

West Lothian Integration Strategic Planning Group

Meeting Held on 21 October 2021 at 14.00, Held virtually on Microsoft TEAMS

MINUTE & ACTIONS

Present:	Katharina Kasper (Chair), Alison White, Fiona Wilson, Alison Wright, Hazel Dowling, Tim Dent, Carol Holmes, Lesley Cunningham, Jeanette Whiting, Andreas Kelch, Karen Love, Fiona Huffer, Alan McCloskey, Ashley Goodfellow, Robert Telfer, Kathleen Mathieson, Hannah Fairbairn, Lorna Kemp
Apologies:	Yvonne Lawton, Neil Ferguson, Claire Ross, Greg Stark, Robin Allen, Mike Reid, Marjorie Mackie, Gordon Edwards, Jo MacPherson, Douglas Grierson

	Discussion/Decision	Action	By Whom	By When
1.	Introductions and Apologies Apologies were noted as above. Katharina introduced herself as the new Chair of the Group.			
2.	Order of Business including notice of urgent business It was agreed that the Home First Update (item 11) would be taken first.			
3.	Declarations of Interest No declarations of interest.			
4.	Confirm Draft Minute of Meeting of the Strategic Planning Group from meeting of 2 September 2021 Minute confirmed as an accurate record. Learning Disability Forum Chair – Alison advised there was no interest yet, however, Pam Roccio, the council's Equality Officer, is working on a comms campaign, which will act as a call to action.			

5.	<p>Note Draft minute of CPP Health and Wellbeing Partnership from meeting of 26 May 2021</p> <p>Minute noted. Ashley provided a further verbal update to the group and advised that the outcome of the Health and Wellbeing Partnership's recent workshops would be discussed at its next meeting in November.</p>			
11.	<p>Home First Update</p> <p>Jeanette shared a presentation with the group and advised that the Older People and People with Dementia Planning and Commissioning Board has been renamed as the West Lothian Community and Care Commissioning Board – Home First. This board includes the planning for St John's Hospital phase 2 acute work.</p> <p>Jeanette presented on the future system and longer term strategic direction and advised that there are three workstreams:</p> <ul style="list-style-type: none"> • SPoC in the community for accessing urgent and non-urgent care, community information hubs • Integrated community teams who are well placed and maintaining a strong position for directing people away from hospital • Bed based review and intermediate care – where are we now, where were we, where do we need to go. <p>Jeanette advised that St Michael's Hospital remains closed due to the current staffing issues.</p> <p>Covid has been impacting on the pace of change for the Home First programme but project managers have been appointed and a launch event for the Single Point of Contact workstream is taking place on 3 November.</p> <p>Jeanette outlined the projects under each workstream and the timescales into 2022 and agreed to circulate slides after meeting.</p>	Circulate slides	J Whiting/ L Kemp	Following meeting

	<p>Katharina welcomed the level of detail and opened questions up to members.</p> <p>Andreas very happy to give feedback at the design stage.</p> <p>Katharina asked about key risks. Jeanette advised that this work required whole system resource to take this forward but that we are currently in a very different place in terms of engagement. Support from key senior managers is helping to shape the work. Fiona added 1. Getting the modelling right 2. Getting the public message right and engaging well throughout.</p> <p>Jeanette advised that we are undertaking a stakeholder analysis to understand who will be affected by each of the projects. Once project managers are in place there will be more time to focus on engagement. There is a strong keenness to ensure service users are involved in this work.</p> <p>Tim commented that physical activity should be included in this whole system approach including rehabilitation.</p> <p>Katharina asked that we do not lose sight of stakeholder engagement and requested a further update at a later stage.</p> <p>All members were asked to communicate this work to service users.</p>	Communicate to stakeholders	All	Ongoing
6.	<p>Strategic Plan 2023-28 and Commissioning Plan Update <i>Summary of progress</i></p> <p>Katharina commended the progress made so far and observed that there are a few actions still incomplete and asked if there is slippage expected. Fiona advised that she was confident in progress and not anticipating any delay. Alison agreed and advised there has been an exceptional amount of work to keep this on track.</p> <p>Noted assurance given as above.</p>			

	<p><i>Development of plan</i></p> <p>Katharina commended the planning ahead to give sufficient time for development and raised the issue of the NCS consultation – it brings increased uncertainty and is happening in parallel with the planned review. Alison commented that whatever comes out of the consultation, there would be a long period until implementation that we can't wait for. Expecting a little bit of clarity in the new year but will remain an iterative process. The challenges were acknowledged.</p> <p>The Group noted its support for the timescale set out in the report.</p>			
7.	<p>Workforce Plan</p> <p>Fiona presented the plan and advised that the pandemic has delayed the 3 year workforce plan. We are anticipating that Scottish Government will ask us to prepare this strategy by April 2022 so attempting to get ahead of this and a working group has been established. Comment from the SPG was invited on the workforce priorities and on approach.</p> <p>Hazel asked if this was being issued to independent contractors. Fiona to check and let Hazel know. Katharina asked the same about the third sector and made the point that we are all trying to attract workforce from the same pool. Agreed to hold an engagement session for the Group.</p>	<p>Agreed to hold workforce planning engagement session for the group.</p>	<p>Y Lawton/ G Stark</p>	<p>TBC</p>
8.	<p>Housing Developments' Impact on GP Practice Populations</p> <p>Fiona presented and asked the group to note the report. West Lothian population is growing faster than other areas and this poses pressures to primary care with struggles to recruit and issues with buildings. A workshop is planned for beginning of November to explore these issues further.</p> <p>Andreas commented on the importance of this work to get an idea of where we are. Andreas raised the environment aspect to this work around ensuring buildings are energy efficient. Fiona advised that this work is in relation to council planning. Historically there is a big disconnect between house building and primary care</p>			

	<p>planning. Initial discussions were around approved applications and not including plans awaiting approval. Planning can only consider capital building issues and not workforce/staffing issues.</p> <p>Hazel is delighted this work is taking place and commented that each practice is quite unique in their challenges. Hazel commented that planning looks at the number of doctors rather than WTE. Developers are required to contribute to Education provision but not Primary Care.</p> <p>Hannah commented that this was an opportunity to develop local development plans. Fiona is working with Campbell Kerr from Capital Planning.</p> <p>Carol commented that this work could be really helpful for community pharmacy planning.</p>			
9.	<p>Self-Assessment Questionnaire</p> <p>Lorna presented the report. The question set for the annual self-assessment survey was agreed by the group. Lorna will circulate the survey and the results will be anonymously reported to the next meeting for discussion.</p>	Circulate agreed survey	L Kemp	Report to SPG on 9 December
10.	<p>Service Map and Structure</p> <p>The service map and structure were well received and comments included that it was easier to see how things link together. It was suggested that it could be circulated to families and carers.</p> <p>Alison advised that names could not be published below general/senior manager level and including names on this particular structure chart would take up time to update with staff movement. Instead, Alison is keen to create profiles for senior staff on what they do with a photo.</p> <p>Several group members expressed that they would like to circulate to their networks for further feedback and it was agreed to develop these documents further. All feedback should be submitted to Lorna.</p>	Feedback on graphic and structure to Lorna	All	

12.	<p>National Care Service Consultation Reminder and IJB Response</p> <p>Lorna reminded the Group that the consultation was still open for responses and that members were encouraged to submit a response. The link was provided in the agenda.</p> <p>Lorna advised that the IJB had agreed to submit a collective response and that a draft response would go to its next meeting for approval.</p>			
13.	<p>Workplan</p> <p>To be populated.</p>			

Next meeting 10 February 2022 at 14.00, held virtually on TEAMS.