

Stephen Brown (Chief Officer).

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Agenda Item: 4.

Integration Joint Board

Date of Meeting: 27 October 2021.

Matters Arising Log from Meeting held on 30 June 2021

Matters Arising		Target Date	Lead Officer	Notes
1.	Draft Annual Accounts – ensure a copy is made available to all members of Orkney Islands Council and ask for feedback.	December 2021.	Cllr John Richards.	As request related to draft accounts, it was decided to wait for the final accounts, which have now been delayed until November, following which they will be made available to all OIC members, and feedback sought.
2.	Joint Clinical and Care Governance Committee – any points for consideration in the Terms of Reference to be sent to Steven Johnston and/or Emma West, NHS Orkney, to enable consideration in the refresh due in January 2022.	February 2022.	All officers and IJB Members.	
3.	Home First – consider single point of contact with Home First and Hospital at Home/ Hospital Without Walls project teams.	October 2021.	Lynda Bradford.	Hospital Without Walls is still at project development and therefore service not yet established. Will be considered as project further develops.

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4.	Home First – evaluation of full year pilot.	April 2022.	Lynda Bradford.	
5.	ADP Operational Framework – pilot for one year.	June 2022.	Katie Spence.	
6.	Distress Brief Intervention – monitoring how the service meets clients’ needs to be part of the Performance Framework.	October 2021.	Callan Curtis.	
7.	Distress Brief Intervention – full evaluation of pilot to be reported in due course.	June 2023.	Lynda Bradford.	
8.	Performance Management Framework – timescales for when core suite of performance indicators are to be reported on and by whom.	October 2021.	Callan Curtis.	
9.	IJB Committees and Other Groups – Review of Terms of Reference	December 2021.	Stephen Brown.	A meeting to discuss the Joint Staff Forum was held on 1 October 2021. Work is progressing with reviewing the Terms of Reference for the Strategic Planning Group and will be discussed at their next meeting.
10.	Performance Indicators – short life working group to be established to identify local performance indicators, within 3-6 month period.	December 2021.	Stephen Brown.	The Senior Management Team is in the process of finalising what data needs recording. Once this has been agreed, membership of the Working Group will be identified and meeting makers issued.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Set up SLWGs to take forward MSG proposals.	April 2020.	October 2021.	Stephen Brown.	Short Life Working Groups (SLWG) have been established, have met and agreed next steps. (Action to be deleted after October 2021 Board meeting.)
2.	<p>Strategic Commissioning.</p> <ul style="list-style-type: none"> • Summary report provided evidence of commitment, innovation and collaboration to allow services to continue – how will potential to do things differently be captured? • Direction of Strategic Commissioning Programme Board. • Progress with Strategic Commissioning Implementation Plan – recent events and emerging collaborative plans could impact on early draft. 	June 2020.	June 2022.	Stephen Brown.	<p>The route map for the Strategic Commissioning Plan for the period 2022 – 2025 will start with:</p> <p>(1) Preparing a Joint Strategic Needs Assessment and Gap Analysis for August 2021, which will be presented to the IJB thereafter. This is underway.</p> <p>(2) Communication and engagement with key stakeholders through the Strategic Planning Group and other stakeholder groups to identify priority areas.</p> <p>(3) With confirmation from the Board, the Strategic Planning Group will work on the detail of the implementation planning to develop a further draft.</p> <p>(4) Further communication and engagement.</p> <p>(5) Final approval during summer 2022.</p>
3.	Set Aside – during 2019/20 financial year, work through six steps set out in statutory guidance to ascertain accurate budget figure.	September 2020.	October 2021.	Pat Robinson.	A development session for the IJB, NHS Finance and staff within acute services, to get a further understanding on the set aside budget was arranged which, due to

