



**East Lothian Health and Social Care Partnership
Strategic Planning Group**

Minutes

Date: 2nd February 2023

Time: 14:00-16:00

Venue: MS Teams

1.	Welcome and Apologies	ACTION
	Attendees:	
	Shamin Akhtar (SA)	Chair (IJB Vice – chair)
	Jill Collins (JC)	Personal Assistant (minute taker)
	Maureen Allan (MA)	Chief Officer, Volunteer Centre East Lothian
	Lesley Berry (LB)	General Manager, East Lothian Rehabilitation Service and Chief AHP
	David Binnie (DB)	IJB Unpaid Carer Representative
	Sharon Saunders (SS)	Head of Communities
	Philip Conaglen (PC)	Consultant in Public Health Medicine
	Lorraine Cowan (LC)	Chief Nurse ELHSCP
	Paul Currie (PC)	Interim General Manager, Strategic Integration
	Claire Flanagan (CF)	Chief Finance Officer
	Claire Goodwin (CG)	Performance and Improvement Manager
	Iain Gorman (IG)	Head of Operations
	Judith Tait (JT)	Chief Social Work Officer
	Rebecca Pringle (RP)	Team Manager, Housing Strategy
	John Hardman (JH)	Interim Clinical Director
	Matthew Kennedy (MK)	General Manager, Adult Social Work
	Laura Kerr (LK)	General Manager, Planning and Performance
	Peter Murray (PM)	Non-Executive Director (IJB Chair)
	Gillian Neil (GN)	General Manager, Adult Community
	Fiona Wilson (FW)	Chief Officer, ELHSCP
	<p>Apologies: Fiona Ireland, Maria Burton, Cat Cockburn</p> <p>Presentations: Iain Gorman, Andrew Main, Nikki Donald, Paul Currie, Graeme McGuire</p> <p>Observing: Neil Munro, Emily Currie, Claire Glen, Gemma Baxter</p>	
2.	Minutes of last meeting	SA
	Shamin Akhtar welcomed everyone to the meeting. Introductions were made to Claire Glen from Population Health Team who was observing today's meeting. Apologies were noted.	

	<p>Reference was made/noted to specific items in the minutes to be kept as action points:</p> <p>Page 1: Enjoy Leisure & Falls work – <i>“Enjoy Leisure paper is still being worked on and will come back to a future SPG”</i> Future action point - useful to get follow up on falls work agreed at previous meeting</p> <p>Page 2: Mental Health Change Board – <i>“MHCB is keen to develop pathways with view to managing more patients through ELHSCP away from acute setting. Request if anyone within REAS could assist”</i> Future action point – starting to pull strategy together – will bring update from Mental Health Change Board to SPG in April</p> <p>Page 3: Astley Ainslie Hospital Bed Base – <i>“SPG agreed with the recommendations to carry out more work and to return with different options for discussion”</i> Future action point for later date</p> <p>Page 4: Development of Annual Delivery Plan – <i>“ADP is an active document which will come back to February’s SPG with the reporting schedule”</i> Action point for next SPG on 2nd March 2023</p> <p>Page 5: Breaks from Caring – (LK) <i>“7% of budget allocated to respite and costing from carers strategy money - team currently working with finance colleagues regarding costing and pressure on the budget”</i> (MA) <i>“Shared lives – work is currently underway to recruit and attract individuals to support this”</i> Future action points for later date</p> <p>The minutes were approved as a true and accurate record and matters arising noted as above.</p> <p>SA advised that Carers of East Lothian had held a successful AGM, celebrating their 25th year. This was well attended and provided an opportunity to highlight the contribution carers made, in particular recognising their role during the pandemic.</p>	
3.	East Lothian Community Hospitals & Care Homes Provision Change Board	IG
	<p>Iain Gorman gave a short input on the paper presented, noting that this marked completion of the current stage of work of the East Lothian Community Hospitals & Care Homes Provision Change Board.</p> <p>IG asked SPG to support recommendations 2.1 to 2.4</p> <p>2.1 Support the conclusions of this report and the 4 recommendations set out in the attached Community Hospitals and Care Homes Provision Change Board – Final Report 2021/22</p> <p>2.2 Direct the Chief Officer and Senior Management Team to develop the range of capacity options for inpatient community hospital and care homes beds and Intermediate Care. This will include the financial assessment across all options being considered</p> <p>2.3 Request the Chief Officer and Senior Management Team report back to the Strategic Planning Group with clear proposals and final actions</p> <p>2.4 Note that the Provision Change Board will be formally stood down at the last meeting of the Board on 18th January 2023</p> <p>IG suggested that the SPG were already well informed on the work to date and invited questions.</p> <p>Q. SA asked whether any timescales for delivery had been identified yet. A. IG replied that no firm timescales had been confirmed beyond the end of March 2023. Some early plans reflecting recommendations contained in the report will be brought to the SPG / IJB within the next three months.</p>	

