



HSCP Strategic Planning Group (SPG)

13:00-15:00
Teams Meeting



MINUTES

PRESENT

Pam Shead (PS)	NHS, Planning, Performance & Projects Officer
Jane Haswell	Third Sector, Shared Lives Shetland
Jo Robinson (JR)	HSCP, CHSC Director
Amanda McDermott	NHS, Chief Nurse
Clare Scott (CS)	HSCP, Executive Manager Adult Services
Nicola Balfour	HSCP, Health Improvement Team Leader
Ruth McMillan (RM)	HSCP, Executive Manager of Adult Social Work
Jim Guyan	IJB, Carers Rep
Michael Duncan	SIC, Community Planning
Monique Hunter	Information Service Manager
Thomas Coutts	Guest Presenter, SLEP Presentation

APOLOGIES

Jaine Best (JB)	HSCP, Executive Manager Community Care Resource
Kathleen Carolan	NHS, Director of Nursing and Acute Services
Ann Robertson (AR)	Standing in for Clare Scott
Heidi Wharton-Baum (HWB)	HSCP, Acting Executive Manager Community Care Resource

In Attendance
Stella Cammarata

Minute Taker

1 Welcome & Apologies

PS welcomed everyone to the meeting. Apologies are above.

2 Minutes from last meeting

- No meeting minutes from the last meeting, however there is a log for this meeting which can be made available.
- Equalities and the report went to IJB and more work is being done on that and getting feedback from groups in future
- Directions will be coming again to the IJB in May, we need to look at how we monitor these.
- Terms of reference and we have that added to this agenda.

3 Action Tracker

Action Tracker was updated

4 Guest Presentation: Thomas Coutts - SLEP

Thomas Coutts, the new chair of Shetland's Local Employability Partnership (SLEP), introduced the

Thomas Coutts has very recently taken on the role as chair of the employability partnership and wanted to take the opportunity for a quick intro and oversight.

strategic role of SLEP in coordinating employability services across Shetland.

The partnership supports all age groups, especially those facing barriers to employment, by aligning local and national policies, funding streams, and multi-agency services.

SLEP also focuses on inclusive, data-informed approaches to reduce socio-economic inequalities and improve access to employment-related support.

- This is the strategic employability partnership for Shetland and the local employability partnerships are established across the 32 local authorities in Scotland.
- Shetland's local Employability Partnership (SLEP) is the strategic employability partnership scheme for Shetland
- The SLEP supports the implementation of the local and national employability policy
- The SLEP enables the delivery of a range of employability services to an all age client group, with focus on those who have particular barriers to employment.
- With a multi-agency approach
- Scottish Government's no one left behind delivery plan; part of what the partnership does is coordinate that no one left behind funding that comes to the Council every year and that funding is used to produce services
- SLEP look to identify the link with the priorities that are identified in the partnership plan. The Community Learning Development plan, the Child Poverty Action Plan and the local partnerships and provide that strategic direction for the funding streams.
- SLEP aim to make sure that the social economic inequalities don't widen by addressing the concerns from people regarding the barriers to employment, and are potentially vulnerable and strategically aligned, that funding with other support and services and make sure that services are properly designed and delivered to meet the needs of folk using them.
- SLEP make sure that information sharing and action between the strategic and delivery partners is properly coordinated.
- During a recent SLEP Development Day, one of the things done was to look at the journey to employability for somebody who can't visit their community or maybe struggle with poverty, mental health issues and how would they address and access employability services, there is a lot of different things wrapped up in around transportation, around housing around accessing the health services. To ensure that the partnership is in a place where it can link up with those other services.
- SLEP want it to be data led but accessing some of that data is becoming more difficult because i.e. economic inactivity stats, the labour market statistics no longer publishes

economic activity at the Shetland level because the sample size is the annual Population survey, is taken as too small to publish, so we didn't have that national data set available to us.

- SLEP fund the delivery of employability through the funding the Council gets for the UK shared prosperity funds, so previously it would have been through European social funds, the shared prosperity fund more or less picks up for what EU structural funds left off. So we've basically just treated that as an equivalence and used that to fund that service. So the no one left behind funding goes on to programmes that are needed.
- Some of these journeys may not lead to employment, some may lead to people, engaging with volunteering activities or other engagements where it may not be employment, but the individual still ends up with a better quality of life with or better outcomes or better linked to their community.
- PS recently attended an event which looked at young people getting into employment and equalities. There was a lot of discussion, particularly with the younger ones. When you're talking about people that may have barriers with maybe a disability of some type, whether that is a physical one or something like a learning disability, communication and understanding that there's different ways and different understanding of ways to communicate was something that seemed to cause concern, and people felt that was a barrier into employment.
- Getting different levels of communication to community wide level, but at person specific level as well is hugely important.
- There was a SLEP Development Day with business engagement events on topics like support and employment and this had about 40 employers who provided supported employment.

5 Terms of Reference

SPG revisited its Terms of Reference, focusing on clarifying roles, strengthening statutory membership, and ensuring meaningful participation.

There was discussion around broadening leadership roles, improving induction and training, and learning from other successful strategic planning groups.

Suggestions included leveraging advocacy services and public engagement to ensure inclusive, well-informed contributions to the group's development and strategic planning.

The group looked at Terms of reference and these still meet the SPG needs.

