. Reports			
5.1 Topic in Focus Set-Aside Financial Update: Q3 Position – Graeme McGuire GMcG provided an overview of a prepared slide-deck describing the Q3 position and then took questions and supported discussion. EJ questioned the agency spend and whether this was due to buying more agency hours or if the costs have increased. GMcG confirmed the answer is a combination of both and stated sickness levels have risen to 6-7%. GMcG stated the patient safety is at the centre of decision making. Angus McCann asked Graeme for his view on the 3% target savings in cancer drugs. GMcG said it is a frustrating process and is looking at skill mixing within vacancies.			

Strategic Planning Group

Thursday 27 April 2023

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
<p>GM reminded the group of the discussion during GMcG last presentation to SPG regarding the potential to explore the Midlothian usage of set aside and the power of the 2023-24 Directions 5.1 and 9.1 in this regard.</p> <p>GM also asked GMcG what his ask would be of the group and GMcG confirmed a better connection between primary and secondary care.</p>	<p>GM suggested taking a focused strategic and collaborative approach to Directions 5.1 and 9.1</p> <p>Action: The group agreed it would be helpful for a session with Midlothian and NHSL Finance, Planning, and Performance to consider Direction 5.1 and 9.1</p> <p>GM also suggested working with Midlothian and NHSL finance, Planning and Performance as part of the planning in relation to Midlothian IJB Strategic Commissioning Plan 2025-28. The group agreed</p> <p>Action: GM to liaise with</p>	<p>GM</p> <p>GM</p>	<p>September 2023</p> <p>October 2023</p>
<p>5.2 Items for Decision</p> <p>Integrated Impact Assessment Process – Kevin Dickson</p> <p>KD summarised the legislative duty if the IJB to give consideration to the quality impact for all Strategies, policies, plans, provision and activities of the Board, including that of the HSCP in delivering the ambitions of the</p>			

Strategic Planning Group

Thursday 27 April 2023

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
<p>Midlothian IJB Strategic Commissioning Plan 2022-25.</p> <p>SG and the EHRC required Midlothian IJB to create and implement a process to screen, identify, complete and monitor the impact of IIAs by the end of March 2023. The first draft of a process to screen, identify, complete and monitor the impact of IIAs came to the meeting of the SPG in February 2023 and the recommended changes have been adopted.</p> <p>KD asked the group to recommend this process for approval to the June Board</p> <p>EJ commented this process will greatly improve the performance reporting in this area.</p> <p>KD also noted the oversight implications for SPG in regards to the reviewing the HSCP mechanism to also record and report to the Board using a similar process. GM reiterated that the Equality Duty and requirement for the IJB to give due consideration to equality issues could not be delegated and that this meant the HSPC is required to report to the IJB on how it is considering equality issues as it delivers on the ambition of the Strategic Commissioning Plan. LC confirmed this was the correct interpretation of the Public Sector Equality Duty.</p> <p>Noting this, GM noted this would now suggest a similar process was adopted for SPG and a request for SMT to report to SPG on the HSCP consideration to equality issues</p>	<p>The group agreed to recommend this process for approval to the June Board.</p> <p>The group agreed for a similar process to be implanted for SPG. Action: The Planning team will implement and oversee this process</p> <p>Action: The group agreed a paper should now go to SMT regarding the requirement to adopt a similar process and report</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>22nd June 2023</p> <p>For 29th June SPG</p> <p>July 2023</p>

Strategic Planning Group

Thursday 27 April 2023

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
in its screening, identification, completion and monitoring of impact in relation to equalities in operational planning work.	biannually to SPG		
<p>5.3 Annual Performance Review Skeleton Draft – Elouise Johnstone</p> <p>EJ asked the group to consider the proposed skeleton draft, make any comments and note the publication dates. Due to the release of PHS management data in Mid-May, the first draft will come to SPG on 29th June 2023, the data scrutinised by PAGG on 29th July 2023, and the final version going to Midlothian IJB Board on 26th August.</p> <p>GM thanks EJ and the APR Writing Group for the work completed to date. GM then commented that it will be impossible to meet the Scottish Government deadline due to data release dates but noted Midlothian IJB has contacted Scottish Government and asked for an extension to the deadline.</p> <p>GM noted the recommendations for review and scrutiny via SPG, and PAGG prior to the August Board and advised inviting MIJB Board Members to join SPG on 29th of June 2023, and PAGG on 20th of July 2023.</p>	<p>The group agreed for Board members to join SPG and PAGG.</p> <p>Action: Invites to be circulated to Board Members</p>	EJG / JK / Democratic Services	End of May 2023

Strategic Planning Group

Thursday 27 April 2023

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
EJ reported that a focus on the 'looking forward' section required some input from Heads of Service and Professional Leads to better understand the planned main thrust of operational activity in 2023-24. GM suggested a short and targeted discussion with SPG leads (40 mins). Angus commented that a session would be valuable with directed questions on each key issues helpful.	The group agreed to commission EJ to lead a session to establish the areas Heads of Service and Professional Leads would like to be included in the 'Looking Forward' section of the APR	EJ	End of May 2023

6. Any other business

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
None raised.			

7. Date of next meeting

The next meeting of the Strategic Planning Group will be held on 29 June 2023 at 2.00pm.

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

The meeting terminated at 4.00pm