

Date 14/04/2025
Your Ref
Our Ref 9874

Enquiries to Richard Mutch
Extension 35687
Direct Line 0131 465 5687
loth.freedomofinformation@nhs.scot
richard.mutch@nhs.scot

Dear

FREEDOM OF INFORMATION – CLINICAL PSYCHOLOGISTS VACANCIES

I write in response to your request for information in relation to clinical psychologists vacancies.

Question:

- Information requested: The number of unfilled clinical psychologists vacancies in NHS Lothian and what percentage of Clinical Psychologist vacancies are filled. Date range: Jan 1 2024- 14 March 2025

Answer:

This can be answered via TURAS: <https://turasdata.nes.nhs.scot/data-and-reports/official-workforce-statistics/all-official-statistics-publications/04-march-2025-psychology/dashboards/psychology/?pageid=13494>

For Clinical Psychology Vacancy and Vacancy rates, select the following tabs:

'Vacancies Trend', 'Vacancy Type' and 'Length and Vacancy Rates'. Once the relevant tab is selected; the appropriate census date can be chosen. Thereafter, Clinical Psychologist can be chosen within the 'Professional Group' filter.

This information is exempt under Section 25 of the Freedom of Information (Scotland) Act 2002 - Information otherwise accessible

(1) Information which the applicant can reasonably obtain other than by requesting it under section 1(1) is exempt information.

Question:

- Meeting minutes where the financial burden of employing clinical psychologists was discussed in deciding the number of posts, and total spending on Trainee and Full Clinical Psychologists. Date range: Jan 1 2024- 14 March 2025

Answer:

Please see enclosed. We have redacted information not relevant to your request.

Headquarters
Mainpoint
102 West Port
Edinburgh EH3 9DN

Chair Professor John Connaghan CBE
Chief Executive Professor Caroline Hiscox
Lothian NHS Board is the common name of Lothian Health Board



Trainee psychologist spend was **£4.3m** between 1 Jan 2024 – 28 Feb 2025. We have included all costs for cost centres:

- S08013 - Psy Pre-reg (f/t) – Nes
- S08014 - Psy Clin Assoc (mcs) – Nes
- S08222 - Enhanced Psy Practice Prog Epp

If clinical psychologists are Band 8A and above then the spend for 1 January 2024 - 28 February 2025 would be **£17.8m**. Figures upto 14 March as requested are not yet available.

Please note that the costs for 8A and above will include some staff who are psychologists, but not specifically clinical psychologists – we would refer to that workforce as ‘applied psychologists’.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner’s Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner’s response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian’s Freedom of Information website at: <https://org.nhslothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	14 February 2024
Time	1300 - 1430
Chair:	Katharine Russell
Notes:	Caroline Shilling
Present:	Chris Hewitt, Mo McKenna, Avril Stevenson
Agenda	
Standing items	
1	Apologies: Alyson Falconer and Audrey Millar
2	[Redacted]
3	[Redacted]

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
4	<p><u>Finance Pressures</u></p> <p>KR feedback there is a big push on all health boards to look at 7% savings in the next financial year. REAS to make 3% savings this year and also next year. The clear message from REAS SMT this morning was that the head count will have to reduce, returning to pre-pandemic levels. This was a message received board-wide.</p> <p>There is a new vacancy recruitment authorisation process. The Friday meeting will include Tracy McKigen, Gordon and Partnership. KR emphasised that the Statement of Support should be utilised on the RAF, giving as much information as possible. This could include the impact on waiting times and supervision of Trainees should the post not be allowed to be recruited to. There may be a possibility for clinicians to attend the Friday meeting to argue case. KR also feedback that if a vacancy has arisen in a service and the service have decided not to recruit to this, as maybe it is not critical to service delivery – paperwork still has to be completed, and decision has to go to Friday meeting where the saving will be officially logged.</p> <p>All bands go to Friday Group (REAS level group) Bands 8A and above go to secondary level group, which includes Tracy Gillis.</p> <p>Concerns raised and discussed about the new recruitment process and how this may impact on performance levels / reporting.</p> <p>AF and KR meeting with Tracy McKigen on Wednesday to discuss finance and Mental Health Framework funding. MM asked KR to raise funding for wellbeing workers, noting EPP contracts are running out at end of March.</p> <p>Action: New Recruitment Process to be discussed at the Service Leads Business Meeting. KR to check New Recruitment Process e-mail went to all Service Leads.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
5	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
6	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

7	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
8	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
9	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
10	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
11	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
12	<p>Next Meeting: Performance SMT: 21st February 2024 from 1pm – 2.30pm on Teams Next Strategy SMT: 13th March 2024 from 1pm – 2.30pm on Teams.</p>

Distribution (once approved):

REAS SMT
 All Psychology – MS Team

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	13 March 24
Time	1300 - 1430
Chair:	Alyson Falconer
Notes:	Caroline Shilling
Present:	Audrey Millar and Chris Hewitt
Agenda	
Standing items	
1	Apologies: Katharine Russell, Mo McKenna, Avril Stevenson
2	[Redacted]
3	[Redacted]

	<p>mechanisms to flag waiting times as a risk)?</p> <p>- [REDACTED]</p>
4	<p>[REDACTED]</p>
6	<p><u>Financial pressures</u> AF feedback</p> <ul style="list-style-type: none">• CPD budget has all been agreed.• Psychology cannot invoice in this year what is going to take place in the next financial year. However, Emily has agreed to defer monies.• There will be no agreement for funding for Away Days outside NHS premises in the next financial year.• KR and AF and Emily working on a financial plan to balance things. It is clear which services will have an overspend - vacancies may cover that.• Reduction in the Mental Health and Outcome Framework funding.• Acknowledgement that if clinicians leave from a smaller service, service may become unsafe.• Noted that that psychology have recruited clinicians to permanent posts, which is outside the financial envelope.• Slowing down of recruitment process will not help. <p>Action: AF pulling together a paper regarding impact on services and trajectories.</p>
7	<p>[REDACTED]</p>

	[REDACTED]
8	[REDACTED]
9	Annual Report for Psychology [REDACTED]
10	[REDACTED]
11	[REDACTED]
12	ADP (Annual Delivery Plan) KR / AF met with Colin Briggs. Colin would like KR and AF to update him regarding what the impact of the financial pressures and the contracting of staffing will have on service delivery.
13	[REDACTED]
14	[REDACTED]
15	[REDACTED]
16	Next Meeting: Performance SMT: 27th March 2024 from 1pm – 2.30pm on Teams Next Strategy SMT: 10th April 2024 from 1pm – 2.30pm on Teams.

