



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

**Minutes**

**Date:** 3<sup>rd</sup> May 2023  
**Time:** 1400-1600  
**Venue:** MS Teams

<b>Attendees:</b>		<b>ACTION</b>
Shamin Akhtar (SA)	Chair (IJB Vice – chair)	
Neil Munro (NM)	Project Support Manager, (minutes)	
Maureen Allan (MA)	Chief Officer, Volunteer Centre East Lothian	
Lesley Berry (LB)	General Manager, East Lothian Rehabilitation Service and Chief AHP	
Maria Burton (MB)	Strategy Officer (Carers), Planning and Performance	
Philip Conaglen (PC)	Consultant in Public Health Medicine	
Paul Currie (PCu)	Interim General Manager, Strategic Integration	
Claire Flanagan (CF)	Chief Finance Officer	
Claire Goodwin (CG)	Performance and Improvement Manager	
Iain Gorman (IG)	Head of Operations	
Fiona Ireland (FI)	Deputy Director of Nursing, NHS Lothian	
Matthew Kennedy (MK)	General Manager, Adult Social Work	
Laura Kerr (LK)	General Manager, Planning and Performance	
Jamie Megaw (JM)	General Manager, Primary Care Services	
Peter Murray (PM)	Non-Executive Director (IJB Chair)	
Jane Ogden-Smith (JOS)	Equalities and Engagement Officer	
Rebecca Pringle (RP)	Team Manager – Housing Strategy	
Fiona Wilson (FW)	Chief Officer, ELHSCP	
<b>Apologies:</b> David Binnie, Cat Cockburn, Lorraine Cowan, John Hardman, Jennifer Jarvis, Marilyn McNeill, Gillian Neil, Sharon Saunders		
<b>1.</b>	<b>Welcome and Apologies</b>	<b>SA</b>
	Shamin Akhtar welcomed everyone to the meeting and apologies were noted.	
<b>2.</b>	<b>Minutes of last meeting (02.03.23) and Matters Arising</b>	<b>SA</b>
	The minutes of last meeting were approved as a true and accurate record.	
	SA asked if there were any further comments relating to Page 4 of previous minutes regarding Eskgreen. Iain Gorman noted that closure was in the final processes and all was going well. IG gave thanks to the Care Home Team in finding suitable accommodation for residents and to Jennifer Jarvis for the community engagement.	

