

ACTION NOTE

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| Date Approved: | | Agenda Item: |
| Approved by: | | |

AHSCP Strategic Planning Group

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| Date of Meeting: | Wednesday 16 August 2023 |
| Venue: | MS Teams |

Present

| Name | Representing |
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| Maciej Alexander | Advisor - Angus Carers Center, CEO |
| Sandy Berry | Advisor - Chief Finance Officer (AHSCP) |
| Wendy Calder (part of meeting) | Advisor - North East Locality Improvement Group Chair |
| Dr Alison Clement | Advisor - Associate Medical Director (AHSCP) |
| John Cooper | Advisor - Head of Community Health and Care Services, AHSCP |
| Fiona Davidson | Advisor – Service Leader – Improvement and Development (AHSCP) |
| Karen Fletcher | Advisor - Lead Nurse (AHSCP) |
| Suzie Flower | (a) Health Professionals (Nurse Director, Community & HSCPs, NHS Tayside) |
| Lindsey Foreman | Service Leader, Accommodation & Home care, AHSCP |
| Jill Galloway (Chair) | Advisor – Strategic Planning Lead (Head of Community Health and Care Services, AHSCP) |
| Andrew Jack | (b) & (g) Users of Health and Social Care |
| Dr Scott Jamieson | Associate Clinical Director, AHSCP, |
| David McFarlane (Part of meeting) | Advisor - HR business Lead |
| Eunice McLennan (Part of meeting) | (f) & (j) Social Care Professionals, Non-commercial Providers of Social Care (Head of Community Health and Care Services, AHSCP) |
| Hayley Mearns | (l) Third Sector Bodies Carrying Out Activities Related to Health Care or Social Care (Chief Executive VAA) |
| Brian Reynolds | (e) Non-commercial Providers of Health Care (Assistant Director of Performance and Activity, NHS Tayside) |
| Gail Smith | Chief Officer (Angus HSCP) |
| Sally Wilson | Advisor – Service Manager - Integration (AHSCP) |

Apologies

| Name | Representing |
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| Stevie Bell | Advisor - North West Locality Improvement Group Chair (Senior Planning Officer, AHSCP) |
| Gordon Cargill | Advisor & Strategic Commissioning Liaison – (Service Leader Governance & Change, Angus Council) |
| Catherine Johnson | Manager Housing Strategy Team |
| Wendi Lees | Advisor - South West Locality Improvement Group Chair |
| Michelle Logan-Rena | Advisor – Pharmacy (AHSCP Pharmacy Lead (For DOP NHS Tayside) |
| David Mackenzie | (c) & (h) Carers of users of Health and Social Care |
| Vacant | (d) Commercial Providers of Health Care |
| Vacant | Advisor - South East Locality Improvement Group Chair |
| Nicky Worrall | (i) Commercial Providers of Social Care (Scottish Care) |

In Attendance

| Name | Role |
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| Jakki Roger | PA to HoS and CFO (AHSCP) |

| Agenda Item No | Decision / Action | Lead | Deadline |
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| 1. | APOLOGIES Apologies noted as above. | | |
| 2. | ACTION NOTE OF MEETING HELD ON 31 MAY 2023 The note of the meeting on 31 May 2023 was approved as an accurate record. | | |
| 3. | ACTION NOTE UPDATE Updates provided were noted on the Action Note Update. Chair commented on the number of complete actions showing work progressing by SPG. | | |
| | Angus Integrated Care – Update (Action 2023.05.31/7) Ms Foreman spoke to the SBAR in Ms Richmond absence. Following positive feedback on Monifieth Integrated Care the next area for rollout of this model in Angus was Brechin / Montrose. Montrose collocation and collaborative working had moved forward well despite various challenges. Brechin have a slightly different model with a hot desk area for multi disciplinary working; this has been mirrored in Edzell. There is positive interest in the model in Forfar when the time is right. Mrs Galloway commented on the positive update on work in North | | |

