

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

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Agenda Item: 5.

Integration Joint Board

Date of Meeting: 21 February 2024.

Matters Arising Log from Meeting held on 13 December 2023

Matters Arising		Target Date	Lead Officer	Notes
1.	Full update on recovery process at next meeting.	February 2024.	Stephen Brown.	On agenda for February 2024 Board meeting.
2.	Delivery tracker on Strategic Plan.	February 2024.	Stephen Brown.	
3.	DBI – investigate increasing referral pathways.	September 2024.	Lynda Bradford.	
4.	Paper on workstreams, staffing, potential long term solutions and review of eligibility criteria.	April 2024.	Stephen Brown.	

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.
2.	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.
3.	Risk Register – consideration to be given to public sector risk register.	November 2022.	March 2024.	Peter Thomas.	
4.	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. Reports on the agenda for the February 2024 Board meeting.
5.	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.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
6.	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.	
7.	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.
8.	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 required before recommendations can come to the IJB.
9.	Financial sustainability – potential for one overarching Recovery Plan to avoid disjointed approach.	August 2023.	February 2024.	Stephen Brown.	On agenda for February 2024 Board meeting.
10.	Additional Investment – funding for four posts “on hold” to be clarified within four weeks.	August 2023.	February 2024.	Stephen Brown.	Posts still on hold.

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. On agenda for February 2024 Board meeting.
2.	Climate Change Duties.	Annually, by 30 November.	Next due November 2023. On agenda for February 2024 Board meeting.
3.	Records Management Plan.	Every 2 years.	Next due March 2024. On agenda for February 2024 Board meeting.
4.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2024.
5.	Winter Plan.	Annually.	Next due December 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.

Report/Policy Review.		Frequency.	Notes.
13.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review due by November 2025.
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.