



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

Minutes

Date: 5th October 2023
Time: 1400-1600
Venue: MS Teams

Attendees:		ACTION
Peter Murray (PM)	Non-Executive Director, NHS Lothian (IJB Vice-Chair)	
Shamin Akhtar (SA)	Vice-Chair (IJB Chair)	
Neil Munro (NM)	Project Support Manager (minutes)	
Philip Conaglen (PC)	Consultant in Public Health Medicine	
Gillian Neil (GN)	General Manager, Learning Disabilities, Mental Health and Substance Use	
Claire Goodwin (CG)	Performance and Improvement Manager	
Lindsey Byrne (LB)	Chief Social Work Officer, Head of Children's Services	
Jennifer Jarvis (JJ)	Senior Communications Advisor	
Maureen Allan (MA)	Chief Officer, Volunteer Centre East Lothian	
Laura Kerr (LK)	General Manager, Planning and Performance	
Lesley Berry (LB)	General Manager East Lothian Rehabilitation Service and Lead AHP	
Fiona Wilson (FW)	Chief Officer, ELHSCP	
David Hood (DH)	Head of Operations	
John Hardman (JH)	Clinical Director	
Sharon Saunders (SS)	Head of Communities	
Christine Johnston (CJ)	Planning and Commissioning Manager	
Jamie Forrester (JF)	Strategic Planning and Commissioning Officer	
Ashley Hardie (AH)	Strategic Planning and Commissioning Officer	
Wendy McGuire (WM)	Head of Housing	
Kirsty MacDiarmid (KM)	Manager East and Midlothian Public Protection Office	
Susan Barton (SB)	ICAAT Service Manager	
Apologies: Rebecca Pringle, Fiona Ireland, David Binnie, Paul Currie, Marilyn McNeill		
1.	Welcome and Apologies	PM
	Peter Murray (PM) welcomed everyone and invited introductions.	
2.	Minutes of last meeting (23.08.23) and Matters Arising	PM
	The minutes of the last meeting were approved as a true and accurate record.	
	Shamin Akhtar (SA) asked for an update on how to entice pharmacists to East Lothian particularly regarding an out of hours service. Fiona Wilson (FW) will follow up for an update.	

	<p>SA referred to the open actions on page 5 for the Analogue to Digital Transition and whether there is any update regarding the request for additional funding from the digital office. FW will follow up with Claire Flannagan on whether a response has been received. Sharon Saunders (SS) offered their support with contacting the digital office.</p> <p>PM asked if indicative dates for closure can be added to the actions log.</p> <p>Action: Provide update to SPG on attracting Pharmacies to East Lothian including Out of Hours service.</p> <p>Action: Provide indicative dates for closure to be added to the actions log.</p>	
3.	Adult Support and Protection Inspection Report.	KM
	<p>Kirsty MacDiarmid (KM) presented the paper on the Adult Support and Protection Inspection Report and asked the SPG to: -</p> <ol style="list-style-type: none"> 1. Note the positive outcome of the East Lothian Adult Support and Protection Joint Inspection and recognise the contribution made by staff from Health and Social Care Partnership services and partner organisations to achieving this outcome. 2. Note the development of an Improvement Plan in response to the Inspection recommendations. <p>KM provided a summary of the inspection report and invited questions from the SPG.</p> <p>SA asked for further clarification on 3.5 and whether KM would return to the SPG to provide an update on the areas for improvement? KM clarified that further discussion would need to take place with FW and David Hood (DH) to answer fully. The Care Inspectorate are clear that the Public Protection Committee have overall responsibility for the oversight of the plan. The Governance route is to the Public Protection Committee but appreciate the SPG need to be provided with assurances and an update of the plan and this is something they will look at. FW supported this and noted that they will discuss out with the meeting.</p> <p>SA asked if there had been feedback from the police in relation to point 4? KM said there are resource challenges across the Lothians for the police who have a limited pool of staff attending adult and child protection conferences. The police do attend on a virtual basis to case conferences to support their ability to attend but have challenges where it's a hybrid meeting. The performance and quality improvement sub-group continue to monitor the attendance at case conferences by police and other health colleagues to promote getting the right people around the table at the right time.</p> <p>Sharon Saunders (SS) thanked KM for the report and asked how the wider groups within health and social care and 3rd sector get to know about the updated procedures? KM noted that all the Public Protection Committee partners can share the inspection report publicly. Briefings and publication of the key changes will take place through networks and will also be disseminated through the Committee which includes a 3rd sector representative. There is a multi-agency learning and development programme where operational staff are able attend a quarterly course which covers the procedures. There is also a committee quarterly newsletter which is shared as wide as possible with support from partners.</p> <p>PM asked for an update in relation to the multi-agency contributions and their effectiveness and whether there was anything the SPG could help with on, if appropriate? KM responded that the key to this is for the Public Protection Committee partners to disseminate the key messages back to their workplaces and workforce.</p> <p>SPG noted the positive outcomes from the Adult Support and Protection Inspection Report.</p>	
4.	Dementia Strategy.	AH
	<p>Ashley Hardy (AH) presented the paper on the East Lothian Dementia Strategy 2023-2028. The SPG is asked to: -</p> <ol style="list-style-type: none"> 1. Agree the East Lothian Dementia Strategy 2023-2028. 	