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| | <p>East Angus, which highlighted benefits around working together and good integration with teams collocated.</p> <p>Consideration to be given to further emphasising collocation within the Angus Primary Care Premises Strategy and Strategic Commissioning Plan - Strategic Delivery Plan, noting the evidence base and that this is at the heart of what we want to develop.</p> <p>Ms Smith requested more frequent verbal feedback at monthly meetings. With formal review in 6 months.</p> <p>It was noted that roll out does not have to be the same model as Monifieth and can be adapted for the local area as with Brechin and Edzell. Taking integration to the next level, needs to consider how we join up with Mental Health Hubs and Substance Use; joining up both physical and Mental Health & Wellbeing in a long term sustainable way and ensuring we take circumstances and timing into consideration when adapting the model for an area, i.e. team vacancies, office moves, infrastructure being available, admin support.</p> <p>Mr Berry highlighted the Strategic Planning Reserve (SPF) which may be available to fund the one off costs of rollout. A timetable of rollout and implications for allocation of the reserve were requested.</p> <p><i>Mrs McLennan joined the meeting.</i></p> <p>Mrs McLennan had requested a report around the challenges within the North East area roll out. To come to future SPG Meeting.</p> <p>Dr Clement suggested mapping the codependancies for every area. Brechin and Montrose Older People’s and Community Mental Health Teams are separate in terms of natural community integrated care. Collocation of Social Work, District Nurses and Enhanced Care Service Team is how MIC started. The importance of admin support with knowledge of all systems used was critical in the development of MIC.</p> <p>SPG noted progress and agreed</p> <ul style="list-style-type: none"> • To review the report around challenges; timeline and implications for allocation of SPR for one off costs at a future meeting. • Should there be a decision required from SPG around the Home Care Assessor funding from SPR, this will be requested electronically outwith SPG meeting, to ensure progress is not delayed until October meeting. | <p>JG / SJ</p> <p>JR</p> <p>LF / JR</p> <p>JR</p> | <p>Aug 23</p> <p>ASAP</p> <p>TBC</p> <p>TBC</p> |
| <p>4</p> | <p>CARERS STRATEGIC PLAN</p> | | |
| | <p>Mrs Wilson introduced the Plan and supporting documents. The Carers Scotland Act places a duty on Local Authorities and Health Boards to prepare and publish a Carers Strategy. This duty has been delegated to Angus HSCP. Within the New SCP there is a commitment to support Carers to sustain their caring role and enable them to have a fulfilling life alongside caring.</p> <p>Mrs Wilson commented that the Strategy was prepared by a multitude of agencies and carers. Angus Carers Strategic Partnership Group oversaw development of the strategy (a multi disciplinary / multi agency group), including both Mr Anderson and Mr Mackenzie.</p> | | |

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| | <p>A particular note of recognition was given to Natalie Kilroy, Planning Officer who worked on the strategy and accompanying delivery plan.</p> <p>The new strategy provides a framework and identifies actions to deliver the 5 priorities. It provides an opportunity to increase the voice of carers and promote an even more joined up approach to support carers in sustaining their caring role.</p> <p>Mrs Galloway gave thanks to Mrs Wilson for her work on an area we take pride in as a HSCP, with positive relationships with the Carers Centre who are viewed as an equal partner within Angus HSCP. Thanks were also given to Mr Peter Burke (former Carers Representative), Janet Owers, Planning Officer (retired) and Mr George Bowe, Head of Community Health and Care (retired), for work previously conducted which provided a good foundation for how we work with Carers across Angus.</p> <p>Consensus opinion was that the strategy was an enjoyable easy read, clear to see the amount of work undertaken; and the action plan going forward was also easy to understand. The Statement of engagement was informative as a supporting document with powerful wordels and graphs.</p> <p>The following to be reviewed / updated in the report:</p> <ul style="list-style-type: none"> • Page 4, Introduction, refers to Angus Workforce Strategy 24 / 25; to be changed to Workforce Plan and the link to be tested. • Engagement Section has paragraphs highlighted to be reviewed. • Kirrie Connections, “other meeting centers are opening”, to be changed to “are open”. • Consistency in language throughout the report i.e. carers or unpaid carers <p>It was noted there is a financial assessment included in the IJB Report and an associated Communication and Engagement Plan for raising awareness including pod casts.</p> <p>Ms Mearns to consider the Strategy from a Community Planning Partnership perspective and a possible agenda item.</p> <p>Mrs McLennan agreed this is a great, refreshing report, and updated that concerns raised about the “blue badge” application process are being looked at with changes being applied.</p> <p>SPG agreed recommendations.</p> | <p>SW</p> <p>HM</p> | <p>Asap</p> <p>Aug 23</p> |
| <p>5</p> | <p>ADVOCACY STRATEGIC FRAMEWORK</p> | | |
| | <p>Mrs Galloway updated that this Framework was going to the August IJB Meeting initially but has moved to the October IJB Meeting and therefore will come to SPG October meeting.</p> <p>Mrs Wilson gave a verbal update on the Framework for children and adults which Mrs Rachel Bennison, Programme Manager is leading on. There is a need to have a framework but Angus HSCP are one of a few HSCPs who have this. The framework is with Angus Council for</p> | | |