Distribution (once approved):

REAS SMT

All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE

Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	19 March 2024
Time	1600 – 1700

Chair: Katharine Russell

Present: Katharine Russell, Alana Davis, Alyson Falconer, Richard Browne, Chris Hewitt, Jamie Kirkland, Laurie Siddell, Norma Martin, Reed Cappleman, Avril Stevenson, Adam Burley, Donna Gilroy, Suzie Black, Audrey Millar, Linsey Brassington, Chiara Focone, Charlotte Murphy

Notes: Cheryle Henderson

Minutes	
Standing items	
1	<p><u>Apologies:</u></p> <p>Mo McKenna</p>
2.	<div style="background-color: black; width: 100%; height: 100%; min-height: 300px;"></div>

	<p>[REDACTED]</p>
3	<p>Finance</p> <p><u>Psychology Finance/Spending Requests/RAF Process</u></p> <p>It was noted that the Mental Health Framework funding from the Scottish Government confirmation has been received but with less monies than had been expected. Work is being done to look at the budgets to confirm what this means going forward for different services. The letter which was received is for the current financial year and confirmation for the 2024/25 financial year is expected imminently.</p> <p>With regards to the vacancy control process there is a new RAF procedure in place, details of this are available on the MS Teams page. It was noted that there can be delay in receiving feedback from the panel with regards to posts submitted.</p> <p>Charlotte noted that all posts are logged on the recruitment tracker and this is available for all the leads to view. Charlotte has requested updates from REAS on all the ongoing recruitment, any updates will be reflected on the tracker. Charlotte noted that she has received an updated PDF on the process and can circulate this to those who need it. Donna queried if information could be shared about the additional information that is required to go on the RAF forms now. Donna noted that there is now some risk and impact due to the delays in receiving feedback from the panels with regards to posts. This will have implication for everyone in the service. Kathryn noted that the majority of posts submitted have been accepted with a couple that have not. Katharine and Alyson are looking over all RAF's prior to being submitted.</p> <p>Chris noted that he has some members of his service who's fixed terms contracts are due expire very soon. He has submitted a request to the RAF panel but queried what will happen with these employees, will they still be paid etc. It was noted that if members of staff are not closed off on eESS then payroll should not stop, however there is no agreement that the finance is in place to fund this. Staff should be put on redeployment 12 weeks before their contract is due to end, it was noted however that due to the new process this has not been able to happen. Katharine and Chris to discuss out with the meeting.</p> <p>Charlotte noted that due to the very short turnaround of receiving RAFs and submitting these to the panel, not all leads may have been copied into these emails. All leads will now be copied into these messages.</p> <p>Donna queried where there are funding gaps is there an expectation that any slippage in other budgets may be used to top up other services.</p>
4	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED]</p>
5	<p>Service transitions</p>

	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
6	[REDACTED]
7	[REDACTED]
8	[REDACTED]
9	Date of next meeting 16 April at 1600-1700, MS Teams

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	10 April 2024
Time	1300 - 1430
Chair:	Katharine Russell
Notes:	Caroline Shilling
Present:	Audrey Millar, Chris Hewitt, Mo McKenna, Avril Stevenson
Agenda	
	Standing items
1	Apologies: Alyson Falconer
2	[Redacted content]
3	[Redacted content]

	<p>[Redacted]</p>
4/5	<p><u>Job Planning / capacity planning tool</u></p> <p>[Redacted]</p>
6	<p><u>Financial pressures</u></p> <ul style="list-style-type: none"> • KR feedback that CMT asked AF and KR to provide projections for trajectories based on a reduction in head count and the impact on waiting times trajectories. AF tried to produce this by individual services, as opposed to Psychology as a whole. • REAS confident they are going to make 3% saving this year, however, Health Board has to make 7%. <p>Discussed:</p> <ul style="list-style-type: none"> • Proportion of RAFS being declined at first REAS level for Psychology – quite a lot of posts are funded externally – there shouldn't be any discussion about them. Some posts are coming back and some are getting queried. Very hesitant around Admin posts as we are overspent – REAS want a longer term strategy how Psychology are going to manage this hence Admin Review. • REAS SMT – competing demands for posts by all REAS Services. • REAS Panel is weekly / CMH meeting is every 3-4 weeks therefore can cause a delay in posts coming back depending date post was submitted.
7	<p>[Redacted]</p>
8	<p>[Redacted]</p>

	[Redacted]
9	[Redacted]
10	[Redacted]
11	[Redacted]
12	[Redacted]
13	[Redacted]
14	[Redacted]
15	[Redacted]

16	Next Meeting: Performance SMT: 24th April 2024 from 1pm – 2.30pm on Teams Next Strategy SMT: 08th May 2024 from 1pm – 2.30pm on Teams.

Distribution (once approved):

REAS SMT

All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE

Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	16 April 2024
Time	1600 – 1700

Chair: Katharine Russell

Present: Norma Martin, Joanna Gouick, Donna Gilroy, Alyson Falconer, Ellie Caldwell, Avril Stevenson, Katharine Russell, Beverley White, Suzie Black, Richard Browne, Kayleigh Cannon, Chiara Cannon, Sarah Phillips, Laurie Siddell, Alison Wells, Audrey Millar, Linsey Brassington, Chris Hewitt, Reed Cappleman, Amy Homes, Jamie, Kirkland, Jenny Strachan

Notes: Cheryle Henderson

Minutes	
Standing items	
1	<p><u>Apologies:</u></p> <p>Mo McKenna, Rachel Fraser, Liesbeth Scott, Alana Davis</p>
2	<p>[REDACTED]</p> <p>[REDACTED]</p>
3	<p><u>Finance</u></p> <p><u>Psychology Finance/Spending Requests/RAF Process</u></p> <p>Katharine thanked everyone for sending in RAFs in a timely manner. It was noted that there was a little disruption over Easter break although meetings did take place. It was noted that the admin posts were held back, this is due to work needing to be done on the admin budget and how this will be managed.</p> <p>It was also noted that feedback can be delayed, this can be due to the cycle of the REAS and corporate panel meetings. Charlotte will chase any RAFs that are held up at the manpowers stage of the process. If you need any feedback on your RAFs please contact the Admin Hub email.</p>

	<p>Katharine informed the group that no changes will be made by the eESS team unless they have appropriate authorisation.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Jo queried how this would affect restructuring of services. It is the understanding that the Board would agree a reduced budget for services and how this reduction would be achieved and a timescale for this. It was also noted that things are changing regularly in relation to budgets at the moment.</p> <p>It was noted that most staff are on permanent contracts and concern was raised in relation cutting posts and would we ever get this back. Concern was also raised that services may be not be able to function under any new restrictions and the service could be lost, especially in relation to small and more bespoke services.</p>
4	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
5	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
6	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	[Redacted]
7	[Redacted] [Redacted] [Redacted] [Redacted]
8	[Redacted] [Redacted]
9	[Redacted] [Redacted] [Redacted] [Redacted]
10	[Redacted] [Redacted] [Redacted] [Redacted] [Redacted]
11	[Redacted] [Redacted]

12	<p>[Redacted]</p> <p>[Redacted]</p>
13	<p>Date of next meeting 14 May 2024 at 1600-1700, MS Teams</p>