	<p>2. To note, that an implementation plan will be developed based on the key outcomes and actions contained within the strategy (please refer to section 3.3 and 3.5 for further detail).</p> <p>AH provided a summary of the Dementia Strategy along with the technical data report on projections for dementia numbers for East Lothian. AH provided detail on the engagement that took place throughout East Lothian. AH invited questions from the SPG.</p> <p>PM asked for clarity on whether the SPG are agreeing the strategy for it to be passed to IJB? Laura Kerr (LK) confirmed this is correct.</p> <p>PM asked if the plan features financial planning as an individual item and if any additional cost, where will this come from i.e., the partners? LK noted that there is no additional funding for the implementation of the strategy but there is potentially access to carers money. Decisions will need to be discussed and considered on where to take investments from. The Scottish Government has not committed any money and therefore we may have to look at taking money from other places. Christine Johnston (CJ) clarified that funding for the meeting centres is a long-term commitment provided through the carers act funding. We are looking at strengthening the partnership approach which may be a key lever for funding of the community activities with those partners amongst others such as Alzheimer Scotland and Dementia Friendly East Lothian. Additional funding and resourcing will be needed which is a challenge. When we get to the implementation stage this will need to be discussed with IJB and we should know by then, if and what level of Scottish Government Funding there will be.</p> <p>PM summarised from the discussions that it is very likely that there will be additional money somewhere within the system to support the implementation of the strategy which will require further discussion at the IJB and will be key question to look at further.</p> <p>SS asked if there will be an easily readable version? AH confirmed that there is currently a summary document available online and there is also an easy read version. AH will share with SS for comment and any feedback on these for further adaptations.</p> <p>SA referred to 8.1 on resource implications and informed the SPG that this has been highlighted at the Convention of Scottish Local Authorities (COSLA) as it's important that they take account of when new initiatives are brought in, increased resources are needed to deliver them. SA asked how do we make sure that the carers act money that is supporting the day centres, is targeted at the carers? CJ noted that the carers outreach support is picked up through Maria Burton, Carers Strategy Officer who receives quarterly reports from the day centres about their activities.</p> <p>John Hardman (JH) flagged to the SPG the potential impact over the next 3-5yrs of new medication that will have budgetary implication over the lifetime of the strategy. Has any consideration been given to this in the document? AH clarified that this has not been considered in the document but is something that they will look at adding as a potential future pressure.</p> <p>PM asked as an added value, if more detail can be added to strengthen the financial implication within the strategy prior to going to the IJB.</p> <p>SPG agreed to support the East Lothian Dementia Strategy 2023-2028 progress to the IJB with SPG endorsement and noted the implementation plan will be developed based on the key outcomes and actions.</p>	
5.	Care at Home (Capgemini report).	LK
	<p>LK presented the report on the work from the Care at Home (CAH) Change Board where Capgemini were engaged by ELHSCP to undertake an analysis of CAH provision within East Lothian. LK asked the SPG to: -</p> <ol style="list-style-type: none"> 1 Note the report by Capgemini into the analysis of the current and future position of Care at Home in East Lothian. 2 Support the conclusions and the recommendations set out in the attached CAH Change Board Report, 19th July (subsequently revised 26th July) 2023. 3 Direct the CAH Change Board to carry out further work on the project completed by Capgemini, taking into account the evidence produced by Capgemini in relation to CAH delivery. This further work to include an options appraisal, taking into consideration the 	

