

Gillian Morrison (Interim Chief Officer).

Orkney Health and Care.

01856873535 extension: 2611.

OHACfeedback@orkney.gov.uk.



Agenda Item: 5.

Integration Joint Board

Date of Meeting: 10 February 2021.

Matters Arising Log from Meeting held on 9 December 2020

Matters Arising		Target Date	Lead Officer	Notes
1.	Proposed New Kirkwall Care Facility – OHAC SMT to continue working with clinical, professional and third sector colleagues in respect of minor modifications to current architectural plan.	31 March 2021.	Lynda Bradford.	Meetings arranged with GPs, Pharmacists and other health and community care professionals.
2.	Proposed New Kirkwall Care Facility – ensure service development continues in line with recent discussions to ensure Home First is default model of care and progress reported on regular basis.	June 2021.	Gillian Morrison.	A report on the capital project is being presented to the Policy and Resources Committee of Orkney Islands Council on 16 February 2021. Building is expected to start in Autumn 2021.
3.	Joint Inspection – in order to provide assurance, proposal that COG produce annual report to OCPP and other statutory agencies.		Jim Lyon.	

Matters Arising		Target Date	Lead Officer	Notes
4.	Budget Savings Proposals – work underway to identify savings to baseline budgets from NHSO, for 2021/22, the outcome to be presented separately.	April 2021.	Pat Robinson.	To meet with OHAC SMT to identify any potential savings options to present to IJB in April 2021.
5.	Budget Savings Proposals – resubmit low risk savings to baseline budgets from OIC in alternative format.	February 2021.	Pat Robinson.	On agenda for February board meeting.
6.	Stakeholder Representatives' Expenses – claim form to be made available on website and via email.	February 2021.	Pat Robinson.	Will be circulated to relevant members prior to next meeting.
7.	ADP Governance – consider scheme of delegation.	February 2021.	Gillian Morrison.	On agenda for February board meeting.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
8.	Set up SLWGs to take forward MSG proposals.	April 2020.	December 2020.	Gillian Morrison.	A report on this was considered at the Joint Discussion Forum of 9 December 2020 with a view to SLWGs being set up early in 2021.
9.	Vacancies on Board.	May 2020.	February 2021.	Gillian Morrison.	Carer representative formally appointed at December Board meeting. Nomination of OIC Staff representative to be considered at February Board meeting.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
10.	Clinical and Care Governance Committee	May 2020.	May 2021.	Gillian Morrison.	A first draft set of Terms of Reference for the Clinical and Care Governance Committee has been developed for initial discussion with the Chair of the Clinical and Care Governance Committee, together with the Chair and Vice Chair of the IJB. This will help to determine whether there should be a separate committee.
11.	<p>Strategic Commissioning.</p> <ul style="list-style-type: none"> • Summary report provided evidence of commitment, innovation and collaboration to allow services to continue – how will potential to do things differently be captured? • Direction of Strategic Commissioning Programme Board. • Progress with Strategic Commissioning Implementation Plan – recent events and emerging collaborative plans could impact on early draft. 	June 2020.	February 2021.	Gillian Morrison.	<p>The Strategic Plan has set the framework for the Strategic Commissioning Implementation Plan and work is underway to populate a framework for this Plan, helpfully led by Board Member, Gail Anderson.</p> <p>A meeting of the Strategic Planning Group will consider an early draft in February 2021.</p>
12.	Set Aside – during 2019/20 financial year, work through six steps set out in statutory guidance to ascertain accurate budget figure.	September 2020.	March 2021.	Pat Robinson.	This will be incorporated within budgetary processes audit recommendations.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
13.	Integration Scheme – statutory review to be commenced by March 2021 with a view to being reported to the IJB in June 2021.	September 2020.	June 2021.	Gillian Morrison.	<p>Joint Discussion Forum met on 9 December 2020 and provided a steer that there were no changes proposed to the current delegated functions and services.</p> <p>The Integration Scheme is currently being updated to reflect changes over the last five years.</p> <p>Project Team scheduled to meet in February 2021.</p>
14.	Mental Health Strategy – steering group to be convened with remit to develop action plan to ensure vision progressed.	October 2020.	28 February 2021.	Lynda Bradford.	First meeting held on 25 January 2021 to discuss how to progress development of action plan and terms of reference to progress the actions.
15.	Matters escalated from other Committees – look into how this could be progressed.	October 2020.	February 2021.	Gillian Morrison.	Proposal that minutes and briefing systems to be utilised to be further considered at development session planned for 23 February 2021.

Regular Reports required

Report.		Frequency.	Notes.
1.	Update on Children's Services Inspection Improvement Plan.	Each cycle.	On agenda for February 2021 Board meeting.
2.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2021.
3.	Annual report on Directions to IJB.	Yearly, September.	Next due September 2021.
4.	Chief Social Work Officer's Annual Report.	Annually, September.	Next due September 2021.
5.	Climate Change Duties.	Annually, by 30 November.	Next due November 2021. Letter sent to Scottish Government outlining concerns regarding statutory reporting duties by integration authorities, as requested at October 2020 Board meeting.
6.	Records Management Plan.	Annually.	Next due 1 December 2021.
7.	Freedom of Information Policy and Publication Scheme.	Every 2 years.	Approved October 2020. Next review 2022.
8.	Market Facilitation Statement.	Every 3 years.	Approved October 2020. Next review 2022.
9.	Workforce Plan.	Every 2/3 years.	Approved December 2020. Next review December 2022.
10.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed in September 2023.
11.	Stakeholder Representatives' Expenses	Every 3 years.	Approved December 2020. Next review October 2023.

Report.		Frequency.	Notes.
12.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review 2025.