

## Midlothian Strategic Planning Group

Wednesday 25 May 2022 via MS Teams

### MINUTES

**Chair:** Carolyn Hirst (Midlothian IJB)

**Vice Chair:**

**Minutes taken by:** Lisa Cooke

#### **In attendance**

Grace Cowan (HSCP)	Head of Primary Care & Older People's Services	Gill Main (HSCP)	Integration Manager
Hannah Cairns (HSCP)	Chief AHP	Morag Barrow (HSCP)	Chief Officer
Rebecca Hilton (NHS)	Public Health Practitioner	Elouise Johnstone (HSCP)	Programme Manager: Performance
Graham Kilpatrick (HSCP)	Service Manager Adult	Annette Lang	Group Service Manager CPP & CLL
Gemma Robertson	PA to Grace Cowan	Wanda Fairgrieve	Lead Partnership Representative
Rebecca Miller	Strategic Programme Manager	Jim Sherval	Consultant in Public Health
Lynne Douglas	Chief Exec, Bield Housing & Care	Matthew Curl	Midlothian HSCP Digital Lead
Gillian McClusker	Manager Housing Services	Claire Flanagan	Chief Finance Officer

#### **Apologies**

Nick Clater	Head of Adult & Social Care	James Hill (MDC)	Partnership Rep, Unison
Laura Hill (VOCAL)	Carers Rep (Proxy)	Joan Tranent	Chief Social Work Officer
Chris King	Finance	Lesley Kelly	Interim Third Sector Rep
Shelagh Swithenbank	Planning Officer: Carers	David King	Interim Chief Finance Officer
Roxanne Watson (HSCP)	Executive Business Manager	Carly McLean (HSCP)	Social Worker
James Hill	Partnership Rep, Unison	Fiona Stratton (HSCP)	Chief Nurse
Clare Dorrell	OT/Social Care	Colin Briggs	Director of Strategic Planning
Anthea Fraser	Learning & Development	Debbie Marklow	Clinical Vaccination Manager

			<b>ACTION</b>
<b>1</b>	<b>Welcome and Introductions</b>	<p>Carolyn Hirst welcomed all to meeting and introducing Annette Lang, (Group Service Manager for Community Planning Partnership, Communities, Lifelong Learning and Employability), and Gemma Robertson, Grace Cowan's PA to the group.</p> <p>CH provided the group with an update on MIJB members:</p> <ul style="list-style-type: none"> <li>• New council members are Kelly Parry SNP, Colin Cassidy SNP along with Derek Milligan and Pauline Winchester who are returning as MIJB Board Members</li> <li>• Colin Cassidy (Council) will take up Vice Chair of the MIJB and also Chair of SPG and Audit and Risk Committee</li> <li>• New NHS Lothian members are Val de Souza and Nadin Akta</li> <li>• Tricia Donald will leave the MIJB in June</li> <li>• Carolyn Hirst will leave the MIJB in August</li> <li>• Val De Souza (NHS) will join MIJB in August and take up the Chair of MIJB from September</li> <li>• Nadin Akta (NHS) will join the MIJB in September</li> <li>• Miriam Leighton appointed member of IJB voluntary sector</li> <li>• Grace Chalmers joining as staff representative.</li> </ul>	
<b>2</b>	<b>Minutes of Last Meeting</b>	Minutes of meeting on 16 March were approved as accurate	
<b>3</b>	<b>Action Log</b>	The action log was updated and shared with the group with all actions complete	
<b>4</b>	<b>Soap Box</b>	<p><b>Homelessness and Prevention</b></p> <p>RH previously circulated a paper to the group. Scottish Government propose to place a legal duty on HSCP to:</p> <ul style="list-style-type: none"> <li>• Legal duty to identify anyone at risk of homelessness (in next 6 months) and either act or refer for appropriate help</li> <li>• In some cases, HSCP will have primary responsibility for meeting accommodation needs or to case co-ordinate accommodation needs. A national consultation ended 8 April with a response submitted on behalf of HSCP.</li> </ul> <p>RH asks that while awaiting the national outcome, we consider with Council colleagues what can we do now. The request for a health, housing and social care strategic planning group was</p>	

