



Minutes of a meeting of the **Scottish Borders Health & Social Care Strategic Planning Group** held on **Monday 12 December 2022** at **9am – 10.30am** via Microsoft Teams

**Present:** Chris Myers, Chief Officer (Chair – deputising for Cllr Parker)  
Dr Sohail Bhatti, Director of Public Health  
David Bell, Staff Side Representative, SBC  
Caroline Green, Public Member  
Wendy Henderson, Independent Sector Lead  
Susan Holmes, Principal Internal Audit Officer, IJB  
Linda Jackson, Service User representative  
Gwyneth Lennox, Chief Officer Adult Social Work, SBC  
Colin McGrath, Community Councillor  
Amanda Miller, Eildon Housing Association  
Clare Oliver, Head of Communications and Engagement, NHS Borders  
Hazel Robertson, IJB Chief Financial Officer  
Jenny Smith, Co-ordinator, Borders Care Voice  
Cathy Wilson, General Manager, P & CS

**In Attendance:** Laura Prebble, Minute Taker  
Elke Fabry, Project Manager  
Hayley Jacks, Planning & Performance Officer

## **1. APOLOGIES AND ANNOUNCEMENTS**

Apologies received from Cllr David Parker (Chair), Stuart Easingwood and Lynn Gallacher.

## **2. MINUTES OF THE PREVIOUS MEETING**

The Minute of the previous meeting held on 1 November 2022 were approved.

## **3. MATTERS ARISING/ACTION TRACKER**

- Unpaid Carers Update – Chris Myers gave an update. There is a focus on the Teviot & Liddesdale building based day service and a Task and Finish group has been established. Engagement to begin in January 2023 and specification to be complete by April 2023. Meeting centres are being considered in parallel for people with lower level need. Linda Jackson added the concern noted by the Health Board on the length of time before a day service can be re-opened and are writing to the IJB to note this concern. Chris Myers noted the time required to design a service based on evidence of appropriate engagement and undertaking a comprehensive Equalities and Human

Rights Impact Assessment, the need to identify a provider, and the time required for registration by the Care Inspectorate.

- Membership – This agenda item will follow once work has progressed on locality working groups.

The **STRATEGIC PLANNING GROUP** noted the Action Tracker.

#### **4. INTEGRATED IMPACT ASSESSMENT SCRUTINY ROLE**

Wendy Henderson presented the paper which had been circulated in advance of the meeting. Members were thanked for their involvement. The Equality Act 2010 outlines the general duties and there are Scotland specific duties. Priorities have been identified and the next steps set out. An equality impact assessment process has been set up for core business processes. An audit was undertaken showing only 3 out of 83 reports to the IJB included an impact assessment with 12 stating that one had been undertaken. It will be the role of the SPG to scrutinise the impact assessments and give quality assurance as well as a monitoring and performance role. A specialist SPG equalities and human rights sub group is proposed to include specialists. The will ensure the robustness before a paper is brought to the SPG. An impact assessment will be required for all new and revised policies and practices. This will ensure the views of people with lived experience are being taken into account. There are 3 stages – proportionality and relevance, capturing people's views, findings and recommendations. An exercise was carried out to show how the process works. Wendy Henderson added an online tool is being developed to allow interrogation. A system is needed so NHSB/SBC/IJB are not duplicating impact assessments. The process is to become mainstreamed.

The Chair thanked Wendy Henderson for the presentation and asked for comments and observations.

David Bell asked if the SPG could reject an impact assessment and Wendy Henderson noted it was the role of the SPG to scrutinise so papers can be rejected. Hazel Robertson noted she had attended a recent workshop from a financial planning approach and that resource allocation needs to be embedded from an Equalities and Human Rights perspective too. Colin McGrath noted he had been involved in the setting up of protected characteristics and noted an impact assessment may not always be required as they can be disproportionate. Wendy Henderson advised that even if there is only 1 person with a protected characteristic the law states the needs of all are to be considered. Dr Sohail Bhatti congratulated Wendy Henderson on the progress made and asked if health inequalities could be included at stage 1 of the framework. This would avoid duplication and maximise gain. To also consider a review process every 6 months. Keith Allan volunteered to join the foundation of the sub group which includes Wendy Henderson, Jenny Smith and Laura Jones. Laura Jones noted that if this is carried out correctly at the start of the journey then it will ensure services are accessible to everyone. Jenny Smith agreed the need for synergy and to include health inequalities going forward. Chris Myers added that keeping human rights at the forefront of our approach will inform how services are delivered and ensure that they are delivered more effectively. He thanked the foundation group for their work to date.

Wendy Henderson advised there are currently 5 impact assessments piloting the new documentation as a test of change and positive feedback has been received. There is also a national network offering support and giving strategic direction.

The **STRATEGIC PLANNING GROUP** supported the approach outlined in the paper.

## **5. HEALTH & SOCIAL CARE STRATEGIC FRAMEWORK**

Hayley Jacks presented the paper which had been circulated in advance of the meeting. A group discussion followed. The document is to be simplified before publication so it can be read and comprehended by all. There has been consultation at a locality level which is informing our plan, and this will continue to develop as the Locality Working Group model redevelops.

David Bell noted the reference to staff also needs to be included. Wendy Henderson suggested including a link to the Integrated Workforce Plan. Jenny also queried the use of terminology since the report will be read by the public and added that the political situation needs to be included. Wendy Henderson added an easy read version as well an audio/braille and in different languages should be considered and Hayley Jack noted advice is being taken on this.

**Action: Hayley Jacks to circulate an updated document after the meeting for further comment by all members by 23 December 2022.**

The Chair thanked everyone involved for their contribution to date.

The **STRATEGIC PLANNING GROUP** approved the paper.

## **6. NEXT STEPS – COMMUNITY ENGAGEMENT**

Clare Oliver shared a presentation on the phase 2 engagement which will take place in Jan/Feb 2023. This is an evolving document covering the 6 emerging priorities. Five localities are identified to shape the differences identified in phase 1. There will be a link to existing groups as well as the Locality Working Groups once re-established.

Colin McGrath noted the in person events that he attended were not well attended and felt the community had not had their say since the Community Councils/Citizens Panels had not been engaged with. Colin McGrath raised concern about the lack of engagement with Community Councils and Linda Jackson noted every group member's responsibility to feed information from this group on thorough our own networks. Jenny Smith agreed and noted the importance of everyone working as ambassadors for this work by using their links and networks. Clare agreed that attendance at the in person events had been small and was keen to work with Colin McGrath to engage the Community Councils better in phase 2.

Dr Sohail Bhatti noted that diplomatic skills may be required to work will empowered people. Wendy Henderson added that empowering people mean hearing their voice and was glad to hear this language being used.

The **STRATEGIC PLANNING GROUP** noted the paper.

**7. ANY OTHER BUSINESS**

There was no other business noted.

**8. DATE AND TIME OF NEXT MEETING**

The Chair confirmed the next meeting of the Strategic Planning Group would be held on Wednesday 1 February 2023 at 10am to 12pm via Microsoft Teams.

**Meeting Dates 2023 10am – 12pm:**

5 April 2023

7 June 2023

2 August 2023

4 October 2023

6 December 2023