



# ACTION NOTE

<b>Date Approved:</b>		<b>Agenda Item:</b>
<b>Approved by:</b>		

## AHSCP Strategic Planning Group

<b>Date of Meeting:</b>	Wednesday 4 October 2023
<b>Venue:</b>	MS Teams

### Present

Name	Representing
Rachel Bennison	Programme Manager, I&D, AHSCP
John Cooper	(f) & (j) Social Care Professionals, Non-commercial Providers of Social Care (Head of Community Health and Care Services, AHSCP)
Fiona Davidson	Advisor – Service Leader – Improvement and Development, AHSCP
Karen Fletcher	Advisor - Lead Nurse, AHSCP
Jill Galloway (Chair)	Advisor – Strategic Planning Lead (Head of Community Health and Care Services, AHSCP)
Michelle Logan-Rena	Advisor – Pharmacy (AHSCP Pharmacy Lead (For DOP NHS Tayside)
David Mackenzie	(c) & (h) Carers of users of Health and Social Care
Eunice McLennan (Part of meeting)	Advisor - 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)
Jane Moug	Finance Manager, AHCP (For Sandy Berry)
Caroline Spink	(For Catherine Johnson) Team Leader (Community Housing) Vibrant Communities & Sus Growth – Housing, Angus Council
Sally Wilson	Advisor – Service Manager – Integration, AHSCP

### Apologies

Name	Representing
Maciej Alexander	Advisor - Angus Carers Center, CEO
Sandy Berry	Advisor - Chief Finance Officer, AHSCP
Wendy Calder	Advisor - North East Locality Improvement Group Chair
Gordon Cargill	Advisor & Strategic Commissioning Liaison – (Service Leader Governance & Change, Angus Council)

Dr Alison Clement	Advisor - Associate Medical Director, AHSCP
Suzie Flower	(a) Health Professionals (Nurse Director, Community & HSCPs, NHS Tayside)
Terry Irvine	Advisor – Service Lead, AHSCP
Andrew Jack	(b) & (g) Users of Health and Social Care
Dr Scott Jamieson	Associate Clinical Director, AHSCP
Catherine Johnson	Manager Housing Strategy Team, Angus Council
Wendi Lees	Advisor - South West Locality Improvement Group Chair
David McFarlane	Advisor - HR Business Lead, NHS Tayside
Brian Reynolds	(e) Non-commercial Providers of Health Care (Assistant Director of Performance and Activity, NHS Tayside)
Gail Smith	Chief Officer, Angus HSCP
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
Angela Cunningham	(For Item 8) Justice Healthcare Manager, Forensic Medical Service
Jakki Roger	PA to HoS and CO, AHSCP

Agenda Item No	Decision / Action	Lead	Deadline
1.	<b>APOLOGIES</b>		
	Apologies noted as above.		
2.	<b>DECLARATIONS OF INTEREST AND STATEMENTS OF TRANSPARENCY</b>		
	Nil		
3.	<b>APPOINTMENTS – For Approval</b>		
	It was proposed that following his appointment as a Head of Community Health and Care Services, John Cooper would replace Eunice McLennan as SPG prescribed member for the following (f) Social Care Professionals (j) Non-commercial Providers of Social Care <b>SPG Members accepted the proposed change.</b>		
4.	<b>ACTION NOTE OF MEETING HELD ON 16 AUGUST 2023</b>		
	The note of the meeting on 14 August 2023 was approved as an accurate record, noting that Lindsey Forman was in attendance.		