DRAFT

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	08 May 24
Time	1300 - 1430
Chair:	Katharine Russell
Notes:	Caroline Shilling
Present:	Audrey Millar, Chris Hewitt, Mo McKenna, Avril Stevenson
Agenda	
Standing items	
1	Apologies: Alyson Falconer
2	[REDACTED]
3	[REDACTED]
4	[REDACTED]
5	<p>Financial pressures</p> <p>KR circulated e-mail highlighting Board Paper. It was noted that the savings documented in the minutes are for Mental Health as a whole, and not broken down into services.</p> <p>Discussion held regarding:</p> <ul style="list-style-type: none"> • Need to consider options for meeting cost saving. • Delays to recruitment – sense of more difficulty getting RAFs through. Discussion regarding externally funded posts – should this guarantee the post will be authorised? • Need for savings to be clear before plan can be made for Psychology, identifying risks attached to options that SMT feel are feasible. • Admin review needs to take place; KR meeting with Tracy McKigen this afternoon and speaking with Gordon. <p>Action: KR to catch up with Charlotte regarding neuro post.</p>
7	[REDACTED]

	[REDACTED]
8	[REDACTED]
	[REDACTED]
9	[REDACTED]
10	[REDACTED]
11	[REDACTED]

	[Redacted]
12	[Redacted]
13	[Redacted]
16	Next Meeting: Performance SMT: 24th April 2024 from 1pm – 2.30pm on Teams Next Strategy SMT: 08th May 2024 from 1pm – 2.30pm on Teams.

Distribution (once approved):
REAS SMT
All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE

Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	16 May 2024
Time	1600 – 1700

Chair: Katharine Russell

Present: Katharine Russell, Kayleigh Cannon, Suzie Black, Adam Burley, Avril Stevenson, Beverley White, Jamie Kirkland, Chiara Facone, Alison Wells, Douglas McConachie, Ellie Caldwell, Joanna Gouick, Donna Gilroy, Norma Martin, Chris Hewitt, Audrey Millar, Rebecca Pryde

Notes: Cheryle Henderson

Minutes	
Standing items	
1	<p><u>Apologies:</u></p> <p>Mo McKenna, Alyson Falconer</p>
2	<p>[REDACTED]</p> <p>[REDACTED]</p>
3	<p><u>Finance</u></p> <p><u>Psychology Finance/Spending Requests/RAF Process</u></p> <p>It was noted that a finance webinar with the Chief Executive and the Director of Finance has taken place, a recording of this is available on the Intranet. Dates for the financial housekeeping via Teams are now available, these are 21 and 30 May, 12-1.30pm. Links to these have been circulated to everyone with the agenda for today's meeting. All leaders/managers are being encouraged to attend.</p> <p>It was noted that the RAF process is ongoing. It was also noted that some posts are being 'held'. Some posts are being held with some minor clarification being sought and others are being held with a suggestion that they are permanently held and will not be going to recruitment. Where this applies the leads are aware. In these cases an impact assessment will be requested to be considered at CMT. We have not gone through this process as yet. The impact assessment form is available on the intranet under equality and diversity.</p>

	<p>It was noted that the RAF panel meets weekly, the CMT panel (what all psychology posts must go through) meet every 3-4 weeks. Feedback from these panels are sent directly to Charlotte.</p> <p>It was noted that the feedback from the panels was often minimal which was not helpful.</p> <p>Katharine and Alyson are due to meet with Tracey McKigen soon to discuss finance and expectations.</p>
4	<p>[Redacted]</p> <p>[Redacted]</p>
5	<p>[Redacted]</p> <p>[Redacted]</p>
6	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

7	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
8	<p>[Redacted]</p> <p>[Redacted]</p>
9	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
10	<p>[Redacted]</p> <p>[Redacted]</p>
11	<p>[Redacted]</p> <p>[Redacted]</p>
12	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

	<p>[Redacted content]</p> <ul style="list-style-type: none">[Redacted content][Redacted content]
13	Date of next meeting 11 June 2024 at 1600-1700, MS Teams
[Yellow footer bar]	

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	12 June 24
Time	1300 - 1430
Chair:	Katharine Russell
Notes:	Caroline Shilling
Present:	Alyson Falconer, Audrey Millar, Chris Hewitt, Avril Stevenson
Agenda	
Standing items	
1	Apologies: Mo McKenna
2	[REDACTED]
3	[REDACTED]
4	[REDACTED]
5	[REDACTED]
6	Financial pressures AF/KR will attend meeting with Tracy McKigen on Friday regarding psychology finance and have been asked to produce impact assessments by 01 st August.
7	[REDACTED]
8	[REDACTED]
9	[REDACTED]
10	[REDACTED]

11	[Redacted]
12	[Redacted]
13	[Redacted]
14	[Redacted]
15	[Redacted]
16	[Redacted]

	[Redacted]
17	[Redacted]
18	[Redacted]
19	Next Meeting: Performance SMT: 26th June 2024 from 1pm – 2.30pm on Teams Next Strategy SMT: 10th July 2024 from 1pm – 2.30pm on Teams

Distribution (once approved):

REAS SMT

All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE

Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	9 July 2024
Time	1600 – 1700

Chair: Audrey Millar

Present: Jamie Kirkland, David Barker, Alyson Falconer, Chiara Facone, Avril Stevenson, Suzie Black, Richard Brown, Alison Wells, Lucy Abraham, Adam Burley, Linsey Brassington, Reed Cappleman, Donna Gilroy, Chris Hewitt

Notes: Cheryle Henderson

Minutes	
Standing items	
1	<p><u>Apologies:</u></p> <p>Mo McKenna</p>
2	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
3	<p><u>Finance</u></p> <p><u>Psychology Finance/Spending Requests/RAF Process</u></p> <p>The figures received from the Scottish Government are for a whole sum (not split like in like in previous years). It is then down to the Boards discretion how these funds are divided. The figured anticipated for psychology is not less than expected but it is unsure if it will cover all the posts that we had additionally funded. This is still to be confirmed.</p> <p>Alyson can share the paper from the SG if anyone would like a copy.</p>
4	[REDACTED]

	<p>[Redacted]</p> <p>[Redacted]</p>
5	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
6	<p>[Redacted]</p> <p>[Redacted]</p>
7	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

	<p>[Redacted]</p> <p>[Redacted]</p>
8	<p>[Redacted]</p> <p>[Redacted]</p>
9	<p>[Redacted]</p> <p>[Redacted]</p>
10	<p>Date of next meeting 6 August 2024 at 1600-1700, MS Teams</p>
<p>[Redacted]</p>	

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	10 July 24
Time	1300 - 1430
Chair:	Alyson Falconer
Notes:	Caroline Shilling
Present:	Audrey Millar, Chris Hewitt, Mo McKenna, Avril Stevenson
Agenda	
Standing items	
1	Apologies: Alyson Falconer
2	[Redacted]
3	[Redacted]
4	[Redacted]
5	Financial pressures [Redacted]
<u>Mental Health Act Framework posts</u> With regards to retaining the 8B posts in CMHT and AMH, AF wrote a finance plan	

