

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

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Agenda Item: 5.

Integration Joint Board

Date of Meeting: 22 February 2023.

Matters Arising Log from Meeting held on 30 November 2022

Matters Arising		Target Date	Lead Officer	Notes
1.	Financial Reporting – full report to next meeting.	February 2023.	Stephen Brown.	On agenda for February 2023 Board meeting.
2.	Risk Register – consideration to be given to public sector risk register.			
3.	Climate Change Duties – reports of partner organisations to be shared with the IJB.	November 2023.	Shaun Hourston-Wells.	
4.	Climate Change Duties – write to Scottish Government again highlighting capacity and lack of value in IJB completing a nil return.		Shaun Hourston-Wells.	

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	ADP Operational Framework – pilot for one year.	June 2021.	June 2023.	Katie Spence.	An evaluation report will be presented to the Board in June 2023 as there were no scheduled commissioning opportunities during 2021/22.
2.	Distress Brief Intervention – full evaluation of pilot to be reported in due course.	June 2021.	June 2023.	Lynda Bradford.	
3.	Induction Pack – explanations of abbreviations to be provided.	June 2022.	December 2022.	Stephen Brown.	Glossary to be provided. Organogram to be included. Confirmed at December 2022 Board meeting to be marked as complete. To be deleted following February 2023 meeting.
4.	Risk Appetite.	June 2022.	December 2022.	Stephen Brown.	Development session to be arranged to consider risk appetite of the IJB.
5.	Workforce Plan – draft to be submitted to next meeting.	September 2022.	February 2023.	Stephen Brown.	On agenda for February 2023 Board meeting.
6.	Risk Register – deferred to further articulate mitigating actions.	September 2022.	February 2023.	Stephen Brown.	On agenda for February 2023 Board meeting.

Regular Reports required

Report.		Frequency.	Notes.
1.	Proposed New Kirkwall Care Facility.	Quarterly.	Last reported to June 2022 Board meeting.
2.	Winter Plan.	Annually.	Next due December 2022. On agenda for February 2023 Board meeting.
3.	Workforce Plan.	Every 2/3 years.	Approved December 2020. Next review December 2022. On agenda for February 2023 Board meeting.
4.	Equality Outcomes.	Every 2 years.	Approved April 2021. Next review April 2023.
5.	Equality Mainstreaming Report.	Every 2 years.	Approved April 2021. Next review April 2023.
6.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2021. Next review April 2023.
7.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2023.
8.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed in September 2023.
9.	Stakeholder Representatives' Expenses	Every 3 years.	Approved December 2020. Next review October 2023.
10.	Market Facilitation Statement.	Every 3 years.	Approved October 2020. Next review October 2023.
11.	Climate Change Duties.	Annually, by 30 November.	Next due November 2023.
12.	Records Management Plan.	Every 2 years.	Next due March 2024.
13.	Strategic Plan.	Every 3 years.	Approved June 2022. New review due June 2025.

Report.		Frequency.	Notes.
14.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due June 2025.
15.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review June 2025.
16.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review November 2025.
17.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
18.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due early 2026.
19.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.