

Gillian Morrison (Interim Chief Officer).

Orkney Health and Care.

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Agenda Item: 5.

Integration Joint Board

Date of Meeting: 21 April 2021.

Matters Arising Log from Meeting held on 10 February 2021

Matters Arising		Target Date	Lead Officer	Notes
1.	Direct therapeutic support for young people – as there is no specialist infant mental health provision to assist in assessing complex parent infant relationship issues in permanence and adoption work, what does the Board need to commission to meet those gaps.	December 2021.	Maureen Swannie.	Report went to EMT on 12 April. Further work to be undertaken as part of paediatric service provision in general. Currently liaising with NHS Shetland for support. Perinatal mental health programme currently in progress will also support this area.
2.	LAC Reviews – assumption that confidential and personal information no longer privileged.	April 2021.	Jim Lyon.	All information in relation to Looked After Children is treated confidentially and, where there is a need to share information e.g. for Child Protection purpose, this is done proportionately and in a timely manner. We are seeking to convene a Care Experience Group Meeting next week.

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3.	Prescribing (Pharmacy) – reasons behind significant budget overspend.	June 2021.	Pat Robinson.	It is understood that work is being undertaken with the Director of Finance, NHS Orkney, and an update will be provided when available.
4.	Rural Fellowship vacancy.	June 2021.	Pat Robinson.	Action, if any, being taken to attract candidates to Orkney to be reported in due course.
5.	ADP Strategy – to be submitted to the Scottish Government in draft form, with a request that the timeframe be reduced from 10 years to 5 years.	June 2021.	Katie Spence.	This is progressing. The Strategy will be presented to the IJB for approval in June 2021.
6.	ADP Strategy – in the interim, draft strategy to be submitted to relevant governance committees of NHS Orkney, as a matter of urgency, to enable further consultation and engagement, with revised draft resubmitted to the Board in due course.	June 2021.	Katie Spence.	The Strategy has been circulated through the relevant groups and is on the agenda for Clinical and Care Governance Committee on 27 April 2021.
7.	ADP Operational Framework and Scheme of Delegation – deferred to enable further discussion at development session.	June 2021.	Katie Spence.	A Joint IJB / ADP Strategy Development Session is scheduled for 12 May 2021 for discussion before a report is presented to the IJB in June 2021.
8.	Risk Register – to be submitted to the next meeting of the Board. Suggested that it could be shared virtually prior to the next meeting, given the ongoing pandemic and the need to know the risks.	April 2021.	Pat Robinson.	Revised Risk Register on agenda for April Board meeting, which was presented to the Strategic Planning Group for scrutiny prior to being presented to the IJB. (Action to be deleted following April Board meeting).

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9.	Care Inspectorate Inquiry into decision making and partnership working in delivering care at home and housing support services during the COVID-19 pandemic – paper addressing the recommendations on an ongoing basis to be submitted to Clinical and Care Governance Committee to provide further assurance.	June 2021.	Lynda Bradford.	A report will be presented to the June 2021 Clinical and Care Governance Committee.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
10.	Set up SLWGs to take forward MSG proposals.	April 2020.	December 2021.	Gillian Morrison.	Joint Discussion Forum on 9 December 2020 agreed that MSG proposals would be taken forward after the Integration Scheme was updated.
11.	Clinical and Care Governance Committee	May 2020.	May 2021.	Gillian Morrison.	Terms of reference for the Clinical and Care Governance Committee have been redrafted following a meeting of the members of the Clinical and Care Governance Committee and further discussion with key colleagues. These are on the agenda for consideration at the April 2021 meeting of the Clinical and Care Governance Committee.
12.	Strategic Commissioning. <ul style="list-style-type: none"> Summary report provided evidence of commitment, 	June 2020.	June 2021.	Gillian Morrison.	The route map for the Strategic Commissioning Plan for the period 2022 – 2025 will start with: (1) preparing a Joint Strategic Needs

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	<p>innovation and collaboration to allow services to continue – how will potential to do things differently be captured?</p> <ul style="list-style-type: none"> • Direction of Strategic Commissioning Programme Board. • Progress with Strategic Commissioning Implementation Plan – recent events and emerging collaborative plans could impact on early draft. 				<p>Assessment and Gap Analysis for August 2021, which will be presented to the IJB thereafter. This is underway.</p> <p>(2) Communication and engagement with key stakeholders through the Strategic Planning Group and other stakeholder groups to identify priority areas.</p> <p>(3) With confirmation from the Board, the Strategic Planning Group will work on the detail of the implementation planning to develop a further draft.</p> <p>(4) Further communication and engagement.</p> <p>(5) Final approval during summer 2022. The Strategic Commissioning Implementation Plan 2021-22 will provide the commissioning intentions until that date, once it is approved in June 2021.</p>
13.	Set Aside – during 2019/20 financial year, work through six steps set out in statutory guidance to ascertain accurate budget figure.	September 2020.	June 2021.	Pat Robinson.	There has been a request for a development session to get a further understanding on the set aside budget which will be organised in the near future.
14.	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.	The final proposed track changes to the Integration Scheme have been received which will be informally submitted to Scottish Government for comment prior to consideration by Council SMT and NHSO EMT, and final approval through the Health Board and Council. We will bring this for information to the IJB

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					Development Session in May 2021 and for noting at the June 2021 IJB meeting.
15.	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.	This group has now been convened and work is progressing. (Action to be deleted following April Board meeting).
16.	Matters escalated from other Committees – look into how this could be progressed.	October 2020.	April 2021.	Gillian Morrison.	This is addressed through the proposed amended terms of reference for the Joint Clinical and Care Governance Committee. (Action to be deleted following April Board meeting).
17.	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.	December 2020.	31 March 2021.	Lynda Bradford.	Report on progress with project on April Board meeting. (Action to be deleted following April Board meeting).
18.	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.	December 2020.	June 2021.	Lynda Bradford.	Noted at February 2021 Board meeting that a report on Home First concept would be submitted to June Board meeting.
19.	Budget Savings Proposals – work underway to identify savings to baseline budgets from NHSO, for	December 2020.	April 2021.	Pat Robinson.	Some recurring savings have been identified and approved by the IJB which are incorporated within the Annual Budget paper being presented

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2021/22, the outcome to be presented separately.				to the April Board meeting.

Regular Reports required

Report.	Frequency.	Notes.
1. Update on Children's Services Inspection Improvement Plan.	Each cycle.	On agenda for April 2021 Board meeting.
2. Proposed New Kirkwall Care Facility.	Quarterly.	On agenda for April 2021 Board meeting.
3. Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2021.
4. Annual report on Directions to IJB.	Yearly, September.	Next due September 2021.
5. Chief Social Work Officer's Annual Report.	Annually, September.	Next due September 2021.
6. 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.
7. Records Management Plan.	Annually.	Next due 1 December 2021.
8. Winter Plan.	Annually.	Next due December 2021.
9. Freedom of Information Policy and Publication Scheme.	Every 2 years.	Approved October 2020. Next review 2022.

Report.		Frequency.	Notes.
10.	Market Facilitation Statement.	Every 3 years.	Approved October 2020. Next review 2022.
11.	Workforce Plan.	Every 2/3 years.	Approved December 2020. Next review December 2022.
12.	Risk Management Strategy.	Every 2 years.	Approved February 2021. Next review February 2023.
13.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed in September 2023.
14.	Stakeholder Representatives' Expenses	Every 3 years.	Approved December 2020. Next review October 2023.
15.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review 2025.
16.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.