	<p>paper which has been signed off by Finance. AF will complete a Workforce Organisation paper. Action: AF to draft Workforce Org paper and circulate to SMT.</p> <p>[Redacted]</p> <p>Action: SMT agreed that AF will go back to Chris to say given current context, NHSL Psychology has not got the focus required to host this post.</p>
6	[Redacted]
7	[Redacted]
8	[Redacted]
9	[Redacted]
10	[Redacted]
11	[Redacted]

12	[Redacted]
13	[Redacted]
14	[Redacted]
15	[Redacted]
16	[Redacted]
18	<p>Next Meeting: Performance SMT: 24th July 2024 from 1pm – 2.30pm on Teams Next Strategy SMT: 14th August 2024 from 1pm – 2.30pm on Teams</p>

Distribution (once approved):

REAS SMT

All Psychology – MS Team

	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
	[Redacted]
4	[Redacted]
5	<p>Financial pressures Psychology have been asked to produce a paper with figures to evidence how Psychology will break even in this financial year.</p>
6	[Redacted]
7	[Redacted]
8	[Redacted]
9	[Redacted]

10	[Redacted]
11	[Redacted]
12	[Redacted]
13	[Redacted]
14	[Redacted]
15	[Redacted]
16	[Redacted]
17	[Redacted]
18	[Redacted]
19	[Redacted]
18	Next Meeting: Performance SMT: 24th July 2024 from 1pm – 2.30pm on Teams Next Strategy SMT: 14th August 2024 from 1pm – 2.30pm on Teams

Distribution (once approved):

REAS SMT

All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE

Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	3 September 2024
Time	1600 – 1700

Chair: Katharine Russell

Present: Norma Martin, Sarah Gladden, David Barker, Katharine Russel, Jamie Kirkland, Audrey Millar, David Gillespie, Suzie Black, Richard Browne, Andrew Bates, Avril Stevenson, Alyson Falconer, Lindsay Brassington, Jenny Strachan, Amy Homes, Donna Gilroy

Notes: Cheryle Henderson

Minutes	
Standing items	
1	<p><u>Apologies:</u></p> <p>Adam Burley, Maureen McKenna, Beverley White, Alison Wells, Rebecca Pryde, Joanna Gouick</p> <p>Katharine welcomed Andrew to his first business group meeting since his return from leave.</p>
2	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
3	<p>[REDACTED]</p> <p>[REDACTED]</p>

	[Redacted]
4	[Redacted]
5	[Redacted]
6	[Redacted]
7	[Redacted]

	[REDACTED]
8	[REDACTED]
9	[REDACTED]
10	[REDACTED]

11	Date of next meeting 1 October 2024 at 1600-1700, MS Teams
-----------	---

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	11 Sept 24
Time	1300 - 1430
Chair:	Katharine Russell
Notes:	Caroline Shilling
Present:	Alyson Falconer, Audrey Millar, Chris Hewitt, Avril Stevenson
Agenda	
Standing items	
1	Apologies: Mo McKenna
2	<u>Outstanding actions / Action log from the last meeting</u> Outstanding actions [REDACTED] [REDACTED]
	<u>6 month planning</u> KR and AF continue to draft a financial plan to evidence how Psychology will balance books. Slippage no longer exists in NHS Lothian. Psychology is viewed as a whole service, as opposed to individual services. Where do we want to be in 6 months time, how do we get there ? Discussion: <ul style="list-style-type: none"> • Identify service gaps (risks). • How do we support staff as pressures increase ? • How do we improve staff morale, ensuring staff feel valued. • Clear message from SMT with regards to what needs to change, and why. Do we have an appropriate structure to deliver a service ? • Workforce structure – shared understanding and view. [REDACTED] <ul style="list-style-type: none"> • Supporting Leads to have Time to Lead but also time to develop. How do we empower Leads to make more decisions? Are there opportunities we should be giving Leads; thinking about shared goals, working collaboratively, spending more time together in a safe space enabling open communication. • Training - training for whole staff group. Who can provide what training within

	<p>Psychology to support Leads to develop? What are the needs for those stepping up to 8C and 8D roles? What needs to be in a CPD plan for clinicians transitioning? Management passport for those moving into roles (work in progress) with regards to HR. Kings Fund – free compassionate leadership courses. Leadership training. Smaller day for Leads only – mini strategy day.</p> <ul style="list-style-type: none"> • Finances – being quite transparent about landscape we are going to be in. Shared understanding of what workforce should look like – face to face half day is a good idea. • [REDACTED] <p>[REDACTED]</p>
3	<p>[REDACTED]</p>
4	<p><u>Financial pressures</u> SMT discussed importance of sharing the financial pressures and implications. KR/AF asked to submit a paper to REAS to include posts that are not funded, or the funding no longer exists, however, to identify posts that are critical to service delivery. The majority of these posts come off back of Mental Health Framework. The majority of clinical posts Psychology no longer have funding for are mainly from the four AMH and CMHT. Importance of being clear about what Psychology want in terms of structure going forward. What is the best way to deliver services ensuring a safe service but that meets the financial pressures ?</p> <p>[REDACTED]</p>
6	<p><u>Workforce Planning Objectives</u> KR feedback that Psychology have three objectives that KR has been updating over last year; KR has been asked to update again this week in addition to setting new objectives.</p> <p>Action: KR to circulate current objectives. Please can SMT get back to KR regarding new meaningful, aspirational and realistic objectives before the next meeting.</p>
7	<p>[REDACTED]</p>

	[Redacted]
8	[Redacted]
9	[Redacted]
10	[Redacted]
11	[Redacted]
12	[Redacted]
13	[Redacted]
14	[Redacted]
15	[Redacted]
16	[Redacted]
18	<p>Next Meeting: Performance SMT: 25th Sept from 1pm – 2.30pm on Teams Next Strategy SMT: 09th Oct 2024 from 1pm – 2.30pm on Teams</p>

Distribution (once approved):

REAS SMT

All Psychology – MS Team

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	09 Oct 24
Time	1300 - 1430
Chair:	Katharine Russell
Notes:	Caroline Shilling
Present:	Alyson Falconer, Audrey Millar, Chris Hewitt, Mo McKenna

Agenda	
---------------	--

Standing items	
----------------	--

1	Apologies: Avril Stevenson
---	--------------------------------------

2	[Redacted]
---	------------

3	<p>[Redacted]</p> <ul style="list-style-type: none"> • Finance / Workforce (AF and KR) <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
---	---