<b>5.</b>	<b>ACTION NOTE UPDATE</b>		
	<p>Updates provided were noted on the Action Note Update.</p> <p>Mrs Galloway commented on the number of complete actions, showing work progressing.</p>		
	<p>Mrs Galloway introduced a new item for the agenda.</p> <p><b>COMMUNITY MENTAL HEALTH TEAM - STORY</b></p> <p>Before the main business of SPG, it was agreed a Patient or Service User story be shared.</p> <p>Mrs Wilson shared a very poignant story received a few months ago from Care Opinion.</p> <p>“During recent issues with my mental health, I reached out to the duty workers based at Gowanlea. By the time I reached out, I was really struggling. I had put off calling as I'd be wasting limited resources that these services have, as other people in worse situations need them more than I do.</p> <p>Each time I called, I was made to feel heard and supported. Never once was I made to feel I was bothering them or wasting their time.</p> <p>I'm on track now with the right support and I cannot thank Adrian, Amy and Miranda enough for their help and kind words.”</p> <p>This was 1 of 3 similar powerful stories of people who were really considering ending their lives. They received great input from the Community Mental Health Team.</p> <p>Ms Allison McGurty, Service Manager who has been responding to quite a number of stories, had been awarded a star responder by Care Opinion, for the empathy and compassion that she shows with delivering or responding to the story.</p> <p>Mrs Galloway commented that the story is a really good example of where Angus HSCP have actually made a really positive impact on somebody's lifestyle and sharing this story will also have a positive impact on staff as well.</p> <p><b>There will be an item on each agenda for members to share stories (Workplan to be updated).</b></p> <p><b>Please send details to Mrs Galloway before the meeting.</b></p>	<p>JaR</p> <p>All</p>	<p>6/12/23</p> <p>asap</p>
<b>6.</b>	<b>ADVOCACY STRATEGIC FRAMEWORK</b>		
	<p>Mrs Bennison updated that since the drafts were shared the Framework had been submitted to Angus Council to look from the children's services perspective. Feedback had been incorporated but not much of the content changed. The Angus Integration Joint Board (IJB) cover report has been written for the meeting in October and the framework will go to the November 23 Children and Learning Committee Meeting.</p> <p>Mrs Galloway recognised that this is the first Joint Advocacy Framework between Angus HSCP and Angus Council and shows what is available for children, families and adults.</p> <p>Thanks given to Mrs Bennison, acknowledging work taken to get to this point. The Framework contained fair priorities, clear delivery plan,</p>		

	<p>looking at both formal strategic advocacy needs and unmet need.</p> <p>There was a discussion about the word “Joint” in the title, should it just be Angus Framework showing how integrated we are, moving away from Partnership and Council. To be raised at IJB Pre Agenda Meeting, noting that Angus Council had specifically asked for this title. Cover report to be explicit about this discussion. Mrs McLennan and Mrs Bennison to discuss outwith the meeting.</p> <p>Members were asked to provide any comments to Mrs Bennison by Thursday 12 October.</p> <p><b>SPG supported the Strategic Framework.</b></p>	<p><b>EMc / RB</b></p> <p><b>All</b></p>	<p><b>Asap</b></p> <p><b>12/10/23</b></p>
<b>7.</b>	<b>SCP STRATEGIC DELIVERY PLAN (SDP)– update</b>		
	<p>Mrs Wilson updated that following previous discussion on how to record and extract reporting on progress with the SDP they had further explored Pentana. There will be a demonstration at the next Strategic Delivery Group Meeting to show how Pentana can evidence this.</p> <p>Discussions are continuing with Finance to show how we are closing the gap, with Service Managers working to identify different actions supporting the high-level delivery plan. The SDP wording will continue to change as it is a dynamic document.</p> <p>Mrs Galloway updated that within SDG meetings there are spotlight sessions on different priorities in the SCP, describing progress to date and how it is associated with delivery of SCP. Once the IT Infrastructure is in place we can show this aligning with Performance Steering Group work, looking at how to make a difference to people and outcomes.</p> <p>Using Pentana will ensure clear actions, measurement and outcomes.</p> <p><b>SPG noted progress to date.</b></p>		
<b>8.</b>	<b>SEXUAL OFFENCES NURSE COORDINATOR (SONC) SBAR</b>		
	<p><i>Ms Cunningham joined the meeting</i></p> <p>Mrs Galloway highlighted that the proposed post (SONC) was coming to SPG for approval in respect of funding from Strategic Planning Reserves.</p> <p>Ms Cunningham explained that within the team structure this post could be temporary as it is about setting up and education of teams / services.</p> <p>Following the fixed term the plan is to make the work part of the Forensic and Custody Nurse role. Following a question, it was clarified that this role would be office hours (i.e. Monday – Friday 9am – 5pm) due to the training part of the role and follow up as contacting statutory services could only be done within their hours of work. It would be the Forensic Nurses who support a person through the first stage i.e. examination, then as the case is moved on it will be picked up by the SONC. This fixed term post is for 23 months and £55k each year.</p>		

