

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

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Agenda Item: 5.

Integration Joint Board

Date of Meeting: 21 June 2023.

Matters Arising Log from Meeting held on 19 April 2023

Matters Arising		Target Date	Lead Officer	Notes
1.	Joint Staff Forum – one page document, specifically for Orkney Islands Council staff, regarding policy and procedure on raising concerns around safety.	December 2023.	Stephen Brown.	Work is ongoing to liaise with HR colleagues and will be shared with Council trade unions once drafted.
2.	Public Health Annual Report – include comparative data to determine whether vaccination programmes being delivered through the Board, after transfer from GPs, was successful.	April 2024.	Sara Lewis.	

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 six months to enable time to commence commissioning opportunities. Accordingly, the target date has been revised to December 2024.
2.	Distress Brief Intervention – full evaluation of pilot to be reported in due course.	June 2021.	April 2024.	Lynda Bradford.	Following the funding extension of the Distress Brief Intervention pilot, it has been agreed to defer the evaluation until spring 2024.
3.	Risk Appetite.	June 2022.	June 2023.	Stephen Brown.	Discussions with NHS Orkney colleagues to ensure a joint session to look at risk appetite is ongoing. Dates will be issued in due course.
4.	Risk Register – consideration to be given to public sector risk register.	November 2022.	June 2023.	Peter Thomas.	
5.	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.
6.	Climate Change Duties – write to Scottish Government again highlighting	November 2022.	June 2023.	Shaun Hourston-Wells.	Letter sent to Scottish Government – awaiting response.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
	capacity and lack of value in IJB completing a nil return.				
7.	Risk Register – sustainability of continued reliance on unpaid carers noting reduced time for caring, given increased working hours and/or return to work.	February 2023.	June 2023.	Peter Thomas.	Revised Risk Register on agenda for June 2023 Board meeting.
8.	Risk Register – Isles Primary Care Model – ensure text reflects model relates to ferry linked isles.	February 2023.	June 2023.	Peter Thomas.	Revised Risk Register on agenda for June 2023 Board meeting.
9.	Winter Plan – consideration of future timing of presenting to IJB for approval.	February 2023.	June 2023.	Stephen Brown/ Sam Thomas.	Work has already commenced on drafting the new Winter Plan. It is hoped that this will be a Winter and Surge Plan. It is proposed this will be presented in August.

Regular Reports required

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

Report.		Frequency.	Notes.
13.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due June 2025.
14.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review June 2025.
15.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review November 2025.
16.	Integrated Workforce Plan.	Every 3 years.	Approved February 2023. Next review 2026.
17.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
18.	Market Facilitation Statement.	Every 3 years.	Approved April 2023. Next review April 2026.
19.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due early 2026.
20.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.