	[Redacted]
4	[Redacted]
5	<p><u>Financial pressures</u> AF/KR to write an Options paper with specific suggestions around how Psychology reconfigure Adult Services with the financial budget available. AF to follow up with Tracy McKigen regarding Comms before sending an all staff e-mail regarding an all staff meeting at the end of October.</p> <p><u>Ministerial visit on Monday for Area Clinical Forum</u> Services asked to calculate the impact of Reduced Working Week (based on 90 minutes) on WTE.</p> <ul style="list-style-type: none"> • AHPs calculated 84 WTE. • Clinical Psychology calculated hours equate to 12 WTE = 9 in Adult / 3 in CAMHS. • AF looked at General Teams and CMHT – loss equates to over 3000 contacts a year / 250 people not being taken off lists. This figure does not include specialist services. • There was agreement not to reduce number of expected clinical contacts this year following 30 minute reduction, however, as reduction in hours increases, number of clinical contacts will require to be adjusted next year.
6	[Redacted]
7	[Redacted]
8	[Redacted]
9	[Redacted]
10	[Redacted]
11	[Redacted]

12	[Redacted]
13	<p>Area Clinical Forum KR attended Usher Building, RIE for Annual Review by Scottish Government where a Minister (Jenny Minto) attended and Caroline Lamb (Head of NHS Scotland (Government level)). Clinicians were given 5 minutes to give an update on staffing group, strategies, goals and reduced working week. KR highlighted impact on reduced working week; logistically difficult, burden on admin, taking loads of time and the reduction in Mental Health Outcomes Framework.</p> <p>Area Clinical Forum want to write a paper about Reduced Working Week to be really clear about impact with regards to clinical activity in Lothian. This would be sent to the Board and SG. KR to discuss with CH.</p> <p>Discussion regarding Area Clinical Forum meeting; opportunity to sit in front of Minister annually, another place where psychology have a voice to raise concerns, represents whole workforce. This meeting would not be management led, although helpful to have a senior member of staff as Chair.</p>
14	[Redacted]
15	[Redacted]
16	[Redacted]
17	[Redacted]
18	<p>Next Meeting: Performance SMT: 23rd Oct from 1pm – 2.30pm on Teams Next Strategy SMT: 13th Nov 2024 from 1pm – 2.30pm on Teams</p>

Distribution (once approved):

REAS SMT

All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	29 October 2024
Time	1600 – 1700

Chair: Katharine Russell

Present: Jamie Kirkland, Andrew Bates, Katharine Russell, Sarah Gladden, Lucy Abraham, Sharon Edmunds, Liesbeth Scott, Lindsay Brassington, Norma Martin, Alyson Falconer, Adam Burley, Richard Browne, Gavin Menzies, Suzie Black, Sarah Phillips, Alison Wells, Bev White, Reed Cappleman, Chiara Facone, Chris Hewitt, Amy Homes, Jenny Strachan

Notes: Cheryle Henderson

Minutes	
Standing items	
1	Apologies: Maureen McKenna, Audrey Millar
2	[REDACTED]
3	[REDACTED]
4	[REDACTED]
5	[REDACTED]

	[REDACTED]
6	[REDACTED]
7	[REDACTED]
8	[REDACTED]

	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
9	Date of next meeting 26 November 2024 at 1600-1700, MS Teams

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	13 Nov 24
Time	1300 - 1430
Chair:	Alyson Falconer
Notes:	Caroline Shilling
Present:	Katharine Russell, Audrey Millar, Chris Hewitt, Mo McKenna
Agenda	
Standing items	
1	Apologies:
2	[REDACTED]
3	[REDACTED]
4	[REDACTED]

	[Redacted]
5	[Redacted]
6	[Redacted]
7	[Redacted]
8	[Redacted]
9	[Redacted]
10	[Redacted]

11	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
12	<p>[Redacted]</p> <p>[Redacted]</p>
13	<p>[Redacted] P.</p>
14	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
15	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
16	<p>[Redacted]</p>
17	<p>Next Meeting: Performance SMT: 27th Nov from 1pm – 2.30pm on Teams Next Strategy SMT: 11th Dec 2024 from 1pm – 2.30pm on Teams</p>

Distribution (once approved):

REAS SMT

All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE

Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	26 November 2024
Time	1600 – 1700

Chair: Audrey Millar

Present: Audrey Millar, Charlotte Murphy, Lucy Abraham, Joanna Gouick, Katharine Russell, Chris Hewitt, Liesbeth Scott, Hannah Cooper, Norma Martin, Sarah Phillips, Linsay Brassington, Bev White, Chiara Focone, Suzie Black, Sarah Gladden, Reed Cappleman, Alison Wells, Amy Homes, Jamie Kirkland, Richard Browne, Sharon Edmunds

Notes: Cheryle Henderson

Minutes	
Standing items	
1	<p><u>Apologies:</u></p> <p>Maureen McKenna, Adam Burley, Alyson Falconer, Andrew Bates</p>
2	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>complete.</p>
3	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
4	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
5	<p>[Redacted]</p> <p>[Redacted]</p>

	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
6	<p>[Redacted]</p> <p>[Redacted]</p>
7	<p>[Redacted]</p> <p>[Redacted]</p>
8	<p><u>Finance Update</u></p> <p>It was noted that Katharine and Alyson have been meeting with teams to put together papers to discuss the mental health outcomes framework reduction. They have engaged with other colleagues from various disciplines to let them know this is a piece of work they are undertaking and requesting any contributions that they might want to make in terms of where they value psychology/psychological therapies. They are also engaging with partners in the IJBs, meetings are taking place in the next couple of weeks</p> <p>It was noted there is still time to submit contributions.</p>
9.	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
10.	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] Committee has been invited to this meeting, the current deputy chair will also attend.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
11.	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
12	<p>Date of next meeting Tuesday 17th December 2024 @4pm</p>

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	08 Jan 25
Time	1300 - 1430
Chair:	Alyson Falconer
Notes:	Caroline Shilling
Present:	Katharine Russell, Audrey Millar, Chris Hewitt
Agenda	
Standing items	
1	Apologies: Mo McKenna
2	[REDACTED]
3	[REDACTED]
4	[REDACTED]
5	<p>Finance pressures</p> <p>AF updated; paper went to Chief Officers before Christmas – had minimal amount of feedback although some unhappiness regarding level of cuts. SMT asked to take paper to the MH and LD Operations Board on 30th January. Also requires to go to REAS SMT, Partnership. Process should be finalised by end of March. Action: AF will update staff on position we're at to help manage realistic expectations. There is a Finance Meeting following today's SMT; AF will update the meeting on where Psychology are in the process.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	[Redacted]
6	<u>Workforce Planning objectives</u> KR circulated yesterday; SMT to review and this will be discussed at next Strategy Meeting.
7	[Redacted]
8	[Redacted]
9	[Redacted]
10	[Redacted]
11	[Redacted]
12	[Redacted]
13	[Redacted]
14	[Redacted]

	<ul style="list-style-type: none">• [Redacted]
17	Next Meeting: Performance SMT: 15 th January from 1pm – 2.30pm on Teams Next Strategy SMT: 12 th February 2025 from 1pm – 2.30pm on Teams

