

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

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Agenda Item: 4.

Integration Joint Board

Date of Meeting: 13 December 2023.

Matters Arising Log from Meeting held on 30 August 2023

Matters Arising		Target Date	Lead Officer	Notes
1.	Financial sustainability – potential for one overarching Recovery Plan to avoid disjointed approach.	February 2024.	Peter Thomas.	An IJB Development Session was held on 11 September 2023 which focussed on finance and work continues on developing a recovery plan. The Chief Financial Officer is currently working on bringing together a Recovery Plan that captures the actions across NHS Orkney and the Council.
2.	Risk Register – clean copy to be circulated ASAP.	December 2023.	Peter Thomas.	Clean copy was issued via briefing note on 31 August 2023.
3.	Additional Investment – funding for four posts “on hold” to be clarified within four weeks.	December 2023.	Stephen Brown.	Posts still on hold. Consider updating target date to February 2024.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	ADP Operational Framework – pilot for one year.	June 2021.	December 2024.	Katie Spence.	Following a Strategic Needs Assessment being commissioned and due to capacity issues within the Alcohol and Drugs Partnership team, it has been agreed to extend the previous projects for an additional twelve months to enable time to commence commissioning opportunities. Accordingly, the target date was previously revised to December 2024.
2.	Distress Brief Intervention – full evaluation of pilot to be reported in due course.	June 2021.	April 2024.	Lynda Bradford.	On agenda for December 2023 Board meeting.
3.	Risk Appetite.	June 2022.	December 2023.	Stephen Brown.	Discussions with NHS Orkney colleagues to ensure a joint session to look at risk appetite is ongoing. No date agreed yet. Target date will need to be revised.
4.	Risk Register – consideration to be given to public sector risk register.	November 2022.	March 2024.	Peter Thomas.	
5.	Climate Change Duties – reports of partner organisations to be shared with the IJB.	November 2022.	November 2023.	Shaun Hourston-Wells.	The 2023 NHSO and OIC Climate Change Duties reports will be shared with the IJB on publication. A report will be presented to the February 2024 Board meeting.

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6.	Winter Plan – consideration of future timing of presenting to IJB for approval.	February 2023.	October 2023.	Stephen Brown/ Sam Thomas.	On agenda for December 2023 Board meeting.
7.	Joint Staff Forum – one page document, specifically for Orkney Islands Council staff, regarding policy and procedure on raising concerns around safety.	April 2023.	December 2023.	Stephen Brown.	This is still outstanding and will be added to the agenda at the next meeting of the Joint Staff Forum.
8.	Public Health Annual Report – include comparative data to determine whether vaccination programmes being delivered through the Board, after transfer from GPs, was successful.	April 2023.	April 2024.	Dr Louise Wilson/Sara Lewis.	
9.	Respite Care – paper on demand pressures.	June 2023.	December 2023.	Lynda Bradford.	On agenda for December 2023 Board meeting.
10.	Meeting with Area Clinical Forum in December 2020 – minutes to be circulated to Chief Executives of OIC and NHSO, and another meeting to be set up.	June 2023.	August 2023.	Stephen Brown.	Minute has been circulated as requested. Discussions have taken place between the two Chief Executives and the Chief Officer. Strategic Planning Group has considered the current pressures on care homes and begun discussions relating to future plans for the totality of the care home estate.
11.	Proposed Mental Health Model of Care – financial ask.	June 2023.	June 2024.	Lynda Bradford.	It has been established that the financial ask to implement the model is approximately £0.25 million. No further funding will be forthcoming from Scottish Government through 2023/24 and further work will be

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					required before recommendations can come to the IJB.

Regular Reports required and Policy Updates

Report/Policy Review.		Frequency.	Notes.
1.	Proposed New Kirkwall Care Facility.	Six-monthly.	Last reported to June 2023 Board meeting.
2.	Climate Change Duties.	Annually, by 30 November.	Next due November 2023.
3.	Winter Plan.	Annually.	Next due December 2023. On agenda for December 2023 Board meeting.
4.	Records Management Plan.	Every 2 years.	Next due March 2024.
5.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2024.
6.	Equality Outcomes.	Every 4 years.	Approved April 2021. Next review April 2025.
7.	Equality Outcomes and Mainstreaming Progress Report.	Every 2 years.	Approved April 2023. Next review April 2025.
8.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
9.	Risk Management Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
10.	Strategic Plan.	Every 3 years.	Approved June 2022. Next review due June 2025.
11.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due by June 2025.
12.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review due by October 2025.
13.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review due by November 2025.

Report/Policy Review.		Frequency.	Notes.
14.	Integrated Workforce Plan.	Every 3 years.	Approved February 2023. Next review due by February 2026.
15.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
16.	Market Facilitation Statement.	Every 3 years.	Approved April 2023. Next review due by April 2026.
17.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due early 2026.
18.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.
19.	Financial Regulations.	Every 3 years.	Approved August 2023. Next due August 2026.
20..	Reserves Policy.	Every 3 years.	Approved August 2023. Next due August 2026.
21.	Stakeholder Representatives' Expenses	Every 3 years.	Approved August 2023. Next due August 2026.
22.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed by September 2026.