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| | review. | | |
| 6. | COMMUNICATION AND ENGAGEMENT – update | | |
| | <p>Mrs Wilson updated that she is progressing an updated Communication and Engagement Plan for the next 3 years. The principals will rename the same but there is a need to improve how to reach seldom heard groups. A new appointment within Healthcare Improvement Scotland will support this engagement.</p> <p>The Tayside Primary Care Strategy will also be going out to consultation.</p> <p><i>Scott Jamieson left meeting.</i></p> <p>SPG agreed Communication and Engagement would be the topic of the next spotlight session in October.</p> | | |
| 7. | SPG WORKPLAN 2023/24 – for approval | | |
| | <p>Mrs Galloway reviewed the Workplan which shows regular reports and topics for the agenda and highlighted the first SPG Chairs Assurance Report will go to the IJB Meeting in August, with the Action Note from the previous meeting.</p> <p>A specific template for reports coming to SPG will be developed to ensure we have appropriate information to support decision making.</p> <p>Workforce Plan update will come to SPG in October, workplan to be updated. Although some strategies have 3 yearly frequencies, progress updates can be brought at any time during this period. Updated workplan to come to October meeting.</p> <p><i>Wendy Calder and David MacFarlane left the meeting.</i></p> | <p>JG / JaR</p> <p>JaR</p> <p>EMc</p> | <p>TBC</p> <p>Asap</p> <p>4/10/23</p> |
| COMFORT BREAK - 10 MINUTE | | | |
| 8. | PERFORMANCE STEERING GROUP (PSG) ACTION NOTE OF MEETING HELD ON 9 MAY 2023 | | |
| | <p>It was agreed that PSG would report to SPG and the Action Note is attached for information. PSG have met since the May meeting but the Action Note is not approved.</p> <p>Further work is required in terms of data availability; how data is presented and link to the SDP and Annual Performance Report. It was clarified that the performance dashboard is based on the 4 priorities within the in SCP, and the Annual Performance Report includes Workforce Data.</p> <p>Further work is planned with SPG and IJB regarding what members would like to see on the dashboard and target setting. Once the Terms of Reference for PSG are finalised they will be circulated to SPG for approval.</p> <p>Any comments regarding PSG work to be forward to Mrs Galloway or Mrs Wilson.</p> <p>SPG agreed the following to be future Agenda items</p> <ul style="list-style-type: none"> ● Strategic Needs Assessment ● Performance dashboard impacted by progress with delivery plan. | <p>JaR</p> <p>All</p> | <p>Oct 23</p> <p>Asap</p> |

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| 9. | ANY OTHER COMPETENT BUSINESS | | |
| | Nil | | |
| 10. | EXCLUSION OF PUBLIC AND PRESS | | |
| | Main business was concluded and the Chair moved on to the Exempt / Confidential section of the Agenda. | | |

Future Meeting Dates

| Date | Time | Venue |
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| Wednesday 6 December | 14:00 – 16:30 | MS Teams |

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