



Working together to make a real difference

Title of meeting: Strategic Planning Group		Date: 15.01.24
		Time: 09:00-11:00
		Location: Microsoft Teams
Chair:	Issy Grieve	
Action Log Recorder:	Rhona Fulton	
Member	Attended	Apologies / No Apologies (NA)
Janice Annal	x	
Lynda Bradford	x	
Morven Brooks		N/A
Stephen Brown	x	
Garry Burton	x	
Louise Byrne		N/A
Graeme Clark		N/A
Maureen Firth	x	
Morven Gemmill	x	
Steven Johnston	x	
Graham Lindsay	x	
Jim Love	x	
Wendy Lycett	x	
Donald MacAulay		N/A
Michelle Mackie		N/A
Ryan McLaughlin		N/A
Yvonne McPhee	x	
Danny Oliver		N/A
Garry Reid		N/A
Scott Robertson	x	
Helen Sievwright		
Valerie Stonehouse	x	



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Maureen Swannie	x	
Peter Thomas		
Samantha Thomas		N/A
Frances Troup		
Louise Willis		
Louise Wilson	x	
Diane Young	x	
In attendance/By invitation		
Shaun Hourston-Wells	X	

	Agenda Item:	Issues Raised:	Action Agreed:	By Whom and When
1.	Welcome & Apologies	The Chair welcomed those present and noted no apologies for this meeting.		Chair
2.	Minutes of the meeting – 12.12.23	<p><u>Update on Actions</u></p> <p>Morven Gemmell - slight change to previous minutes “GIRFEC” Additional investment for speech and language for Children.</p> <p>“GIRFE” (Getting it Right for Everyone) colleagues from SG invited to give an in-person presentation and update.</p> <p>Update IJB on progress to date - SPG met just before the last IJB so only a verbal update was given on intent to share progress being made – ongoing.</p>	<p>Invite colleagues from SG to give presentation.</p> <p>Update IJB on progress to date.</p>	<p>Chair</p> <p>M. Gemmill</p> <p>I Grieve / S Brown</p>



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		<p>Maureen Swannie asked members to think about delivery milestones for 2024/25 for the strategic plan and how we build on that and report back. Action complete as part of discussion today.</p> <p>Submit stories for Annual Performance Report to Shaun Hourston-Wells – story submitted by Stephen but no one else so another appeal for everyone to send in stories about services to be input. Maureen Swannie to prompt this as some great updates of progress at last meeting which could be included.</p> <p>Members approved the minutes as a true and accurate record.</p>	<p>Submit stories for Annual Performance Report to Shaun Hourston-Wells</p>	<p>All / M. Swannie</p>
<p>3.</p>	<p>Strategic Plan 2022-25 - Priority Area Discussion: Delivery Milestones in the Strategic Plan for 23/24 and review 24/25</p>	<p>Maureen Swannie - everyone should have received copy of the delivery tracker, since we are nearly into next year 2024/25 there are a couple of things we need to do:</p> <p>1) The milestones have been agreed for 2023/24 but it is still not entirely clear who is providing information and how often it is to be provided, this is important this is agreed as this has to go to the performance and audit committee and onto the IJB so we can provide assurance.</p> <p>2) To agree whether the actions are to continue or if they should be reviewed/refreshed or completely changed for 2024/25.</p>		



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		<p>Shaun Hourston-Wells will take us through them and if the group is to collectively decide who is to take them forward. Shaun shared the tracker on screen – we are required to update the Performance and Audit committee quarterly but un-realistic to provide update on everything quarterly so Shaun will update three of the priorities and their associated milestones and actions at one meeting and the subsequent meeting pick up the other three priorities – each of the priorities will be updated quarterly.</p> <p>Community Led Support – Not significant amount to report at the moment - Shaun will update narrative for this when the performance and audit committee are updated – responsible officers for this are Shaun Hourston-Wells and Maureen Swannie.</p> <p>Mental Health – allocated officers Lynda and Diane – end of April/start of May for next update. Linda Bradford – actions and milestones in the tracker aren't linked – High performance against Child and Adolescent Mental Health Services are Government heat targets and need to be reported on every month. Milestone should be - continued effort to sustain meeting the heat target. The fourth action should be added to the second milestone – establishing a Psychiatric Liaison Service – Shaun will change the tracker to reflect this.</p> <p>Supporting Older People to Stay At Home – two milestones with a number of actions – responsible officers Helen and Lynda with the top (GIRFE) allocated to Morven Gemmill. Shaun to send out reminder end</p>	<p>Shaun to change Mental Health Priorities and Milestones</p>	<p>S. Hourston-Wells</p>



