

**Stephen Brown (Chief Officer).**

Orkney Health and Social Care Partnership.

01856873535 extension: 2601.

[OHACfeedback@orkney.gov.uk](mailto:OHACfeedback@orkney.gov.uk).



Agenda Item: 5.

## Integration Joint Board

Date of Meeting: 19 June 2024.

### Matters Arising Log from Meeting held on 24 April 2024

Matters Arising		Target Date	Lead Officer	Notes
1.	Membership of Sub-committees – consider extending membership.	September 2024.	Stephen Brown.	Paper will be submitted to the Board on membership of all its sub-committees.
2.	Scrutiny Committees – submission of minutes.	June 2024.	Hazel Flett.	SPG – meeting held on 20 May 2024 inquorate. JSF – Unapproved Minute of Meeting held on 14 March 2024 on agenda for assurance. Meeting held on 6 June 2024 inquorate, alternative date still to be confirmed.
3.	Long Covid – information on prevalence locally and what services are available.	September 2024.	Stephen Brown.	Information requested spans a range of services, some not within the IJB. Officers will collate and circulate information in due course.
4.	Daisy Villa Practice – formally write, on behalf of the Board, thanking Drs Kemp for their service.	June 2024.	Stephen Brown.	Letter issued on 26 April 2024.

Matters Arising	Target Date	Lead Officer	Notes
5.	Revised Job Description template – share examples.	Andrew Groundwater	New templates have been completed for the priority roles within the Growing a Sustainable Social Care Workforce project and will be shared w/c 17 June.

## 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 2025.	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 to enable time to commence commissioning opportunities.
2.	Risk Appetite.	June 2022.	April 2024.	Stephen Brown.	Follow up Development Session held on 2 May 2024. Work will now progress to develop the discussions into the six categories and will be fed back for confirmation.
3.	Risk Register – consideration to be given to public sector risk register.	November 2022.	March 2025.	Chief Finance Officer.	Due to capacity issues, this has not progressed as timely as hoped. It is anticipated that work will progress at pace when a substantive Chief Finance Officer is in post.
4.	Joint Staff Forum – one page document, specifically for Orkney Islands Council staff, regarding policy and procedure on raising concerns around safety.	April 2023.	June 2024.	Stephen Brown.	Joint Staff Forum scheduled for 6 June 2024 was inquorate – new date TBC.
5.	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.	June 2025.	Dr Louise Wilson.	2022-2023 annual report considered by Board in April 2024. Request reiterated and commitment given to add comparative data.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
6.	Proposed Mental Health Model of Care – financial ask.	June 2023.	June 2024.	Lynda Bradford.	Work ongoing to identify budget and a report will be presented to the Board by the end of the calendar year.
7.	Additional Investment – funding for four posts “on hold” to be clarified within four weeks.	August 2023.	June 2024.	Stephen Brown.	As the Chief Officer is unable to attend the June 2024 Board meeting, no update available for the meeting.
8.	DBI – investigate increasing referral pathways.	December 2023.	September 2024.	Lynda Bradford.	
9.	Climate Change Duties Reporting – feedback from SPPOG on IJB specific reporting.	February 2024.	June 2024.	Shaun Hourston-Wells.	SPPOG contacted with several replies received, with all members expressing a similar frustration but with a collective resignation that the report must be completed, as instructed by Scottish Government.
10.	Unpaid Carers Strategy: <ul style="list-style-type: none"> <li>• Communications plan for launch</li> <li>• Include reference to Day Care services</li> <li>• ICIA – options to mitigate to be discussed at second conference.</li> </ul>	February 2024.	June 2024.	Shaun Hourston-Wells	<ul style="list-style-type: none"> <li>• OIC Communications team launched new strategy with significant social media posts and arranged for members of the Carer Strategy Group to appear on Radio Orkney.</li> <li>• Reference to day care services was included in the published strategy.</li> <li>• Opportunities to mitigate negative impact of access to services in the isles will be part of second carer conference to take place in 2025.</li> </ul>

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
11.	Financial Recovery Plan – next iteration, including risks and mitigating actions, to next Board meeting.	February 2024.	June 2024.	Stephen Brown	Next iteration on agenda for June 2024 Board meeting as part of budget paper. Risk and mitigating actions still to be progressed.
12.	Revenue Expenditure Monitoring Reports – to include progress update on development of Recovery Plan.	February 2024.	September 2024.	Taiye Sanwo	Work to adapt the reports now commenced with Interim Chief Finance Officer in post.

## Regular Reports required and Policy Updates

Report/Policy Review.		Frequency.	Notes.
1.	Proposed New Kirkwall Care Facility.	Six-monthly.	Last reported to February 2024 Board meeting.
2.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2024. <b>On agenda for June 2024 Board meeting.</b>
3.	Winter Plan.	Annually, no later than August/September.	Next due September 2024.
4.	Climate Change Duties.	Annually, by 30 November.	Next due November 2024.
5.	Equality Outcomes.	Every 4 years.	Approved April 2021. Next review April 2025.
6.	Equality Outcomes and Mainstreaming Progress Report.	Every 2 years.	Approved April 2023. Next review April 2025.
7.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
8.	Risk Management Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
9.	Strategic Plan.	Every 3 years.	Approved June 2022. Next review due June 2025.
10.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due by June 2025.
11.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review due by October 2025.
12.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review due by November 2025.

Report/Policy Review.		Frequency.	Notes.
13.	Integrated Workforce Plan.	Every 3 years.	Approved February 2023. Next review due by February 2026.
14.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
15.	Records Management Plan.	Every 2 years.	Next due 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.
23.	Children's Services Plan	Every 3 years, with annual review.	2023-26 Plan approved February. Next due late 2026. Note – this Plan is led by Orkney Islands Council (Education directorate).
24.	Unpaid Carers Strategy	Every 3 years	Approved February 2024. Next due February 2027.