- Previously the terms of reference have been looked at and have gone out, but as it has been some time since last reviewed in full (2022) so we are reviewing them.
- The terms of reference that we currently have we talk about how the group was set up and that it includes a range of stake holders from different sections.
- The TOR speak about the membership and the roles of the chair and the vice chair. The head chair being the head of planning and the vice chair being the IJB officer, both of those are very busy and should we consider widening that out?
- JR emphasised the importance of the statutory nature of the group and that it's there to perform a statutory function, there's a level of membership that is expected to be part of it, however that the roles within the SPG are undertaken in a voluntary capacity.
- The group spoke about how we need to make it very clear what the roles are and that somebody who came in would know what they would be expected.
- There was also a discussion about what training and induction for those could look like.
- The group discussed looking at other HSCP SPG TORs and their representation on their strategic planning groups, to see if there is something we can learn from them.
- TOR and induction sets the foundations so important to get this right. Also important to ensure we get the right level of engagement with the community.
- Scottish Commission from learning disabilities, have a course, (in person), it's their future leaders course and that helps people understand the importance of involvement in finding your voice and having that fire in your belly, but actually understanding the sort of political nature of being involved in a in a group like this.
- Discussion in regards to advocacy - We have a contract with an advocacy service and we can consider if there anything that we can actually target or task them to do in terms of feedback and engagement. We could possibly task them with a specific ask to do a

sort of peer advocacy or group advocacy, but around a specific question to do with health and social care – but we would need to ensure this provided meaningful and useful information.

6 SPG Meetings

The group confirmed a minimum of seven members are needed for meetings and discussed the lack of a formal mechanism to report Strategic Planning Group (SPG) activity to the IJB.

Suggestions included creating regular commentary for IJB reports or the audit committee to ensure accountability and alignment with the strategic plan.

There was agreement on revisiting and updating the Terms of Reference to reflect current practices and improve feedback loops.

Discussed the number of members required to be present in a SPG meeting

- The number of members we need to be present in a meeting is a minimum of 7.
- SPG are an advisory group to the IJB and it helps the IJB to look at the performance of the strategic plan. But it was felt that currently there is no real mechanism that brings the work done in this group to the IJB. It was felt this should be considered either to be something that could be present in part of the reports or an annual report commentary section from the Strategic Planning Group. It was discussed how SPG meeting discussions could be generated into commentary to go to the IJB so that there is accountability on both sides, and so that we know that information flow is there, it's something that is not in the current Terms of Reference.
- Discussed if information from SPG should also go to the audit committee. It's the audit committee's role to assure the business of the IJB and that would be the assurance that the Strategic Planning group is appropriately doing its business to enable the IJB to do its business.
- There was discussion that the audit committee would be good having had insight into the SPG work. Also discussed was the importance of timing, because you need to know what the IJB are saying it has made progress in on the strategic plan before the planning group can comment on it. Those two things need to align, then it's meaningful. It's not just a strategic plan, talking about it being on fact.
- The current TORs will be shared after the meeting for reference and for further comments. Any comments or suggestions on these should be submitted to Pam Shead.

7. Equalities Outcomes Report

This year, the equalities outcomes reporting was split between the Council, NHS, and IJB, with the IJB focusing on four outcomes aligned with both partners and its own priorities.

These outcomes addressed accessibility and inclusive communication, supported by engagement with lived experience groups whose feedback will continue to shape future work.

The outcomes are reviewed biennially and refreshed every four years, with insights shared across services to inform wider improvements.

- This year, with the equalities outcomes, it was split whereas previously the Shetland Partnership have had all of it in one report, it then outlined those various progresses in there.
- This year it was split down for the council to take their bit, the IJB take there's and then the NHS take there's.
- So with the IJB there was 4 outcomes in their report.
- With those four outcomes, they both align with what the Council and the NHS do, but also supportive of the IJB in terms of what the IJB wanted.
- These outcomes includes accessibility, making communication clearer which includes easy read and a full version of that on the website.
- A lot of the work that went into the background of for the Equalities, which supports the Outcomes report, the Joint Strategic Plan, and the Shetland Partnership/Council Protected Characteristics profiles. This work will hopefully help us to understand the views from people lived experience, this is from the several groups that were spoken to at the time to develop this. This work hasn't just stopped, and there are plans to go back to those groups and feedback to them, and build further on this if they are interested in providing further feedback in future.
- In terms of the outcomes, the outcomes are split into a general and more specific.
- The general being things that has a wider impact across the population and specific then being about specific protective characteristics and the reason for that is around legislation.
- The reports then get reviewed every two year and then on every 4th year they get reviewed again but then they get new outcomes from that.
- In terms of the next steps there were various bits of information that came out of that where groups had positive feedback and concerns raised, they will be shared with teams and services, so that they're able to then look at things that they might want to do across the whole of the Council, the NHS, and also wider.

8. Carers Strategy

Work is underway to review the Carers Strategy and improve support for unpaid carers.

Clear priorities and expectations will be set to guide this work in line with Shetland's future needs.

- Work to be done around the Carers Act and reviewing the Carer's Strategy.
- Voluntary Action Shetland (VAS) have struggled with recruitment/retain members of staff.
- There is work being done around this, working collaboratively with VAS, to see how we put support in place for unpaid carers in terms of advice, information and signposting. This work is key.
- There are a lot of the pieces of work that will be undertaken, these will take longer and be bigger than the lifetime of this year's IJB Directions and of the current Strategic Plan, so the HSCP aim to be clear about what the priorities are, and how the HSCP aim to meet these, and what people can expect. This includes things such as buildings and assets which are long term projects and investment that needs to be developed with care and consideration, taking into account the needs of Shetland, including future needs and staffing.