	<p>options put forward by Capgemini (or a possible combination of those options). This will include the financial assessment across all options being considered.</p> <ol style="list-style-type: none"> 4 Note that pressures are increasing for learning disability (LD) providers in terms of recruitment and retention; this has been particularly challenging over the last six months. In light of this it would be prudent for LD services to be part of the wider options appraisal. 5 Request the CAH Change Board report back to the Strategic Planning Group with clear proposals and final actions. <p>LK provided a summary on the background to the report and invited questions from the SPG.</p> <p>SS asked what would be the size of the small geographic scale regarding provision on a locality basis and in terms of internal provision what does this mean in relation to capacity and cost? LK noted that the detail on locality has not been fleshed out and there is a need to agree the way forward. This needs to be discussed to ensure that all the local links and partners are included. The costs for delivering internal provision are significant and there is financial challenges in building on this, albeit there is benefit in reducing risk and its important to get the balance right.</p> <p>PM asked at what point does quality and assurance of service feature as a weighted element in relation to the provision. LK responded that we need to ensure that any service commissioned is one of quality with very minimal risk.</p> <p>JH asked do we know what the ideal balance will be between internal and external services or will this be determined by the market situation and the pressures? LK responded that we need to look to see what each of the providers can deliver and what the HSCP needs. As yet, we don't know and it may be determined by what finance dictates.</p> <p>SA referred to the examples of good practice and care at home at the end of the report and asked if they go back and look at good practice examples with learning disabilities and also what does the workforce planning look like for east Lothian? LK confirmed that the work with the Capgemini is finished so they will not be looking at anything further on learning disabilities but there is a number of good examples of ways to commission learning disability services. In relation to workforce, they didn't look at solutions as this would be taking out with this process in terms of how to improve internal and external workforce. Resourcing is a real challenge and not just because of the financial element.</p> <p>SA referred to a previous not-for-profit social care provider in East Lothian and what lessons were learnt from this, if this is a route that is considered in the future? LK responded that it is difficult for not-for-profit care homes to be successful for several reasons. PM asked if it is possible to explore what was learnt from the whole not-for-profit experience? LK said that increasing the providers does not necessarily provide quality of delivery and the difficulty is that providers are not big enough in terms of capacity to be financially sustainable when they are in amongst a competitive care at home market. Maureen Allan (MA) advised that startup funding for the not-for-profit care home referred to was through the change fund and unfortunately once the subsidy stopped the care home could no longer viably operate. The SPG and IJB needs to be aware when asking the community to provide additionality for Care at Home that they have to continue to support those financially.</p> <p>SPG agreed the 5 recommendations from 2.1 to 2.5 noted in the report.</p>	
6.	Change Board Review Update.	NM
	<p>Neil Munro (NM) presented the paper on Structure and Governance Review of Change Boards. The SPG is asked to:</p> <ol style="list-style-type: none"> 1. Note progress with the review of Change Boards and the presentation of key findings in the report at Appendix A. 2. Consider and agree to the implementation of the review recommendations (at paragraph 3.2 below) 3. Approve the formation of a new Digital and TEC Change Board to drive forward digital and technological improvements across the Partnership. 	

<p>7.</p>	<p>NM provided a summary of the review and its findings and invited questions from the SPG.</p> <p>PM thanked for the review and recommendation and support of the work that has been done on the Change Board review.</p> <p>SA wanted to highlight Q10 of the survey around delivery of outcomes and directions and when to report to the SPG and IJB and agreed a better structure is needed here and took the opportunity to thank everyone involved on the change Boards for their contribution.</p> <p>JH noted point 7 and asked if it was expected that a General Manager is Chair of the Board or is this flexible? LK confirmed that there is flexibility on who Chairs a Board.</p> <p>CG outlined the next steps will be to work with the Change Boards to formulate the revised Terms of Reference where the detail will be included from the recommendations. One of the apparent areas from the report is the need for Change Boards to be reviewing what they do, why they do it and be more dynamic.</p> <p>PM noted that there has been a little bit of disconnections between the SPG and IJB and important to get the relationship right and the governance behind this report will help with this.</p> <p>SPG endorsed the recommendations from the Structure and Governance Review of Change Boards.</p>	
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