

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

01856873535 extension: 2601.

OHACfeedback@orkney.gov.uk.



Agenda Item: 6.

Integration Joint Board

Date of Meeting: 30 November 2022.

Matters Arising Log from Meeting held on 21 September 2022

Matters Arising		Target Date	Lead Officer	Notes
1.	Workforce Plan – draft to be submitted to next meeting.	December 2022.	Stephen Brown.	Verbal update to be provided.
2.	Risk Register – deferred to further articulate mitigating actions.	December 2022.	Stephen Brown.	Due to staff shortages, work not progressed. Will be reported to next meeting.

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.	September 2022.	December 2022.	Stephen Brown.	Glossary to be provided. Organogram to be included.
4.	Risk Appetite.	September 2022.	December 2022.	Stephen Brown.	Development session to be arranged to consider risk appetite of the IJB.

Regular Reports required

Report.		Frequency.	Notes.
1.	Update on Children's Services Inspection Improvement Plan.	Each cycle.	Last reported to December 2021 Board meeting. Terms of Reference of Performance and Audit Committee (PAC) states: "To receive and review the findings of external Inspection reports related to registered services and monitor the progress of associated improvement plans" To be removed from this list and included on PAC list.
2.	Proposed New Kirkwall Care Facility.	Quarterly.	Last reported to June 2022 Board meeting.
3.	Chief Social Work Officer's Annual Report.	Annually, September.	Next due September 2022. Considered by JCCGC on 4 October 2022. To be deleted from this list.
4.	Climate Change Duties.	Annually, by 30 November.	Next due November 2022. On agenda for November 2022 Board meeting.
5.	Winter Plan.	Annually.	Next due December 2022.
6.	Freedom of Information Policy and Publication Scheme.	Every 2 years.	Approved October 2020. Next review 2022. On agenda for November 2022 Board meeting.
7.	Workforce Plan.	Every 2/3 years.	Approved December 2020. Next review December 2022.
8.	Risk Management Strategy.	Every 2 years.	Approved February 2021. Next review February 2023. Terms of Reference of PAC states: "To review risk management arrangements, receive annual risk management updates and reports, setting out the

Report.		Frequency.	Notes.
			<p>approach to risk management and the risk profile of the IJB.”</p> <p>To be removed from this list and added to PAC list.</p>
9.	Equality Outcomes.	Every 2 years.	Approved April 2021. Next review April 2023.
10.	Equality Mainstreaming Report.	Every 2 years.	Approved April 2021. Next review April 2023.
11.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2021. Next review April 2023.
12.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2023.
13.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed in September 2023.
14.	Stakeholder Representatives' Expenses	Every 3 years.	Approved December 2020. Next review October 2023.
15.	Market Facilitation Statement.	Every 3 years.	Approved October 2020. Next review October 2023.
16.	Records Management Plan.	Every 2 years.	Next due March 2024.
17.	Strategic Plan.	Every 3 years.	Approved June 2022. New review due 2025.
18.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due 2025.
19.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review 2025.
20.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.

Report.		Frequency.	Notes.
21.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due early 2026.
22.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.