

**Stephen Brown (Chief Officer).**

Orkney Health and Social Care Partnership.

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Agenda Item: 4.

## Integration Joint Board

Date of Meeting: 4 September 2024.

### Matters Arising Log from Meeting held on 19 June 2024

Matters Arising		Target Date	Lead Officer	Notes
1.	Healthcare Purchasing Contracts – why would revised charges occur, when would IJB know about it and any information previously presented?	September 2024.	Taiye Sanwo.	A briefing note will be issued providing this information.
2.	Savings targets – relevance of £2.4M target set prior to pandemic.	September 2024.	Stephen Brown.	Discussion has taken place and agreement that this will be revisited. Savings target this year based on a different approach. <b>To be closed after September 2024 Board meeting.</b>
3.	Guardianship Agreements – undertake comms activity to highlight.	September 2024.	Lynda Bradford.	Work is progressing to develop a comms plan.

## 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 2026.	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.	As work progresses to develop the new three-year Strategic Plan, the Strategic Plan Delivery Plan, Medium Term Financial Plan, Risk Management Strategy Risk Register will also be refreshed to take into consideration the new priorities. <b>To be closed after September 2024 Board meeting.</b>
3.	Risk Register – consideration to be given to public sector risk register.	November 2022.	March 2025.	Chief Finance Officer.	A meeting has been organised with the Chief Finance Officer and Community Planning Partnership Business Manager for further discussion within the Orkney Partnership Board structures.
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.	A 'Raising a Concern' document has been developed and will be presented to the Social Work and Social Care Governance Board for approval and circulated thereafter. <b>To be closed after September 2024 Board meeting.</b>

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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 and June 2024.	June 2025.	John Daniels.	A Primary Care Status report will be presented to the Board in November. Information on the vaccination programme will be included as part of this.
6.	Proposed Mental Health Model of Care – financial ask.	June 2023.	December 2024.	Lynda Bradford.	On agenda for September 2024 Board meeting.
7.	Additional Investment – funding for four posts “on hold” to be clarified within four weeks.	August 2023.	November 2024.	Stephen Brown.	
8.	DBI – investigate increasing referral pathways.	December 2023.	November 2024.	Lynda Bradford.	An update will be provided to the November 2024 meeting.
9.	Financial Recovery Plan – next iteration, including risks and mitigating actions, to next Board meeting.	February 2024.	June 2024.	Taiye Sanwo	Further plans in mitigating overspends in the Council-run services will be shared with elected members and IJB in September and October.
10.	Revenue Expenditure Monitoring Reports (REMR) – to include progress update on development of Recovery Plan.	February 2024.	September 2024.	Taiye Sanwo	REMR will continue to be an iterative document to provide the Board with appropriate assurance. To be closed after September 2024 Board meeting.
11.	Membership of Sub-committees – consider extending membership.	April 2024.	September 2024.	Stephen Brown.	On agenda for September 2024 Board meeting.

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12.	Long Covid – information on prevalence locally and what services are available.	April 2024.	November 2024.	Stephen Brown.	Information requested spans a range of services, some not within the IJB. Officers will collate and circulate information in due course.
13.	Revised Job Description template – share examples.	April 2024.	June 2024.	Andrew Groundwater.	New templates issued to Board members on 19 June 2024. To be closed after September 2024 Board meeting.

## 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.	Winter Plan.	Annually, no later than August/September.	Next due September 2024.
3.	Climate Change Duties.	Annually, by 30 November.	Next due November 2024.
4.	Equality Outcomes.	Every 4 years.	Approved April 2021. Next review April 2025.
5.	Equality Outcomes and Mainstreaming Progress Report.	Every 2 years.	Approved April 2023. Next review April 2025.
6.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
7.	Risk Management Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
8.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 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.

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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.