



Agenda Item: 4.

Date of Meeting: 27 March 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	28.11.18	Presentation drafted on projected way forward for this post. Due to be presented to lead clinicians and heart failure group by mid December.
7.	27.6.18 Item 6 – 3 <sup>rd</sup> 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 <sup>th</sup> 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.
14.	27.6.18 Item 14.2	Primary Care Improvement Plan	NHS Orkney directed to submit draft to Scottish Government, by 31.7.18, with final draft submitted to next meeting so that Board can seek assurance PCIP complying with new GP contract and associated changes.	Maureen Firth	28.11.18	Draft local plan agreed via GP Sub Committee and LMC and sent onto Scottish Government with final approval required from IJB.  PCIP approved at Board on 3.10.18.

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15.	27.6.18 Item 15.1	Directions	Review how Directions currently structured.	Sally Shaw	31.3.19	The expected guidance from Scottish Government still draft – expecting publication of final guidance in December 2018. Report will go to IJB in March 2019.
16.	27.6.18 Item 15.2	Directions	Facilitated session to be arranged to consider Directions.	Sally Shaw	31.3.19	Christina Naysmith, Head of Integration Implementation, Integration Division, Scottish Government to be asked to assist with facilitated session.
17.	27.6.18 Item 15.3	Directions	New template for issuing Directions to be implemented with timescale linked to new SCP outcomes for 2019-22.	Sally Shaw	1.4.19	Once review complete and template agreed, will be implemented from 1.4.19.
18.	3.10.18 Item 5 – 5 <sup>th</sup> para	Annual Refresh of Terms of Reference	Membership details and governance structures to be reviewed and refreshed annually.	Sally Shaw.	28.11.18	Review underway, Strategic Planning Group and SCP Authors Group being looked at currently. Suggestions to go to SPG in January 2019 and IJB March 2019.

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19.	3.10.18 Item 6 – 6 <sup>th</sup> para	IT Update	Scottish Government seeking pathfinders and representations made for Orkney to be one.	Sally Shaw	28.11.18	Accepted as a Pathfinder. Meeting with Scottish Government on 10.12.18. IT has met to discuss this and is in the process researching and identifying the areas that can be a barrier to progress. These findings will be submitted as feedback to the Scottish Government, as many of these barriers are principally due to the constraints of current legislation rather than limitations of technology.
20.	3.10.18 Item 7 – 2 <sup>nd</sup> para and Item 8, 2 <sup>nd</sup> 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	28.11.18	This was highlighted at budget meeting held on 10.10.18 but will be raised again at next meeting on 28.11.18.
21.	3.10.18 Item 7 – 5 <sup>th</sup> para	Financial Plan	Three-year Financial Plan to be produced alongside new Strategic	Pat Robinson	31.3.19	This will coincide with the new Strategic Commissioning Plan

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			Commissioning Plan for 2019 to 2022.			
22.	3.10.18 Item 7 – 7 <sup>th</sup> para	Reserves	Identify where other integration authorities had accumulated reserves.	Pat Robinson	31.3.19	
23.	3.10.18 Item 7 – 9 <sup>th</sup> para	Allocation Breakdown	Provide breakdown of financial allocations within financial monitoring reports when information available.	Pat Robinson	28.11.18	To be included in REMR going forward.
24.	3.10.18 Item 7 – 12 <sup>th</sup> 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 or Pat Robinson	28.11.18	Discussions ongoing. SDS currently being discussed.
28.	3.10.18 Item 10.3	Workforce Planning	Draft workforce plan to be submitted to first meeting in 2019.	Andrew Groundwater	27.3.19	Development Session to be arranged for January 2019. Various groups to consider and review draft workforce plan. Written report to be presented to March 2019 IJB meeting.
29.	3.10.18	Carer Representative	Evaluation to be undertaken with existing carer representative.	Sally Shaw	28.11.18	Not yet progressed.

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	Item 18 – 2 <sup>nd</sup> para					
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.
31.	3.10.18 Item 25 – 4 <sup>th</sup> para	Remote and Rural Sub-Group	Chief Officer and Chair to meet with Dr Charlie Siderfin to provide background information to assist deliberations at recently established Remote and Rural Sub-group, particularly in relation to new GP Contract.	Sally Shaw	28.11.18	Chief Officer met with Dr Siderfin in October 2018. Further and ongoing discussion to be held.
32.	28.11.18 Item 10 – 6 <sup>th</sup> para	Charging for Telecare and Day Care Services	Delayed due to requirement to undertake consultation.	Sally Shaw		
33.	28.11.18 Item 11	Performance Monitoring	Seek advise from RGU with view to establishing baseline evaluative data on which performance could then be rated.	Sally Shaw		
34.	28.11.18 Item 14	Extraordinary Packages of Care	Explore role of Clinical and Care Governance in revised governance process and procedure	Scott Hunter	28.11.2018	New procedure approved at IJB on 28/11/18

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			note, particularly in relation to annual report			
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	28.11.18	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' Strategy Group, with proposed membership	Sally Shaw		
37.	28.11.18 Item 18	Mental Health	Write full project plan	Sally Shaw		
38.	28.11.18 Item 18	Mental Health	SLA with NHS Grampian for outwith Orkney inpatient services to be reviewed	Sally Shaw		
39.	28.11.18 Item 18	Mental Health	Specialist bed-based services which NHSO purchase to be reviewed using same approach as those serviced purchased from NHSG	Sally Shaw		
40.	28.11.18 Item 19	Winter Plan	Figures for families in fuel poverty to be checked with Luke Fraser, Housing Services, OIC	David McArthur?		

