



Agenda Item: 4.

Date of Meeting: 2 October 2019.

Integration Joint Board – Action Log

The purpose of the Action Log is to record actions to enable the Integration Joint Board to seek assurance that decisions have been implemented accordingly.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
3.	27.6.18 Item 4.4	Recruitment	Appraisal of alternative recruitment options undertaken and to be shared with Maureen Firth on return to work.	Maureen Firth	2.10.19	Post has been advertised and recruitment process being undertaken.
7.	27.6.18 Item 6 – 3 rd para	Shift from Analogue to Digital	Telecare systems within Housing service to be included within any review.	Lynda Bradford/Kenny MacPherson	31.3.20	As advised on 3.10.18, any review of Telecare will include views from Housing service. OIC Digital Transformation Officer continues to work with officers on plans.

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						Once national providers have progressed this to a deliverable programme, further consideration will be given to ensure no adverse impact on the safety and welfare of vulnerable people who depend on the service.
15.	27.6.18 Item 15.1	Directions	Review how Directions currently structured.	Sally Shaw	4.12.19	At National meeting for Chief Officers/Chief Finance Officers, advised that Guidance from Scottish Government to be issued imminently. Report explaining new guidance and process for using Directions to be prepared to IJB in December 2019.
16.	27.6.18 Item 15.2	Directions	Facilitated session to be arranged to consider Directions.	Sally Shaw	2.10.19	Once Guidance issued, Chief Officer will liaise to have a facilitated session.
20.	3.10.18 Item 7 – 2 nd para and Item 8, 2 nd para	Integration Scheme	Integration Scheme to be reviewed, particularly ability of either partner to deduct additional	Sally Shaw/Pat Robinson	4.12.19	Review of Integration Scheme discussed with both Chief Executives. Detailed plan of scope of review and its progress to

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			payments made from subsequent allocations.			be presented to IJB in December 2019.
28.	3.10.18 Item 10.3	Workforce Planning	Draft workforce plan to be submitted to first meeting in 2019.	Sally Shaw	4.12.19	Chief Officer held initial meetings with Head of HR, OIC and Head of OD, NHSO. Project plan to be presented to IJB in December 2019.
29.	3.10.18 Item 18 – 2 nd para	Carer Representative	Evaluation to be undertaken with existing carer representative.	Sally Shaw	2.10.19	Meeting held on 22.7.19. Carer representative will sit on Executive Programme Board. Action to be deleted following 2.10.19 meeting.
30.	3.10.18 Item 18.2	Carer Representative	Meet with current representative to look at areas where the Board could usefully support.	Sally Shaw	2.10.19	See above. Action to be deleted following 2.10.19 meeting.
32.	28.11.18 Item 10 – 6 th para	Charging for Telecare and Day Care Services	Delayed due to requirement to undertake consultation.	Lynda Bradford	4.12.19	Outcome of consultation to be reported to OIC OHAC Committee on 14.11.19. Note – in terms of legislation, charging for services cannot be delegated to IJB, but must be retained by OIC.

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33.	28.11.18 Item 11	Performance Monitoring	Seek advice from RGU with view to establishing baseline evaluative data on which performance could then be rated.	Sally Shaw.	4.12.19	Discussion will be held with RGU once the Strategic Plan has been approved by the Board.
35.	28.11.18 Item 15	Corporate Parenting	Seek clarity on proposed reporting and governance routes, as corporate parenting is a shared responsibility	Scott Hunter	2.10.19	Corporate Parenting Board established but not yet met. Action to be deleted following 2.10.19 meeting.
36.	28.11.18 Item 16	Carers' Strategy	Draw up terms of reference for Carers' Strategy Group, with proposed membership	Lynda Bradford	2.10.19	In progress, a workplan is under development which will clarify membership required.
37.	28.11.18 Item 18	Mental Health	Write a strategy.	Lynda Bradford	2.10.19	Separate report on agenda. Action to be deleted following 2.10.19 meeting.
41.	27.3.19 Item 11	Community Led Support in Orkney	Further update report, subsequent to more extensive implementation of the project, to be submitted to future meeting, following two-day event to be held in May 2019.	Maureen Swannie	31.12.20	See separate note.

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42.	27.3.19 Item 15	Child Poverty in Orkney	Seek clarification on national statistics in Scotland and pass on to members	Maureen Swannie	2.10.19	Executive summary of Poverty and Disadvantage in Orkney sent to IJB voting members, with statistics, in response to query. Information passed to non-voting members on 25.9.19. Action to be deleted following 2.10.19 meeting.
43.	27.3.19 Item 15	Child Poverty in Orkney	Contact colleagues in ELH service regarding free school meal uptake and pass information to members.	Scott Hunter	2.10.19	Raising the uptake is included as an action in the Poverty Action Plan, being led by Scott Hunter. Group meeting on 26.6.19 to progress Poverty Action Plan. 8% of children (P4-7) are "registered" for free school meals compared with 16% who are growing up in poverty.
44.	27.3.19 Item 17	Strategic Plan 2019 to 2022	Approved for 12-week consultation, with final version to be brought to June meeting for	Sally Shaw	2.10.19	Separate report on agenda.