	The SPG agreed that it was happy to accept recommendations 2.1 to 2.4.	
4.	Formation of East Lothian Independent Advocacy Steering Group	AM
	<p>Andrew Main presented a paper seeking approval to form a short-life East Lothian Independent Advocacy Steering Group and asked for support for recommendations regarding responsibilities of the Group as follows (para 2.2):</p> <ul style="list-style-type: none"> • Development and implementation of an East Lothian Independent Advocacy Strategic Plan. • Define East Lothian's vision and priorities for independent advocacy services. • Scope existing advocacy provision, identify gaps and explore solutions. • To support the coproduction of the new independent advocacy service specification. • Address any issues of equitable access to services. • Seek to raise awareness within communities and amongst professionals, including the updating of existing publicity materials (e.g., leaflet and web page). • Identify and raise awareness of existing training opportunities. • Consider existing performance reporting by commissioned services and explore opportunities for uniformity across providers. <p>Discussion took place as below:</p> <p>Q. IG referred to paragraph 5.1 in the paper regarding the requirement to have advocacy services and asked for clarification as to whether this responsibility lay with the HSCP or IJB, or with NHS Lothian / East Lothian Council.</p> <p>A. AM suggested that this was delegated function for the IJB. AM went on to say that work to date had highlight some gaps in current provision. He also noted challenges given the current economic climate. AM noted that the main reason for seeking support from advocacy services at present is in relation to housing / homelessness and drug and alcohol issues.</p> <p>Q. SA asked about membership of the Steering Group, noting that it was important that key groups were represented.</p> <p>A. AM replied that an initial meeting has been arranged (pending approval from the SPG). This will involve representation from MELDAP, Children's Services, Mental Health Team, Learning Disability Team Engagement & Equalities, Communications, Procurement and Housing. Any gaps in representation will be discussed at this first meeting.</p> <p>Q. JH asked whether it will be part of the Steering Group's remit to assess whether the services currently commissioned are being delivered efficiently.</p> <p>A. AM advised the Steering Group's main role will be to consider current provision and develop a strategic plan in relation to the future development of advocacy services.</p> <p>The SPG agreed that it was happy to support the recommendations contained in the report. It was suggested that AM return to a future meeting of the SPG later to provide an update.</p>	
5.	Workforce Plan	ND
	<p>Nikki Donald gave a presentation on the ELHSCP Strategic Workforce Plan for 2022-23 and invited questions from the group.</p> <p>Q. IG asked whether there should be separate plans for service areas showing how they plan to contribute to achieving HSCP workforce objectives contained in the Plan.</p> <p>A. ND advised that Strategic Workforce Plan requires input from General Manager (4 or 5 requirements) and that the service level Workforce Plans are in place and are monitored regularly.</p>	

	<p>JT highlighted the recruitment crisis across all of Social Work and noted work taking place at a national level, including work by COSLA in relation to a Social Work Workforce Plan – JT will provide an update to the SPG on the action plan COSLA is currently developing.</p> <p>SA highlighted that there are acute challenges across all services and noted the benefits of the increased use of modern apprenticeships. ND agreed that the modern apprenticeship scheme is being used effectively in East Lothian and has done well this year with 50 staff in post.</p> <p>The SPG agreed that it was happy to approve the Plan. ND was thanked for her work and will come back to a future meeting of the SPG with action plan to progress specific areas.</p>	
6.	SPG Terms of Reference & Membership	PC
	<p>Paul Currie presented SBAR paper on Terms of Reference to group and invited questions from the group.</p> <p>Q. SA suggested that while the membership list covered basic requirements, the SPG should look at opportunities to expand on this to reflect specific circumstances in East Lothian, for example, by incorporating connections with Health and Wellbeing Subgroups.</p> <p>A. PC replied we are aware of gaps in terms of IJB membership and there will be a paper coming to next IJB about renomination of colleagues from the Council and IJB to changes in membership in next month.</p> <p>SS raised the matter of localities and asked how views will be considered within strategic planning. Reference was made to VCEL. SS made suggestion to include Caitlin McCrory in further discussion regarding links with Area Partnership Health and Wellbeing Subgroups.</p> <p>The SPG agreed the updated TOR.</p> <p>SA thanked Paul for a good piece of work, recommending making it more East Lothian specific incorporating additional connections that we may link into.</p> <p>Action: Agreement to make additional changes to TORs as suggested - PC <i>*attached post meeting*</i></p>	
7.	Set Aside budget	GMcG
	<p>Graeme McGuire (Finance Manager for Acute Services) gave introduction on background of Set Aside budget and shared slides with group</p> <p>Various question and answer session took place thereafter</p> <p>CF noted that the original purpose of Set Aside budgets was to support shifting the balance of care by moving money around the system to support community infrastructure. The purpose of inviting GMcG to the SPG was to provide a starting point for further discussion regarding opportunities in relation to Set Aside.</p> <p>Action: GMcG will look at the potential to develop the current approach to Set Aside reporting based on feedback from SPG – the hope is that this will support further discussion. Suggestion for Chris King to come to SPG with further proposal for consideration by the SPG.</p> <p>Action: IG and FW will take this forward with suggestion that Jacquie Campbell / Graeme McGuire be invited a future SPG.</p>	
8.	ELHSCP Commissioning Strategy	AM
	AM presented draft ELHSCP Commissioning Strategy to the group	

	<p>Open to questions from group</p> <p>Q. DB complimented the paper, suggesting it was very clear given the complexity of the subject matter. DB queried whether a section on 'resource' should be included within the document.</p> <p>A. AM replied this would potentially make the document overly complex and less accessible. However, he suggested that consideration could be given to adding an appendix.</p> <p>Q. DB referred to the Governance Section of the Strategy and asked whether the Commissioning Board would be supported by procurement professionals.</p> <p>A. AM advised this was the case and that he would add additional on the Commissioning Board's responsibilities.</p> <p>MA commented was happy with the document in terms of its reflection of community support, although suggested that more mention could be made of the third sector in terms of other types of services / support it provided.</p> <p>Action: To make amendments to wording of the current draft to ensure matters raised are appropriately reflected - AM</p> <p>SPG agreed that it was happy with proposed Commissioning Strategy, subject to the incorporation of amendments discussed at today's meeting.</p> <p>SA thanked AM for his work on developing the Strategy and the Commissioning Board for its input.</p>	
9.	Date of next SPG meeting – Thursday 2nd of March 2023	