	<p>Mrs Moug was sighted on this request for non recurring funding and supporting the exit strategy and embedding work in business as usual.</p> <p>Although this is for Adult Services initially, it is acknowledged that there may be crossover into younger adults when looking at “Bairns Hoose” Model.</p> <p><b>SPG supported the recommendations</b> to recruit and use non recurrent funding from Strategic Planning Reserve for this post, as it aligns with priorities in Prevention and Proactive Care and Mental Health and Wellbeing.</p> <p><i>Ms Cunningham left the meeting.</i></p>		
	<b>COMFORT BREAK - 10 MINUTE</b>		
<b>9.</b>	<b>SPOTLIGHT</b> <b>Communications and Engagement Strategic Framework</b>		
	<p><u>Mrs Wilson provided an update on Communications and Engagement work.</u></p> <p><b>Reporting</b> - A report is going to the Integration Joint Board (IJB) Meeting in October 23 to update on Communications and Engagement Activity and the Strategic Framework.</p> <p><b>Socials</b> - Facebook, Twitter and Instagram platforms continue to provide regular updates and on a wide range of topics.</p> <p>Facebook followers have increased and at the end of September 2023, there are 3993 Facebook followers, a 9% increase compared to the same time last year.</p> <p><b>Website</b> - Following a reconfiguration of Angus Health and Social Care Partnership <a href="#">Website</a>, there has been a reduction of 5% in followers. Mrs Bennison taking forward work through the Digital and Marketing Group to increase activity.</p> <p>Angus HSCP Executive Management Team (EMT) approved a proposal to move all resources or services that are delegated to Angus HSCP to sit on Angus HSCP Website platform (at the moment they sit on Angus Council’s Website). This change will help with the public’s understanding of what we do and Angus HSCP’s identity. To support this, a range of Podcasts are being created and in September the initial Podcast “Getting to know Angus HSCP” focused on Angus HSCP Strategic Commissioning Plan (SCP). With some initial reluctance to take part in a Podcast, colleagues are now asking to be involved. The feedback on the current Podcasts has been very good. The constructive criticism has also been helpful in developing future Podcasts. If anyone would like to participate, or have a topic suggestion please let Mrs Wilson know.</p> <p><b>Public Surveys</b> – Over 30 surveys have been undertaken in the past year. The responses provide an understanding of what the public and our staff think about a range of activities that we're undertaking.</p> <p><b>Media Relations</b> – A number of press releases are provided to the media and approximately half of them are picked up. The last one was in relation to the Nature Prescribing Calendar which received coverage from STV, Radio Tay and The Courier. Future benefits from the people participating in the nature calendar are expected.</p>		

	<p>Work continues to reinvigorate the Service User Voice Network, meeting to be arranged later in the year.</p> <p><b>Training</b> - Linking to the Prevention and Proactive Care work Angus HSCP are working with the Thistle Foundation to deliver Good Conversation Training, a practice based course for health and care professionals and practitioners, focusing on embedding a personal outcomes approach, into practice.</p> <p><b>Care Opinion</b> - Since the start of the test of change using Care Opinion, 171 stories have been received. Following roll out to all services in Angus HSCP (April 23 to end September 23) there have been 82 stories. Ms Shona Burge, Project Manager, I&amp;D Service has supported this piece of work, encouraging teams to receive feedback, which is making a huge difference to staff and to sharing what Angus HSCP does. Report going to EMT requesting funding to continue use of Care Opinion, embedding it further across Angus HSCP.</p> <p><b>SPG Members commented that Care Opinion is a powerful and effective tool and the feedback can remind staff of what they are working for.</b></p>		
	<p><u>Mrs Wilson spoke to the Communication and Engagement and Framework.</u></p> <p>This replaces and builds on the plan that was approved by the IJB in October 2020 and it sets out how Angus HSCP will deliver communication and engagement activities, to meet the vision and priorities of Angus HSCP Strategic Commissioning Plan (SCP).</p> <p>Communication and Engagement is one of the strategic enablers of the SCP, and it is important this is done in the most effective way possible, to help deliver the SCP.</p> <p>There will be awareness raising to supporting an understanding of what the HSCP does, build the reputation, show that the HSCP is listening to stakeholders (external or internal) and also manage expectations, as people need to understand there are difficult decisions to be made.</p> <p>Thanks were given to those who provided feedback on layout, running order and content and any further comments to go to Mrs Wilson.</p> <p>Mrs Galloway gave thanks for the comprehensive update both on activities and the updated Strategic Framework.</p> <p>There was a short discussion and Appendix 5's Action Plan showing how the actions will be monitored and evaluated was welcomed</p> <p>Mrs Galloway gave thanks to Mrs Wilson for a comprehensive update on Communications and Engagement and the Framework.</p> <p><b>SPG supported the Framework and endorsed the October IJB Meeting report.</b></p>		
10.	<p><b>EQUALITIES MAINSTREAMING IJB REPORT</b> – for information. (Action 2023.08.16/16)</p>		
	<p>This Item is for information, following discussion at the previous meeting it was requested that the report was circulated.</p>		