Distribution (once approved):
REAS SMT
All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE

Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	21 January 2025
Time	1600 – 1700
Chair	Katharine Russell
Present	Andrew Bates, Suzie Black, Lindsay Brassington, Richard Browne, Reed Cappleman, Elizabeth Drewett, Alyson Falconer, Chiara Focone, Donna Gilroy, Sarah Gladden, Joanne Gouick, Chris Hewitt, Jamie Kirkland, Audrey Millar, Katharine Russell, Jenny Strachan, Alison Wells, Sharon Edmunds
Notes	Cheryle Henderson

Minutes	
Standing items	
1	<p><u>Apologies:</u></p> <p>Maureen McKenna, Bev White, Norma Martin</p>
2	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
3	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
4	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
5	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

	<p>[Redacted]</p> <p>[Redacted]</p>
6	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
7	<p>[Redacted]</p> <p>[Redacted]</p>
8	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
9.	<p><u>MHOF WFOC update</u></p> <p>A paper has gone to the Chief Officers Group for the four partnerships setting out the financial picture and the impact across the four adult teams with the reductions</p>

	<p>that are being investigated. Katharine and Alyson have met with the Chief Officers individually to understand where some of their focus of interest is, there was also another meeting held on 20 January 2025.</p> <p>The paper is going to the MH & LD Operations group next week, Alyson will feedback from this meeting. We have been asked to produce a paper to REAS for February 2025 the initial paper will focus on what the financial cuts will look like and the details of clinical modelling and the potential redesign of services off the back of this will have to come after that.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>10.</p>	<p><u>Admin shortages</u></p> <p>Everyone was asked to bear in mind that admin is short staffed at the moment.</p> <p>[REDACTED]</p> <p>Please can everyone use the Psychology Hub email for queries etc.</p> <p>It was noted that eESS issues a 3-month alert to notify staff when fixed term contracts are coming to an end. Please can everyone ensure they action these and allow adequate time for these posts to go through the RAF panels. Failure to do so can result in staff members not being paid.</p>
<p>11.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>
<p>12.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>


11	Date of next meeting 18 February 2025 1600-1700 MS Teams

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	12 Feb 25
Time	1300 - 1430
Chair:	Alyson Falconer
Notes:	Caroline Shilling
Present:	Audrey Millar, Chris Hewitt
Agenda	
Standing items	
1	Apologies: Katharine Russell and Mo McKenna
2	[Redacted]
3	[Redacted]

	<p>(NES TURAS).</p> <p>[Redacted text]</p>
4	<p>[Redacted text]</p>
5	<p>[Redacted text]</p>
6	<p><u>Finance pressures</u> AF presented an initial financial balancing paper to the MH and LD Operations Group with recognition that Psychology needed to do a much wider stake holder piece to do a full re-design. There was sign off from three Partnerships at the meeting but not from the fourth who have since come back and requested Psychology to look in more detail at the initial proportion allocation of outcome framework funding. All Partnerships are required to be signed up to the same plan before it goes to REAS SMT for sign off. All Partnerships agreed they are happy with the proportionate reduction. This paper is</p>

	<p>relevant to main Adult psychology services, not specialist.</p> <p>AF confirmed Psychology are going to be able to reach financial balance and AF will send what the workings will look like once agreed with HSCP's..</p> <p>AF feedback Psychology have had a portion of uplift from the Outcome Framework that Psychology had not anticipated; this will help secure the one specialist post (this was a cost pressure with no funding against it but was part of the original Framework money).</p> <p><i>Admin Review</i> KR completed proposal for a full admin review project to be undertaken by the Sustainability and Values Team. It has not been confirmed as yet whether Psychology's bid has been successful. There is a cost to this service.</p> <p>All CMHT posts have been approved at REAS following an unsustainable number of vacancies arising</p> <p>Oncology Paper approved at REAS SMT. Staff Support Paper approved at REAS SMT.</p>
7	<p>Workforce Planning objectives</p> <p>AF shared the NHSL 2022-25 Workforce Plan. The Year 2 - 12 month actions collated for CMH were discussed and amended.</p> <p>Action 1: Ongoing. Focus on</p> <ul style="list-style-type: none"> • quality v quantity – provision of placements • matching (consider job opportunities) <p>Action 2: Ongoing. Focus on</p> <ul style="list-style-type: none"> • innovation - ?workforce related • digital team becoming a clinical team as previous admin role is now a Well-being worker role. <p>Action 3: Consider removing / ?re-suitability.</p> <p>Progress tracker</p> <ul style="list-style-type: none"> • Time to Lead • Post retention – well-being and development • Acuity of care and suitability of training • Consultancy model (trauma; indirect work) and supporting evidence (enhanced wider workforce culture). • Wider workforce development (B8A PT JD) <p>Action: AF and KR to finalise and re-circulate to SMT for comments and agreement.</p>
8	

9	[Redacted]
10	[Redacted]
11	[Redacted]
12	[Redacted]
13	[Redacted]
14	[Redacted]
15	[Redacted]
16	<p>Next Meeting: Performance SMT: 26th February from 1pm – 2.30pm on Teams Next Strategy SMT: 12th March 2025 from 1pm – 2.30pm on Teams</p>

Distribution (once approved):

REAS SMT

All Psychology – MS Team

PSYCHOLOGY BUSINESS COMMITTEE

Minutes

Meeting Name	Psychology - Business Meeting
Location	MS Teams
Date	18 February 2025
Time	1600 – 1700
Chair	Katharine Russell
Present	Andrew Bates, Sarah Gladden, Donna Gilroy, Chris Hewitt, Katharine Russell, Judy Leicht, Adam Burley, Chiara Facone, Hannah Cooper, Sharon Edmunds, David Barker, Jenny Strachan, Reed Cappleman, Linsay Brassington
Notes	Cheryle Henderson

Minutes	
Standing items	
1	<p><u>Apologies:</u></p> <p>Maureen McKenna, Alyson Falconer, Amy Homes</p>
2	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
3	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted] r venue could have been sourced for this meeting but that has not been possible.</p>
4	<p>[Redacted]</p> <p>[Redacted]</p>
5	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
6	<p>[Redacted]</p> <p>[Redacted]</p>

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
7	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
8	<p><u>MHOF update/Admin review update</u></p> <p>Information from the HSCP is still awaited with regards to some of the finance options that are in place, and we are still working towards a financial plan for addressing the reduction in mental health outcomes framework, also looking to form up some of the structure that goes underneath this beyond the financial agreement. It was hoped some further agreement will be received in the next week or so about the finance situation with this.</p> <p>The admin review is with the Sustainability and Value Team for their support to bring us into financial balance. It was hoped this will be supported by a Project Manager. An update should be received next week.</p> <p>It was noted that as financial balance is not being reached, it is not possible to recruit into current admin posts.</p> <p>Andrew noted that admin time and staff are limited. Please do not email Andrew direct unless it is personal or confidential in nature, all emails should be sent to the Psychology Hub.</p>