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			consideration and approval.			Action to be deleted following 2.10.19 meeting.
45.	25.6.19 Item 10 – 3 rd para	Annual Budget 2019 to 2020	Breakdown of commissioned services and the allocation made to each service from within the budget to be circulated.	Pat Robinson	2.10.19	Breakdown of services will be circulated by 27.9.19. Action to be deleted following 2.10.19 meeting.
46.	25.6.19 Item 10.6	Annual Budget 2019 to 2020	Both partners to be encouraged to undertake, as a matter of priority, a review of baseline service budgets in order to determine true cost of service delivery.	Pat Robinson	2.10.19	Meeting held with both partners. Data received and currently being worked on to be in an easier format.
47.	25.6.19 Item 10.7	Annual Budget 2019 to 2020	Further report to be submitted, to next meeting, or additional meeting, if deemed necessary, proposing budget for financial year 2019 to 2020 for approval	Pat Robinson	4.12.19	Outcome of baseline budget review to be submitted to December board meeting.
48.	25.6.19 Item 13 – 5 th para	Integration Review – Self-Evaluation	Directions to be attached to reports.	Sally Shaw	2.10.19	See Actions 15 and 16 above.

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49.	25.6.19 Item 13 – 6 th para	Integration Review – Self-Evaluation	Action Plan to be developed to address matters raised in self-evaluation, with short-life working group established to progress and complete action	Sally Shaw	2.10.19	Draft action plan submitted to Scottish Government. Further work to be done on this which will also run parallel to review of Integration Scheme.
50.	25.6.19 Item 14 – 2 nd , 6 th , 7 th , 8 th and 11 th paras	Review of Services for Children and Young People in need of Care and Protection.	Further reports to be submitted in due course in order to progress recommendations, noting that general direction of travel from statutory intervention to early intervention accepted.	Scott Hunter	2.10.19	This work is included as a priority in the Strategic Plan so will be reported on in monitoring of the plan.
51.	25.6.19 Item 15.4	Stromness Care Facility	Demand for residential care and short breaks to continue to be monitored in run up to opening of Hamnavoe House and thereafter	Lynda Bradford	2.10.19	Verbal update will be given on 2.10.19.
52.	25.6.19 Item 15.5	Stromness Care Facility	Report to be submitted to October Board meeting setting out alternative proposal for remaining 10 bed spaces in the short term.	Lynda Bradford	2.10.19	Verbal update will be given on 2.10.19.

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53.	25.6.19 Item 16 – 15 th para	Primary Care Improvement Plan	Updated PCIP, outlining progress to date and planning assumptions for 2019 to 2020, required to be submitted to Scottish Government.	Maureen Firth	2.10.19	Separate report on agenda. Action to be deleted following 2.10.19 meeting.
54.	25.6.19 Item 16 – 20 th para	Primary Care Improvement Plan	Report extent of potential underfunding facing Orkney at the next meeting.	Maureen Firth	2.10.19	Separate report on agenda regarding proposals for current financial year. Full financial implications overall are included within PCIP. Action to be deleted following 2.10.19 meeting.
55.	25.6.19 Item 16 – 23 rd para	Primary Care Improvement Plan	Further GP Contract development session be held in near future to ensure members fully supported to understand changes, challenges and commissioning processes required to be in place.	Maureen Firth	2.10.19	
56.	25.6.19 Item 16 – 25 th para	Primary Care Improvement Plan	Significant risks to be reflected in Risk Register	Pat Robinson	2.10.19	Will be incorporated within Risk Register once updated.

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						Verbal update will be provided on 2.10.19 regarding overall Risk Register.
57.	25.6.19 Item 16 – last para	Primary Care Improvement Plan	Transcript of verbal update to be provided to all Board members.	Maureen Firth	2.10.19	

Action 41 – Update:

There have been 15 community sessions so far, across Orkney, with almost 400 people attending. Feedback from the events was collated and has been shared with everyone involved so far.

The next step is to agree where the innovation site will be. This will be the first 'starting point' and we need to decide where in Orkney this will be and what it will look like. We have had some communities contact us asking to be the innovation site, so there is real enthusiasm for this approach. Sites will then evolve across Orkney, being refined as we go to meet the needs of individual communities – they won't look the same everywhere, as we know that community needs are very different. We are linking in with similar projects (in NHSO, OIC, Development Trusts and Third Sector) to make sure we don't all go off in different direction and that we are working towards the same goals.

So far, the Orkney community has told us that the criteria for the innovation site should be:

- Accessible – parking, transport links, disabled access.
- IT equipped – staff able to access systems, wi-fi.
- Other facilities in the vicinity – folks would go to the area for other things.
- Tea, coffee, toilets.
- Private space for confidential conversations.

The Evidence and Learning workshop has produced draft context, mechanisms and outcomes. These are currently being refined and will be shared widely once finalised.

There will be a 'supporting carers' event on 25th September and 'Having good conversations' training in early November. Meantime we are continuing to link with the other sites (26 in the UK now) through national, regional 'island specific' events.

We are being promoted as 'Leaders' of CLS nationally, with a write up from the National Development Team for Inclusion on their Basecamp this week.

Our twitter following increases daily and the Communication Strategy will be complete shortly.

Follow @CLSORkney on Twitter to keep up with developments.