



Agenda Item: 4.

Date of Meeting: 25 June 2019.

Integration Joint Board – Action Log

The purpose of the Action Log is to record actions to enable the Integration Joint Board to seek assurance that decisions have been implemented accordingly.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
3.	27.6.18 Item 4.4	Recruitment	Appraisal of alternative recruitment options undertaken and to be shared with Maureen Firth on return to work.	Maureen Firth	25.6.19	Heart Failure post agreed, job description sitting with Grampian HR for AFC banding before being advertised.
7.	27.6.18 Item 6 – 3 rd para	Shift from Analogue to Digital	Telecare systems within Housing service to be included within any review.	Lynda Bradford/Kenny MacPherson	28.11.18	As advised on 3.10.18, any review of Telecare will include views from Housing service. OIC Digital Transformation Officer continues to work with officers on plans.

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						Once national providers have progressed this to a deliverable programme, further consideration will be given to ensure no adverse impact on the safety and welfare of vulnerable people who depend on the service.
9.	27.6.18 Item 6 – 7 th para	Recovery Plan	Chief Finance Officer to write to both partners formally expressing concerns and noting that, as no services had been decommissioned, highly unlikely Board would achieve break even by 31.3.19.	Pat Robinson	28.11.18	The budget was received by the IJB but not formally approved. There are monitoring reports given to OIC OHAC Committee and NHSO Finance and Performance Committee, but formal notification is still required. The Council had to give additional funding of £300,900 to achieve a balanced year end budget. This additional funding will not be deducted from the 2019/20 budget.
15.	27.6.18 Item 15.1	Directions	Review how Directions currently structured.	Sally Shaw	25.6.19	Guidance from Scottish Government still awaited. On hold for now.

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16.	27.6.18 Item 15.2	Directions	Facilitated session to be arranged to consider Directions.	Sally Shaw	25.6.19	Christina Naismith, Head of Integration Implementation, Integration Division, Scottish Government to be asked to assist with facilitated session.
18.	3.10.18 Item 5 – 5 th para	Annual Refresh of Terms of Reference	Membership details and governance structures to be reviewed and refreshed annually.	Sally Shaw.	28.11.18	The four Programme Boards (Executive Group; Community First; Tech First; Strategic Commissioning) meetings have been scheduled. The Chairs of each group have met to discuss membership, invites will be sent out in due course.
19.	3.10.18 Item 6 – 6 th para	TEC Enabled Care	Scottish Government seeking pathfinders and representations made for Orkney to be one.	Lynda Bradford	25.6.19	Accepted in April as named partner in East Ayrshire's Think TEC first pathfinder project. Being a named partner attracts some resources to Orkney to support travel and engagement as well as enabling pilot projects to be undertake here.

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20.	3.10.18 Item 7 – 2 nd para and Item 8, 2 nd para	Integration Scheme	Integration Scheme to be reviewed, particularly ability of either partner to deduct additional payments made from subsequent allocations.	Sally Shaw/Pat Robinson	25.6.19	Integration Scheme to be reviewed during 2019/20, as due for review every three years.
21.	3.10.18 Item 7 – 5 th para	Financial Plan	Three-year Financial Plan to be produced alongside new Strategic Commissioning Plan for 2019 to 2022.	Pat Robinson	25.6.19	Draft Plan on agenda.
22.	3.10.18 Item 7 – 7 th para	Reserves	Identify where other integration authorities had accumulated reserves.	Pat Robinson	25.6.19	Contact to be made with Chief Finance Officer Network. Information to be included in draft accounts to give more clarity on how reserves were being held by other integration authorities.
24.	3.10.18 Item 7 – 12 th para	Island Proofing	Approach Chief Executives and Leaders of both partners to see whether IJB budget worthy of further discussion for islands proofing through Islands (Scotland) Act 2018.	Sally Shaw	28.11.18	Discussions ongoing.

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28.	3.10.18 Item 10.3	Workforce Planning	Draft workforce plan to be submitted to first meeting in 2019.	Andrew Groundwater	25.6.19	Development Session still to be arranged to progress this work.
29.	3.10.18 Item 18 – 2 nd para	Carer Representative	Evaluation to be undertaken with existing carer representative.	Sally Shaw	28.11.18	Not yet progressed.
30.	3.10.18 Item 18.2	Carer Representative	Meet with current representative to look at areas where the Board could usefully support.	Sally Shaw	28.11.18	Not yet progressed.
32.	28.11.18 Item 10 – 6 th para	Charging for Telecare and Day Care Services	Delayed due to requirement to undertake consultation.	Pat Robinson/ Lynda Bradford	25.6.19	Report submitted to OIC OHAC Committee on 6.6.19 recommending undertake consultation on proposals for charging.
33.	28.11.18 Item 11	Performance Monitoring	Seek advice from RGU with view to establishing baseline evaluative data on which performance could then be rated.	Sally Shaw.	04.12.19	Discussion will be held with RGU once the Strategic Plan has been approved by the Board.
35.	28.11.18 Item 15	Corporate Parenting	Seek clarity on proposed reporting and governance routes, as corporate parenting is a shared responsibility	Scott Hunter	25.6.19	Establishment of a Corporate Parenting Board agreed at IJB on 28.11.18.
36.	28.11.18 Item 16	Carers' Strategy	Draw up terms of reference for Carers'	Lynda Bradford	25.6.19	Not yet progressed but is the principal agenda item

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			Strategy Group, with proposed membership			for the next meeting of the group.
37.	28.11.18 Item 18	Mental Health	Write a strategy.	Lynda Bradford	02.10.19	Project plan framework is in place with information gathering underway.
41.	27.3.19 Item 11	Community Led Support in Orkney	Further update report, subsequent to more extensive implementation of the project, to be submitted to future meeting, following two-day event to be held in May 2019.	Maureen Swannie	31.12.20	Taster sessions held at end of May in seven locations across Orkney with 123 staff and public attending. Workshops to be held at end of June on "getting started".
42.	27.3.19 Item 15	Child Poverty in Orkney	Seek clarification on national statistics in Scotland and pass on to members	Maureen Swannie	25.6.19	Executive summary of Poverty and Disadvantage in Orkney sent to IJB voting members, with statistics, in response to query. The answer is complex as there are four types of poverty: <ul style="list-style-type: none"> • Relative. • Absolute. • Combined low income and material deprivation. • Persistent.

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43.	27.3.19 Item 15	Child Poverty in Orkney	Contact colleagues in ELH service regarding free school meal update and pass information to members	Maureen Swannie	25.6.19	Details regarding eligibility and uptake (probably school by school) can be provided. However, the reason uptake is lower than it should be, is because families do not register for the free school meal entitlement. Raising the uptake is an action that will be included as part of the Poverty Action Plan, being led by Scott Hunter.
44.	27.3.19 Item 17	Strategic Plan 2019 to 2022	Approved for 12-week consultation, with final version to be brought to June meeting for consideration and approval.	Sally Shaw	02.10.19	The draft plan is out for public consultation, comments are due to be returned by 9 August. The final version of the plan will be put to the Board the next meeting.
45.	27.3.19 Item 18	IJB Budget 2019 to 2020	Further paper to be submitted to either special meeting or next scheduled meeting, once clarification on any potential carry forward of overspend and following	Pat Robinson	25.6.19	Separate report on agenda.

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			approval by NHS Orkney of budget to IJB			
46.	27.3.19 Item 23	Reappointment of Standards Officer	Write to Standards Commission with relevant information on reappointment of Standards Officer and Depute Standards Officers.	Sally Shaw	25.6.19	This was completed on 28.03.19.