<b>3.</b>	<b>Review of 2022-23 East Lothian IJB Directions</b>	<b>CG</b>
	<p>Claire Goodwin presented a paper on the proposals regarding the review and development of East Lothian IJB directions and asked the SPG to: -</p> <ol style="list-style-type: none"> <li>1. Consider and feedback on the proposed approach to reviewing and developing an updated set of directions for submission to East Lothian IJB for approval.</li> <li>2. Consider and feedback on the proposed approach to the ongoing development of directions in line with the East Lothian IJB Directions Policy.</li> <li>3. Note the proposed schedule for reporting performance in relation to delivery of East Lothian IJB directions.</li> </ol> <p>Peter Murray said he understands the requirement under legislation to have the 4 core directions that cover HSCP services. However, he wasn't sure how this related to the work undertaken in relation to Transformation and the Change Board activities and whether it's assumed these areas of work fall under the 4 core directions. If there was a request from NHS Lothian and/or East Lothian Council to change a piece of work should this not be clearly defined within the directions? CG clarified that the Annual Delivery Plan (ADP) outlines the specifics for these areas of work in relation to the 4 core directions which are also aligned to the objectives from the Strategic Plan. Additional directions would be introduced as required and be in addition to the 4 core directions. Some of the existing directions will also be retained alongside the new core directions.</p> <p>Further discussion continued including more detail needed on directions, accountability of hosted services, setting up a performance group to include the hosted services, how directions are written in line with Scottish Government requirement and policy, how directions take account of set aside and non-set aside finance. Discussions will take place with Change Board Chairs on specific directions related to their area of work, high-level directions need to be clear for IJB as well as partners and conversations to continue off-line with members.</p> <p>CG thanked everyone for their feedback.</p> <p>SA suggested reaching out with members to form a group to discuss the directions and invited the SPG members to contact CG directly.</p> <p>SPG agreed to take forward the recommendations and that more work will be carried out.</p>	
<b>4.</b>	<b>Carers Strategy</b>	<b>MB</b>
	<p>Maria Burton presented the paper on the progress of the Carers Strategy and the work being undertaken by the Carers Change Board. If any further comments, members to provide these to MB by 15 May. The SPG is asked to: -</p> <ol style="list-style-type: none"> <li>1. Note the development of the draft Carers Strategy.</li> <li>2. Note the work completed in 2022/23.</li> <li>3. Note the funding agreed for 2023/24.</li> </ol> <p>SA asked about the different opportunities for respite and whether there were examples from other areas. MB said there is a lack of respite facilities, in particular residential respite for older people due to the change to care homes, the population and availability of bookable beds. We are looking at a model for the future and how we are going to deliver this.</p> <p>David Binnie (not present at the meeting) put forward a comment by email asking that carers voices play a key part in the strategy and suggested an eighth outcome related to this. MB said that this will be discussed further with DB but it's not something that has come up during consultation. We are looking at the appointment of carer champions to facilitate more feedback from carers.</p> <p>Maureen Allan said that she had not heard much about carers voice but stated that carers are very busy doing their role and unlikely to have time to take this on, MA would like to hear from the wider carers, as generally seems to be the same groups and people providing feedback. MA suggested going directly to people rather than group events.</p> <p>Further discussion continued with members around having carer champions at a senior management level, carer positive group, carer representatives and evaluation of the strategy.</p>	

	<p>Laura Kerr thanked MB for the work on the strategy and noted that the engagement has been outstanding.</p> <p>Matthew Kennedy mentioned that the Care Inspectorate report into the experience of carers was an interesting read and will circulate the link to the report. They are looking to develop an action plan from this – link to report (<a href="#">Inquiry into adult carers' experiences of social work and social care services</a>).</p> <p>SA mentioned that David Binnie wanted to thank MB for the consultation process and the proactive involvement of others and that they felt genuinely listened to.</p> <p>SA asked members who want to make any contributions to the carers strategy to get back in touch with MB.</p> <p>SPG agreed the recommendations, noting the development of the draft strategy, the work completed and the funding agreed.</p>	
<b>5.</b>	<b>Participation and Engagement Strategy</b>	<b>JOS</b>
	<p>Jane Ogden-Smith presented the paper on the draft strategy and advised that there is a legal obligation for ELHSCP to have an engagement strategy which is renewed every three years. JOS asked the SPG to: -</p> <ol style="list-style-type: none"> <li>1. Review the draft East Lothian IJB Participation and Engagement Strategy and provide feedback on the content.</li> <li>2. Agree for a final version of the Strategy to be submitted to the IJB for approval, subject to the IIA not identifying any significant negative impacts.</li> </ol> <p>LK mentioned to the members that the Consultation Institute are looking at the provisioning work and they will also look at the strategy, which will be updated with any feedback from findings. This will be in advance of the strategy being presented to the IJB.</p> <p>IG commented that managers should consider the information in papers to the IJB. That the focus needs slightly changed to be explicit on actions taken around equalities, Integrated Impact Assessments (IIAs) and health inequalities, rather than stating it does not require something. The template should be updated to ask, have you considered this and this?</p> <p>JOS mentioned that they are looking to appoint equalities champions and for IIA screening forms to always be completed.</p> <p>MA noted it's important to be open, honest and transparent about communication and the information being put to the IJB for their approval.</p> <p>SA said that it's important if people are spending the time to contribute to something that we tell them what the outcome is and what we did as a result. So, there's actual meaningful engagement and it would be helpful to see how that is reflected in what is put forward on all the consultations. If anybody does want to make any contributions to the Participation and Engagement Strategy, they need to get back in touch with Jane as soon as possible.</p> <p>SPG agreed the recommendations.</p>	
<b>6.</b>	<b>Outcomes from IJB Development Session</b>	<b>JOS</b>
	<p>Due to time pressures to allow item 7 to be fully discussed an update report will be sent round members on the outcomes from the IJB Development Session from JOS.</p> <p><b>Action:</b> JOS to send members a report on the outcomes from the IJB development session that took place on 27 April.</p>	
<b>7.</b>	<b>Primary Care Improvement Plan (PCIP)</b>	<b>JM</b>
	<p>Jamie Megaw presented the paper to members to update the SPG on PCIP implementation within the context of recent Scottish Government communication regarding funding and priorities for 2023/24. JM asked the SPG to:</p>	

