



Agenda Item: 4.

Date of Meeting: 28 November 2018.

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	28.11.18	Presentation drafted on projected way forward for this post. Due to be presented to lead clinicians and heart failure group by mid December.
4.	27.6.18 Item 4.5	Mental Health Services	Cllr King requested formal update to next meeting.	Sally Shaw/ Lynda Bradford	28.11.18	On 3.10.18, advised that paper covering mental health services for all ages to be submitted to Board of NHS at October meeting. Same paper on agenda for this meeting.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
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	28.11.18	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. 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.
9.	27.6.18 Item 6 – 7 th para	Recovery Plan	Chief Finance Officer to write to both partners formally expressing concerns and noting that, as no services had been decommissioned, highly unlikely Board would achieve break even by 31.3.19.	Pat Robinson	28.11.18	The budget was received by the IJB but not formally approved. There are monitoring reports given to OIC OHAC Committee and NHSO Finance and Performance Committee, but formal notification is still required.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
10.	27.6.18 Item 7 – 7 th para	Pharmacy Costs	Determine why only prescribing practices and not all GP practices asked to identify cost reductions.	Pat Robinson	28.11.18	Update provided on 3.10.18 stating this was an error and it related to all dispensing practices.
12.	27.6.18 Item 9	Winter Planning	Seek clarification on respiratory pathway.	Lynda Bradford	28.11.18	On 3.10.18, advised section being redrafted for. Winter Plan 2018/19. Draft on agenda for this meeting.
			How matters detailed in sections headed “What could have gone better” and “Key lessons/actions planned” are picked up and taken forward.	Lynda Bradford	28.11.18	2018/19 Winter Plan, which is currently being drafted, will take on board lessons from last year. Draft plan on agenda for consideration.
13.	27.6.18 Item 10	Alcohol and Drugs Partnership	Clarify whether underspend from 2016/17 returned to Scottish Government.	Pat Robinson	28.11.18	The Director of Finance, NHSO, has clarified that this budget is no different to other allocations and therefore no guarantee was made of carrying this forward.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
14.	27.6.18 Item 14.2	Primary Care Improvement Plan	NHS Orkney directed to submit draft to Scottish Government, by 31.7.18, with final draft submitted to next meeting so that Board can seek assurance PCIP complying with new GP contract and associated changes.	Maureen Firth	28.11.18	Draft local plan agreed via GP Sub Committee and LMC and sent onto Scottish Government with final approval required from IJB. PCIP approved at Board on 3.10.18.
15.	27.6.18 Item 15.1	Directions	Review how Directions currently structured.	Sally Shaw	31.3.19	The expected guidance from Scottish Government still draft – expecting publication of final guidance in December 2018. Report will go to IJB in March 2019.
16.	27.6.18 Item 15.2	Directions	Facilitated session to be arranged to consider Directions.	Sally Shaw	31.3.19	Christina Naysmith, Head of Integration Implementation, Integration Division, Scottish Government to be asked to assist with facilitated session.
17.	27.6.18 Item 15.3	Directions	New template for issuing Directions to be implemented with timescale linked to new	Sally Shaw	1.4.19	Once review complete and template agreed, will be implemented from 1.4.19.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
			SCP outcomes for 2019-22.			
18.	3.10.18 Item 5 – 5 th para	Annual Refresh of Terms of Reference	Membership details and governance structures to be reviewed and refreshed annually.	Sally Shaw.	28.11.18	Review underway, Strategic Planning Group and SCP Authors Group being looked at currently. Suggestions to go to SPG in January 2019 and IJB March 2019.
19.	3.10.18 Item 6 – 6 th para	IT Update	Scottish Government seeking pathfinders and representations made for Orkney to be one.	Sally Shaw	28.11.18	Accepted as a Pathfinder. Meeting with Scottish Government on 10.12.18. IT has met to discuss this and is in the process researching and identifying the areas that can be a barrier to progress. These findings will be submitted as feedback to the Scottish Government, as many of these barriers are principally due to the constraints of current legislation rather than limitations of technology.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
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 payments made from subsequent allocations.	Sally Shaw/Pat Robinson	28.11.18	This was highlighted at budget meeting held on 10.10.18 but will be raised again at next meeting on 28.11.18.
21.	3.10.18 Item 7 – 5 th para	Financial Plan	Three-year Financial Plan to be produced alongside new Strategic Commissioning Plan for 2019 to 2022.	Pat Robinson	31.3.19	This will coincide with the new Strategic Commissioning Plan
22.	3.10.18 Item 7 – 7 th para	Reserves	Identify where other integration authorities had accumulated reserves.	Pat Robinson	31.3.19	
23.	3.10.18 Item 7 – 9 th para	Allocation Breakdown	Provide breakdown of financial allocations within financial monitoring reports when information available.	Pat Robinson	28.11.18	To be included in REMR going forward.
24.	3.10.18 Item 7 – 12 th para	Island Proofing	Approach Chief Executives and Leaders of both partners to see whether IJB budget worthy of further discussion for islands proofing through Islands (Scotland) Act 2018.	Sally Shaw or Pat Robinson	28.11.18	Discussions ongoing. SDS currently being discussed.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
25.	3.10.18 Item 7 – 13 th para	Budget for 2018/19	Progress on final budget for 2018 to 2019, together with solid timeline, to next meeting.	Pat Robinson	28.11.18	Paper on agenda for discussion.
26.	3.10.18 Item 9 – 3 rd para	Performance Monitoring	Review content of covering report to make exception reporting clearer, as well as areas of good performance/ trends to avoid detailed questions on every action.	Sally Shaw	28.11.18	Revised report on agenda for consideration. However further work needs to be undertaken in terms of developing local measures also.
27.	3.10.18 Item 10.2	Workforce Planning	Update on progress to next meeting.	Andrew Groundwater	28.11.18	Verbal update to be provided at meeting.
28.	3.10.18 Item 10.3	Workforce Planning	Draft workforce plan to be submitted to first meeting in 2019.	Andrew Groundwater	27.3.19	There is a risk scheduled target date will not be met, but still aiming to meet it.
29.	3.10.18 Item 18 – 2 nd para	Carer Representative	Evaluation to be undertaken with existing carer representative.	Sally Shaw	28.11.18	Not yet progressed.
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	28.11.18	Not yet progressed.
31.	3.10.18 Item 25 – 4 th para	Remote and Rural Sub-Group	Chief Officer and Chair to meet with Dr Charlie Siderfin to provide background information to	Sally Shaw	28.11.18	Chief Officer met with Dr Siderfin in October 2018. Further and ongoing discussion to be held.

No.	Date of Meeting.	Title.	Action.	Owner.	Target Date for IJB.	Update.
			assist deliberations at recently established Remote and Rural Sub-group, particularly in relation to new GP Contract.			