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		<p>of April/beginning of May requesting updates. Morven Gemmill – the reduction in the rate of Falls in older people wording should be changed as no known baseline - find better words – Morven to email Shaun with appropriate change of wording.</p> <p>Supporting Unpaid Carers – Shaun explained that the Draft of the new Carers Strategy going to next month’s IJB – includes more extensive list of actions and priorities – covers a period of three years. The actions included here are for 2023-2024. Hold an Orkney Care Conference – this is completed as well as the Post Conference Survey which is also complete.</p> <p>Shaun will provide update to the Performance and Audit committee in June regarding update on the increase in unpaid carers contacting Crossroads. Jim Love – Raised the question of the draft being distributed to carers for a final word before it goes to the IJB?</p> <p>Discussion around if there is enough time left before the IJB meeting when it will be finalised. Maureen Swannie – could send something out to update everyone where we are at – trying hard to consult before we write things. The whole strategy was written on feedback from conference and survey with the Carers Strategy group, Crossroads, Age Scotland Orkney have been represented but we can never consult enough.</p>	<p>Morven to send Shaun an email with change in wording.</p>	<p>M. Gemmill</p>



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		<p>Stephen Brown – Next IJB isn't until 21st February before the papers will be finalised – so enough time to send out - we will look to get the draft out through our networks to as many carers as possible right up to the end of January – due to the involvement of the carers through the conference and a number of other methods – not expecting there to be significant changes so any amendments will be more that manageable prior to the finalisation of the paper.</p> <p>Early Intervention and Prevention – Shaun explained five milestones with five associated actions, but he needs the names of who will be responsible for delivering each –</p> <p><i>Create additional frontline resource in Speech and Language Therapy – Morven Gemmill</i></p> <p><i>Embed a new Neuro-developmental assessment pathway – Louise Willis/Morven Gemmill</i></p> <p><i>Increased provision of family support provision across Orkney (linking to Whole Family Wellbeing Fund Project) – Maureen Swannie</i></p> <p><i>A collective agreement from partners to collaborate on a whole system approach to physical activity, with a working group established to take this approach forward. – Garry Burton/Garry Reid.</i></p>	<p>Stephen Brown to distribute the draft to carers in the network before the next IJB on 21st February.</p>	<p>S. Brown</p>



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		<p>Discussion around timeline for this priority – end of this month that Shaun is due to request update – Graham Lindsay agreed this is acceptable for an update as there is a meeting taking place tomorrow discussing this milestone and the ongoing work associated. Morven Gemmill – question on the output from the ‘Whole Systems Approach to Sport & Physical Activity’ stakeholder workshop. Graham explained the information was pulled together and should have reached the group so apologised and will get this distributed.</p> <p><i>Continue to improve oral health and opportunities for routine oral care through delivery of population and targeted oral health programmes (e.g. Childsmile, Caring for Smiles, Open Wide, NDIP) – Karyn Tait</i></p> <p><i>Based on the demonstration of increased needs, the Public Dental Service to recruit required additional dental office – Stephen Johnstone spoke to explain he should be officer for this action, and the live update was that the advert went out yesterday, they won’t have anyone in post by March update but hopefully good news when next update is requested.</i></p> <p>Tackling Inequalities and Disadvantages. Three milestone with four actions. Shaun received information from Karyn Tait.</p> <p><i>IJB funding to be sought and secured for Wellbeing Co-ordinators, to continue beyond October 2023. – Stephen Brown</i></p>	<p>Graham Lindsay to ensure group receives the Output from the Whole Systems Approach to Sport & Physical Activity’ stakeholder workshop.</p>	<p>G. Lindsay</p>



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		<p><i>Work with islands communities to co-design and develop models of care and services that are tailored, effective and sustainable</i> – Stephen Brown. Shaun will ask at the end of this month for updates on these.</p> <p>Shaun thanked the group for providing this information and feedback – helpful to know who is responsible and the timeframes are reasonable.</p> <p>2024-2025 – Maureen Swannie – general ask to the group that if there is anything that needs to be included or something that won't add that much evidence to what we are trying to do it would be helpful to know. Given how late we are into 23/24 – most of these will give us a baseline for 24/25. If everyone happy then propose to continue with this – other than the actions that will have been completed – they will need taken off and replaced.</p> <p>Issy contributed - if there is anything coming up in the community or within the groups' different sectors that people feel should be included then it can be discussed at the next meeting – please email Maureen before the next meeting so they can be briefed ahead of the meeting.</p>		<p>All</p> <p>All</p>
4.	AOCB	Shaun – asked to attend OLEG meeting to discuss the impact of snow – Lynda Bradford will provide update at this meeting.		



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	Agenda Item:	Issues Raised:	Action Agreed:	By Whom and When
5.	Date of next meeting	26.02.24, 13:00-15:00		