<ol style="list-style-type: none"> <li>1. Note the key points highlighted from the recent Scottish Government correspondence to Health Boards and HSCPs.</li> <li>2. Note that East Lothian HSCP is forecasting an overcommitment against the PCIP budget and that this will be managed in-year.</li> <li>3. Note that the Primary Care Improvement Plan (PCIP) will be reviewed and local service PCIP service specifications will be developed within the limitations of the funding presented. These will be presented to the SPG later in 2023.</li> </ol> <p>JM said a review of the PCIP is needed to clarify the level of service that can be delivered. British Medical Association (BMA) and local GPs understand this is happening at a national level and therefore not a criticism of the HSCP.</p> <p>IG outlined the difficulties with how to measure the outcomes, how to evidence what is being delivered, potential future funding issues, not able to stop anything currently progressing in order to facilitate changes in other areas, the Community Treatment and Care (CTAC) service deliverables, potentially financially liable to pick up the deficit for other PCIP services and consideration to review the current strategic directions on primary care.</p> <p>SA asked if there was any leeway to having open discussion with Scottish Government? JM confirmed no. The funding that has been provided is currently overcommitted in relation to the services that have been agreed.</p> <p>JM noted that he is currently working on a tracker return to the Scottish Government but is having difficulty to get the information as the tracker doesn't reflect what is happening with practices.</p> <p>JM will bring a paper back to the SPG on the PCIP in the summer and things should be a bit clearer by then. Feedback will be sent to the Scottish Government in relation to the funding shortfalls by HSCPs in Lothian, particularly with the increased population growth and the difficulties associated with that.</p> <p>SPG agreed the recommendations and JM will return to SPG in the summer with a revised PCIP paper.</p>	
<p><b>8. Structure review update on IJB, SPG and Change Boards</b></p>	<p><b>CG</b></p>
<p>CG provided an update to members on the internal review of the IJB structures and governance arrangements. Main points to note are: -</p> <ul style="list-style-type: none"> <li>• The first phase of this work is pretty much completed that Neil Munro has been leading on where we have looked at the IJB and SPG and carried out a number of actions and improvements included a bit of work on the content of the web pages for the SPG and IJB and some revisions to the SPG Terms of Reference.</li> <li>• For the next phase we'll move on to look at Change Boards, the Clinical Care Governance Committee and the Audit and Risk Committee with a similar approach where we look at the terms of reference or any statutory requirements. We'll also look at how these various entities feed into the SPG and IJB. Looking at the workings of the Change Boards so we'll be getting in touch with chairs and vice chairs of Change Boards to have some structured conversations with them.</li> </ul> <p>There was some discussion amongst members on referencing of other partners and how they link into Change Boards and this would be beneficial to include. CG confirmed that the link with other partners would be the next phase following the Change Boards and further feedback would be provided to the SPG.</p> <p>SA thanked everyone and noted there was good discussion on the wider partners and welcomed further feedback to the SPG.</p>	
<p><b>9. Date of next SPG meeting – Thursday 1<sup>st</sup> June 2023, 1400-1600</b></p>	