9.	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
10.	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
11	<p>Date of next meeting 18 March 2025 1600-1700 MS Teams</p>

Minutes

PSYCHOLOGY SENIOR MANAGEMENT TEAM

Meeting Name	Psychology - SMT (Strategy)
Location	MS Teams
Date	12 Mar 25
Time	1300 - 1430
Chair:	Katharine Russell
Notes:	[REDACTED]
Present:	Alyson Falconer, Audrey Millar, Chris Hewitt
Agenda	
Standing items	
1	Apologies: [REDACTED]
2	<u>Outstanding actions / Action log from the last meeting</u> Outstanding actions Action Log Action log reviewed and updated. Minutes from last meeting Reviewed, amendments made and approved.
3	[REDACTED]
4	<u>Finance pressures</u> <ul style="list-style-type: none"> • Funding for Neuro post confirmed –AM to discuss RAF with [REDACTED] tomorrow. • Veterans Paper going back to Corporate Management Team (CMT) on 25th March 2025. • Mental Health Outcome Framework Paper to go to MH& LD Operations Group on 26th March. • Admin Review – awaiting to see if Sustainability and Value are going to pick this workstream up and assign a Project Manager. • CMHT posts - AF contacted Tracy McKigen regarding moving forward with CMHT recruitment to full time 8C and full time 8A as MHOF funding plan is still outstanding. These are not new posts. AM to confirm with [REDACTED] what posts are due to be advertised.
5	[REDACTED]

	[Redacted]
6	[Redacted]
7	[Redacted]
8	[Redacted]
9	[Redacted]
10	[Redacted]

11	<p>[Redacted content]</p>
12	<p>[Redacted content]</p>
13	<p>[Redacted content]</p>
14	<p>[Redacted content]</p>
15	<p>[Redacted content]</p>

	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
16	<p>Next Meeting: Performance SMT: 26th March from 1pm – 2.30pm on Teams Next Strategy SMT: 09th April 2025 from 1pm – 2.30pm on Teams</p>

Distribution (once approved):

REAS SMT



All Psychology – MS Team

DRAFT

Mental Health and Learning Disabilities Operations Group

ACTION POINTS 30th JANUARY 2025 9:30-12:00

In attendance:	Tracey McKigen (Chair), Klaudia Bielecki, Karen Darroch, Karen Ozden, Daniela Ene, Jacque Balkan, Mike Reid, Guy Whitehead, Emily Hollinshead, Alyson Falconer, , Rob Waller, Anna Duff,
Apologies:	Nick Clater, Hamish Hamilton (Emily Hollinshead on behalf), Andrew Watson, Craig Stenhouse, Angela Dixon, Wenyi Zhou

MAJOR ISSUES / ACTION	LEAD / RESPONSIBLE
1.1 Welcome & Apologies See above.	
2. Previous Meeting: 28th November 2.1 Action Notes from previous meeting <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> agenda items.	 <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div>
3. Matters Arising 3.1 Psychology Workforce Paper (Alyson Falconer) <ul style="list-style-type: none"> • Alyson highlighted the financial pressures impacting psychology services due to budget overspend and subsequent staffing reductions. • Budget overspend of approximately £1 million was noted, with reductions needed to rebalance finances by 1 April 2025. • Concerns were raised regarding staffing imbalances between Band 7 and Band 8 positions and clinical pressures in East and Midlothian. • Some partnerships raised concerns over discrepancies in staffing data, prompting the need for further review and adjustments. • Mike Reid agreed with the top-slicing approach in principle. • Anna Duff raised the importance of integrating psychology workforce changes with other ongoing service reviews. • Guy Whitehead expressed concerns about data inaccuracies related to staffing establishments, requesting collaboration to verify numbers. • Karen Darroch agreed with the principle but sought clarity on Band 7 funding allocations. <p>Action: Review and verify workforce establishment data, particularly for East and Midlothian, with input from HSCP leads and finance.</p>	 HSCP Psychology Workforce paper Dec Appendix- Psychology Workforce
	AF, EH & HSCP leads

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

All to KB

RM

<ul style="list-style-type: none">• [REDACTED]	
<p>[REDACTED]</p>	 [REDACTED]
<p>[REDACTED]</p>	All
<ul style="list-style-type: none">- [REDACTED]- [REDACTED]- [REDACTED]	 [REDACTED]
<ul style="list-style-type: none">- [REDACTED]- [REDACTED]	
<ul style="list-style-type: none">- [REDACTED]- [REDACTED]- [REDACTED]	
<p>[REDACTED]</p>	

[Redacted]

[Redacted]

KB w/OP leads

[Redacted]



[Redacted]

DE

[Redacted]

[Redacted]

DE

[Redacted]



[Redacted]

WZ/KB

[Redacted]



<ul style="list-style-type: none">• [REDACTED]• [REDACTED] templates should be used to [REDACTED] <p>[REDACTED]</p> <p>[REDACTED]</p>	 [REDACTED] RW  [REDACTED] [REDACTED]
<ul style="list-style-type: none">• [REDACTED] <p>[REDACTED]</p>	
<ul style="list-style-type: none">• [REDACTED]• [REDACTED]• [REDACTED] <p>[REDACTED]</p>	WZ  [REDACTED] HSCP leads WZ
<p>Next meeting: 27th March 2025, 9:30-11:30 on MS Teams</p>	



Actions_MHLD OPRG
Jan 2025.xlsx

Action Log:

Mental Health and Learning Disabilities Programme Board

21st January 2025, 14:00-16:00 on MS Teams

Item

1 Welcome and Introductions

In attendance: Alison White (AW, Chair), Tracey McKigen (TMK), Klaudia Bielecki (KB), Linda Walker (LW), Jim Sherval (JS), Richard Murray (RM), Andrew R Watson (ARW), Karen Ozden (KO), Hamish Hamilton (HH), Nick Clater (NC), Stephen McBurney (SM), Katharine Russell (KR), Morag Borrow (MB), Guy Whitehead (GW), Mike Massaro-Mallinson (MMM), Ashley Goodfellow, Wenyi Zhou (Minute).

Apologies: Fiona Wilson (FW, Guy Whitehead attend on behalf), Colin Briggs,

2 Previous Meeting - 21st October 2024

2.1 Minutes from previous meeting were approved.

2.2 Action Tracker were updated and approved.

3 Matters Arising

[Redacted]



[Redacted]

[Redacted]

[Redacted]

noted the importance of mapping existing efforts to identify gaps in prevention

[REDACTED]

•

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

•

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

•

[REDACTED]

3.4 Consultant Cover – Vacancies & Workforce Action Plan

AW highlighted East Lothian’s challenges with consultant cover and proposed a system-wide review of staffing gaps, raising concerns about consultant shortages across the system and stressed the need for a coordinated response.