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					unforeseen circumstances, had to be cancelled. A new date will be identified with colleagues in the Scottish Government.
4.	Integration Scheme – statutory review to be commenced by March 2021 with a view to being reported to the IJB in June 2021.	September 2020.	December 2021.	Stephen Brown.	Scottish Government has provided informal feedback. Amended Integration Scheme due to be presented to the Council’s Policy and Resources Committee in November 2021 and NHS Orkney for approval and to the IJB for information (December 2021).
5.	Direct therapeutic support for young people – as there is no specialist infant mental health provision to assist in assessing complex parent infant relationship issues in permanence and adoption work, what does the Board need to commission to meet those gaps.	February 2021.	December 2021.	Maureen Swannie.	<p>While changes in staffing and capacity issues (vacancy and maternity leave) has impacted on the pace of delivery of the Perinatal and Infant Mental Health project, replacement staff are now in place and progress is still being made. A draft pathway has been developed and is to be circulated within the teams for comment before progressing through the governance processes. Capacity has prevented a dedicated resource from the Community Mental Health Team, however, there is ongoing input from CPN to the pathway development and close links with colleagues in NHS Grampian to ensure pathway meets the needs of women who require transfer for specialist maternity or perinatal mental health support.</p> <p>Lived experience involvement is being further explored with advice and guidance</p>

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					<p>from representative who sits on the national group including the use of social media to achieve a wider representation/ reach.</p> <p>The Health Visiting Team are trained in and have implemented Solihull approach and Mellow Parenting. Multi-agency training in VIG is being delivered and HV team have representation on this course.</p> <p>Maternity staff have had access to awareness training in Solihull approach and the online Solihull programme is available antenatally.</p> <p>Both teams have had access to Trauma Informed training. There has also been a dedicated session delivered by Royal College of Midwives' former President in collaboration Shetland and Western Isles. This was predominantly for midwives, but also offered more widely to the HV team.</p> <p>Training has been delivered via the Father's network to raise awareness around wellbeing for the whole family and the benefits of the holistic approach.</p> <p>More recent links have been established with the local psychology team. As a result, training for Health Visitors and Midwives in CBT is being organised to build confidence in delivery of early intervention to support women, where possible avoid escalation and the need for referral to specialist services.</p>

Regular Reports required

Report.	Frequency.	Notes.	
1.	Update on Children's Services Inspection Improvement Plan.	Each cycle.	On agenda for October 2021 Board meeting.
2.	Proposed New Kirkwall Care Facility.	Quarterly.	Last reported to April 2021 Board meeting. Briefing issued ahead of October 2021 Board meeting.
3.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2021. In accordance with Coronavirus (Scotland) Act 2020, publication dates of statutory reports extended. APR for 2020/21 on agenda for October 2021 Board meeting.
4.	Chief Social Work Officer's Annual Report.	Annually, September.	Next due September 2021. To be reported to Board in December 2021.
5.	Climate Change Duties.	Annually, by 30 November.	Next due November 2021. Letter sent to Scottish Government outlining concerns regarding statutory reporting duties by integration authorities, as requested at October 2020 Board meeting. On agenda for October 2021 Board meeting.
6.	Records Management Plan.	Annually.	Next due by 1 December 2021.
7.	Winter Plan.	Annually.	Next due December 2021.
8.	Freedom of Information Policy and Publication Scheme.	Every 2 years.	Approved October 2020. Next review 2022.

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9.	Market Facilitation Statement.	Every 3 years.	Approved October 2020. Next review 2022.
10.	Workforce Plan.	Every 2/3 years.	Approved December 2020. Next review December 2022.
11.	Risk Management Strategy.	Every 2 years.	Approved February 2021. Next review February 2023.
12.	Equality Outcomes.	Every 2 years.	Approved April 2021. Next review April 2023.
13.	Equality Mainstreaming Report.	Every 2 years.	Approved April 2021. Next review April 2023.
14.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2021. Next review April 2023.
15.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed in September 2023.
16.	Stakeholder Representatives' Expenses	Every 3 years.	Approved December 2020. Next review October 2023.
17.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review 2025.
18.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
19.	ADP Strategy	Every 5 years	Approved June 2021. Next review due early 2026.