	<p>The Equality Act places a duty on public bodies to publish a set of equality outcomes, August 22 Angus HSCP was not fully compliant with the Equality Act and had a number of actions to take forward / progress in order to become compliant. Mrs Morgan Low, Strategy and Improvement Manager worked on this over last 12 months and in June 23, the Equalities and Human Rights Commission (EHRC) feedback that Angus HSCP was compliant.</p> <p>Reviewing when and how we complete Equality Impact Assessments (EQIA) and what is recorded has involved a change of culture for everybody involved from a HSCP perspective. Following on from this, further work is being carried out on how we use EqIAs to support developing and progressing work.</p> <p>Thanks were given to Mrs Low for her tenacious approach and the work which had gone into not only ensuring Angus HSCP is compliant but training rolled out on EQIA and Fairer Scotland Duties in conjunction with Angus Council. This progress has reduced the Strategic Risk around Equalities Mainstreaming and raised awareness across the HSCP.</p> <p>Ms Davidson reinforced Mrs Galloway’s comments agreeing this is an excellent piece of work. There was a lot of work that needed to be done very quickly to make the HSCP compliant and ensure there are robust systems in place.</p> <p><b>SPG were supportive of the report.</b></p>		
11.	<b>HOUSING CONTRIBUTION STATEMENT – update</b>		
	<p>Ms Caroline Spink gave an update on progress with the Housing Contribution Statement priorities were; Ending Homelessness Together; The Rapid Re-housing Strategy and Transition Plan; and the Joint Adaption’s Policy.</p> <p>Following a restructure the new service is almost fully implemented.</p> <p>All presentations going to the new team with existing cases being transferred. After 16 October 23 applicants will be advised their case has transferred to a new office.</p> <p>Working Groups moving forward with Rapid Re-housing Transition Plan and Adaptions. Existing short term support for homeless accommodation to be redirected towards increasing Housing First provision, to ensure housing and homeless advice is readily accessible to anyone who needs it.</p> <p>Consideration being given to the best approach to set targets for the market, for the delivery of accessible housing in the private sector.</p> <p>The 2040 paper sets out how planning the planning systems will help to resolve issues from support insights and accessible locations, to promoting the development of homes that can be adapted to meet people's changing and needs.</p> <p>Mrs Galloway recognised the transition is still relatively new. The Housing Contribution Statement will contribute to some of the work coming through the Strategic Delivery Group (SDG). Supporting individuals within their homes is important to Angus HSCP.</p> <p><b>SPG noted progress to date.</b></p>		

<b>12.</b>	<b>PERFORMANCE STEERING GROUP ACTION NOTE OF MEETING HELD ON 17 JULY 2023</b>		
	SPG Members noted receipt of the Action Note.		
<b>13.</b>	<b>ANY OTHER COMPETENT BUSINESS</b>		
	Mrs Galloway highlighted the National Consultation on the new Guidance on Strategic Planning, previously circulated to SPG members. Some comments have been received and are being collated into a coordinated response, the deadline for comments is 23 October 23.		
	Nil		
<b>14.</b>	<b>EXCLUSION OF PUBLIC AND PRESS</b>		
	Main business was concluded and the Chair moved on to the Exempt / Confidential section of the Agenda.		

### Future Meeting Dates

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Wednesday 6 December	14:00 – 16:30	MS Teams