GW thanked colleagues for providing mutual aid, shared updates on interim consultant supported arrangements, and supported a system-wide approach to address ongoing pressures. ARW noted significant variability in psychiatric time allocation across partnerships, emphasised the need to consider these differences in workforce planning, and urged a review of workforce planning assumptions.

- **Action:** Workforce group, led by Tracey, to update on consultant cover and workforce gaps at the next meeting, focusing on both short-term and long-term solutions.

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

-
- █ [Redacted]
 - █ [Redacted]

█ [Redacted]

- █ [Redacted]
- █ [Redacted]
- █ [Redacted]
- █ [Redacted]

█ [Redacted]

MH Operational Group Reports from 28/11/24



MHOPG Update
Nov24.pptx

- Psychological Therapies; Lead: Alyson Falconer & Katharine Russell; Assurance Provided: Moderate
- CAMHS & Specialist Services; Lead: Angela Dixon; Assurance Provided: Moderate

5 Strategic Update

5.1 2025-26 SG Financial and Delivery Planning

KB presented the 2025-26 nine national priorities for mental health from Scottish Government and proposed integrating them into the upcoming updated implementation book, including proposal of key three themes for next year's objective around improvement to access, workforce development and service modernisation. She outlined proposed milestones and identified risks

related to finance, infrastructure, and staffing. Highlighted risks related to implementation due to finance limitations, workforce shortages, and infrastructure gaps. TMK stressed the importance of aligning these priorities with local implementation and requested timelines for feedback to ensure alignment with deadlines.

- **Action:** KB to circulate priorities to programme board and operational group and request feedback by mid-February.

6 Finance Update

AW summarised financial pressures related to CAMHS, Psychological Therapies, and LD health checks.

HH provided an overview of current financial pressures, including funding shortfalls in CAMHS and Learning Disability Health Checks, and challenges in maintaining Psychological Therapy services under existing budgets. HH provided update from last Chief Officer meeting on January 27th of agreement of split as set out in Scottish Government letter, which protects Action 15 funding, which means a slightly bigger reduction for all other areas, like CAMHS and PT.

TMK raised concerns about reductions in CAMHS and PT funding and their significant impact on service delivery. Recovery plans for CAMHS and PT were initially successful, reducing CAMHS waiting lists, however, funding reductions in December 2022 and further cuts in 2024 led to the cessation of key services like Helios, resulting in increased waiting times. CAMHS in Lothian continues to face higher referral rates than other regions, such as Glasgow, yet funding has been reallocated to Glasgow and Highland. These changes have jeopardised the service's ability to meet waiting time targets, with the risk of escalation back to Level 3. TMK reminded group that government priorities are meant to be for children, yet the opposite is being done with the decision to reduce MH outcome framework funding. AW noted the importance of raising these concerns with the Scottish Government and advocating for equitable resource allocation. TMK to meet SG with ARW and Caroline Hiscox January 28th.

AW signed off decision on Action 15 allocation, acknowledging risks TMK as raised.

[REDACTED]

[REDACTED]

[REDACTED]

Stenhouse progressing Datix solution to compile all MWC in one area, in testing

[REDACTED]

[REDACTED]

[REDACTED]

8 AOB

8.1 HSCP Psychology Workforce

AW briefly discussed HSCP psychology workforce challenges, noting recruitment difficulties and the need for a strategic response. Paper deferred to MH Operational Group held on January 30th.

8.2 SG Escalation Update

TMK provided a brief update on the ongoing escalation processes with Scottish Government, including plans to address persistent staffing and funding issues. TMK, AW and Caroline Hiscox meeting with SG at end of month.

Next Meeting date: Tuesday, 29 th April 2025, 14:00-16:00 on MS Teams
--

[REDACTED] (Item 10):

[REDACTED]

REAS Senior Management Team Meeting

Wednesday, 15 January 2025 at 9.30am via Microsoft Teams

Present: Tracey McKigen (TMcK) (Chair), Jacquie Balkan (JBa), Andrew Watson (AW), Bielecki (KB), Gordon Archibald (GA), Linda Walker (LW), Jill Ball (JB), Alyson Falconer (AF), Craig Stenhouse (CS), Emily Hollinshead (EH), Lisa Canale (LC)

Apologies: Angela Dixon (AD), Katherine Russell (KR), Mike Reid (MR)

MINUTES

1. Minutes of Previous Meetings

The minutes of the meeting held on 18 December 2024 were agreed as an accurate record.

2. Actions from Previous Meeting

- [Redacted]

- [Redacted]

CS

- [Redacted]

- [Redacted]

AW

- [Redacted]

- [Redacted]

| [REDACTED]

| [REDACTED]

[REDACTED]

TMcK

• [REDACTED]

| [REDACTED] which could then be sent to the Mental Welfare
Commission

[REDACTED]

TMcK

| [REDACTED]

[REDACTED]

AF

• [REDACTED]

[REDACTED]

*TMcK/
AF/KR*

• [REDACTED]

[REDACTED]

• [REDACTED]

| [REDACTED]

[REDACTED]

• [REDACTED]

| [REDACTED]

| [REDACTED]

[REDACTED]

- [REDACTED]

- [REDACTED]

3. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

[Redacted]

DC

4.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

JBa

[REDACTED]

JBa

[REDACTED]

ALL

5.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AF

[REDACTED]

Following discussion, REAS SMT were content with the direction of travel in terms

[REDACTED]

[REDACTED]

[REDACTED]

AF

6.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7.

[REDACTED]

[REDACTED]

[REDACTED]

ALL

8.

[REDACTED]

[REDACTED]

9.

[REDACTED]

[REDACTED]

[REDACTED]

CS indicated that he was also working on a second document which will provide

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CS

[REDACTED]

CS

[REDACTED]

10. **Workforce Report**

Due to the timing of this SMT meeting, the Workforce Report could not be circulated as the December figures were not available until 15 January 2025. The report will be circulated post meeting.

JB

15. [REDACTED]

[REDACTED]

[REDACTED]

16. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

*TMcK/
GMs/
CSMs/
CS/
JMcDL
KR/AF/
LW/KP*

17.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CS

[REDACTED]

AW

•	[REDACTED]	<i>TMcK</i>
	[REDACTED]	<i>TMcK</i>
	[REDACTED]	<i>AF</i>
	[REDACTED]	<i>TMcK/ AF/KR</i>
	[REDACTED]	<i>DC</i>
	[REDACTED]	
	[REDACTED]	<i>JBa</i>
	[REDACTED]	<i>ALL JBa</i>
	[REDACTED]	
	[REDACTED]	<i>AF AF</i>
	[REDACTED]	<i>ALL</i>
	[REDACTED]	
	[REDACTED]	<i>CS CS</i>
	[REDACTED]	<i>CS CS CS</i>
	[REDACTED]	<i>TMcK/ GMs/ CSMs/ CS/ JMcDL KR/AF/ LW/KP</i>