		<p>previously raised at this meeting and recognised to be considered as part of a wider review of planning groups. AL raised that a housing group is already in existence as part of community planning and requested consideration to linking with existing joint planning forums in the first instance before creating additional groups</p> <p><a href="https://yourviews.parliament.scot/health/health_inequalities/consultation/published_select_respondent">https://yourviews.parliament.scot/health/health_inequalities/consultation/published_select_respondent</a></p> <p><b>Spotlight Programme</b></p> <p>EJ shared a short presentation with the group. Following a request made by the MIJB in January's board meeting, the HSCP Executive Management Team attended a workshop on Friday 4 February to identify recommended areas of enhanced focus during year 1 of the 2022-25 strategic plan. This work will be supported by 2 FTC Assistant Strategic Programme Managers (to be recruited).</p> <p>All areas already have actions plans as part of the MIJB Strategic Commissioning Plan 2022-25. The Spotlight Programme aims to provide allocate additional project support in key areas to maximise progress towards achieving the 6 aims of the strategic plan and the identification of further opportunities to improve. Spotlight areas have been provided with direct support to create enhance priority areas plan and will also benefit from additional project support (following recruitment)</p> <p><b>EJ to circulate presentation to the group</b></p> <p><b>Teviot Court move to Primrose Lodge</b></p> <p>GK highlighted the complexity around moving the residents from Teviot Court. There are 12 residents all with complex needs living in individual tenancies. In order to complete building works, residents must be temporarily relocated in suitable accommodation, following risk assessments and ensuring care plans are in place. Temporary accommodation at Primrose Lodge has become available but this has incurred significant challenge. GK asked the group to be aware of both the complexity around work and issues and challenges round operational management.</p> <p><b>MC and CF mentioned to GK if he required any support from digital or was aware of possible additional pressures on inpatient beds to feedback</b></p>	
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		<b>Trauma Informed PDW</b> Agenda item postponed until next meeting.	
5	<b>Items for Discussion &amp; Agreement</b>	<p><b>I. Draft 12-month Annual report on Directions 2021-22</b></p> <p>A paper for noting was circulated in advance of the meeting alongside the updated report for 2021-22 Directions. During August and September 2022, work with services to establish a robust Measurement Framework underpins the more strategic Directions and feeds into the 6-month update position. This will include establishing a measure, a metric and a data source for each Direction. Progress will continue to be reported at 6 months and 12-month intervals.</p> <p><b>All to consider directions and feedback to GM and EJ</b></p> <p>LD suggested an impact statement at the end of each direction would be beneficial. SPG Chair, GM and EJ to review how this could be considered for future reports</p> <p><b>II. Directions 2022-23</b></p> <p>A paper was circulated in advance of the meeting alongside the draft Directions for 2022-23. The purpose of this paper was to inform the SPG of the final set of Directions to be issued to Midlothian Council and NHS Lothian subject to the approval of both the SPG and the MIJB. In line with Statutory Guidance the revised set of draft Directions brings together the previous Directions for 2022-23, alongside the outstanding MIJB Directions issued in 2020-21 and 2021-22 and the new and additional asks from the MIJB resulting from its meeting in April 2022.</p> <p>GM noted on behalf of Marlene Gill concerns around the housing direction showing as being revoked. As housing is not a delegated function it cannot be an issued Direction. GM had liaised with MG and discussed that housing remained a key consideration within actions across several Directions and offered assurance that the requirement for good quality housing tailored to the needs of people with physical and mental health needs or disabilities was recognised as crucial to enabling people to manage as independently as possible. The plans to achieve this are laid out in the Housing Contribution Statement provided as an appendix to the Strategic Plan.</p>	

		<p>SPG reviewed the proposed revision of the MIJB Directions Policy and agreed to recommend that the MIJB consider a review of the MIJB Directions Policy approved on 10<sup>th</sup> December 2015</p> <p>There was a discussion around the need for a further Direction being added to specifically request enhanced reporting from Acute services in relation to set-aside.</p> <p><b>All to consider and feedback to GM</b>  <b>GM to work with CF to propose a Direction to MIJB specifically relating to Set-Aside for meeting on 16<sup>th</sup> June</b>  <b>GM to take SPG recommendation to MIJB to review Direction Policy approved in 2015</b>  <b>GM to circulate spreadsheet to RH</b></p>	
6.	Items for Discussion	<p><b>I. Digital Programme</b></p> <p>HC and MC shared a presentation with the group giving an overview of the 3 core themes of the Digital Implementation and Delivery Plan 2022-25. HC explained to the group the purpose of the plan along with the strategic and policy mapping. There are 7 primary drivers along with 8 deliverables which include develop leadership, ensure appropriate resources, build a digital culture, promote prevention, mitigate digital inequality, adopt co-design, work in partnership and existing committed and known projects.</p> <p><b>HC and MC to circulate presentation to group</b>  <b>All to consider and feedback to HC and MC</b></p> <p><b>II. Review of Planning Structures</b></p> <p>GM shared with the group some high-level feedback on the collaborative work completed as part of a review of the planning process, associated governance structures and activity with a short presentation. The purpose of this review is to ensure there is shared decision making and joint responsibility to achieve agreed outcomes within a supportive planning structure. This should include clarity on the role and remit of groups, and clearly defined outputs at each stage to ensure quality planning as part of a wider quality management system. It is also vital that work is completed in partnership with all relevant stakeholders. Quality planning sits within 4 quality management areas:</p> <ul style="list-style-type: none"> <li>• Quality Planning</li> <li>• Quality Control</li> <li>• Quality Improvement</li> <li>• Quality Assurance</li> </ul>	

		<p>The next steps are working with the operational teams and planning managers to agree planning processes.</p> <p><b>GM to feedback progress at the next Strategic Planning Group</b>  <b>GM to circulate presentation with the group</b>  <b>All to consider and feedback any questions to GM</b></p> <p><b>III. Spotlight Programme Performance Data</b>  EJ share presentation with the group highlighting the 5 key areas:</p> <ul style="list-style-type: none"> <li>• Midlothian Community Hospital</li> <li>• Learning Disability</li> <li>• Frailty</li> <li>• Workforce</li> <li>• Primary Care</li> </ul> <p>Each Spotlight area has agreed 3 priority areas of focus for enhanced working. Measures have been determined across the 6 dimensions of quality; safe, efficient, effective, timely, person centred, and equitable.</p> <p><b>EJ to circulate presentation to the group</b>  <b>All to consider and feedback any questions to EJ</b></p>	
7.	<b>AOCB</b>	None	
8.	<b>Future Meetings</b>	<p><b>All future meetings below are via MS Teams</b></p> <p>Wed 03 August 14:00 to 16:00pm  Wed 14 September 14:00 to 16:00pm  Wed 23 November 14:00 to 16:00pm</p>	