

Agenda Item: 4.

Date of Meeting: 30 September 2020.

Matters Arising Log from Meeting held on 24 June 2020

Matters Arising		Target Date	Notes
1.	Dementia Strategy.		Item 3 of Minute.
	<ul style="list-style-type: none"> • Consultation and final draft to be submitted to September meeting. • Once final strategy approved, evaluator to be appointed and metric for qualitative and quantitative data established. 	September 2020.	Draft Strategy on agenda for September Board meeting.
2.	Financial Information.		Item 5 of Minute, second paragraph.
	Provide breakdown of apportioned costs, as well as recirculate information on detailed budget breakdowns.	September 2020.	Briefing circulated on 25 June 2020.
3.	Near Me.		Item 6 of Minute, third paragraph on page 7.
	Paper submitted to Finance and Performance Committee of NHS Orkney to be reported to IJB.	October 2020.	
4.	Strategic Commissioning.		Item 6 of Minute, last two paragraphs on page 9.
	<ul style="list-style-type: none"> • Summary report provided evidence of commitment, innovation and collaboration to 	September 2020.	To be further discussed at September 2020 Board meeting.

Matters Arising	Target Date	Notes
<p>allow services to continue – how will potential to do things differently be captured?</p> <ul style="list-style-type: none"> • Direction of Strategic Commissioning Programme Board. • Progress with Strategic Commissioning Implementation Plan – recent events and emerging collaborative plans could impact on early draft. 		

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Notes.
5.	Set up SLWGs to take forward MSG proposals.	From April 2020 Board meeting.	Chief Finance Officer tasked with establishing working group.
6.	Develop Directions template.	From April 2020 Board meeting	On agenda for September 2020 Board meeting.
7.	Issue Directions for all services alongside review of Integration Scheme.	From April 2020 Board meeting.	Process for review of Integration Scheme to be considered at September 2020 Board meeting.
8.	Mental Health Strategy.	From May 2020 Board meeting.	Revised draft to be submitted to October 2020 Board meeting.
9.	Review of Integration Scheme.	From May 2020 Board meeting.	On agenda for September 2020 Board meeting.

	Matter.	Meeting.	Notes.
10.	Vacancies on Board.	From May 2020 Board meeting.	Carer and OIC Staff representatives currently vacant. Work is ongoing to recruit a Carers' representative. Following initial discussions and contact from Unison, GMB and Union, awaiting feedback on nominee for OIC Staff representative. Target date – December 2020 Board meeting.
11.	Information on Website.	From May 2020 Board meeting.	Membership on webpage updated to reflect current position. Documentation containing membership removed from website meantime, pending review (linked to Clinical and Care Governance Committee item). Other documentation to be reviewed, refreshed and updated, if and when applicable. Target date – by end of December 2020.
12.	Clinical and Care Governance Committee	Form May 2020 Board meeting.	Issy Grieve and Sally Shaw to continue work on reviewing Terms of Reference of Clinical and Care Governance Committee and development of Controls and Assurance Framework and to bring in other personnel, as required, to the working group. Target date – December 2020 Board meeting.

Regular Reports required

Report.	Frequency.	Notes.
13. Annual report on Directions to IJB.	Yearly, December.	Next due December 2020.
14. Update on Children's Services Improvement Plan.	Each cycle.	To be submitted to October 2020 Board meeting.
15. Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Normally due to be published by end of June. Following advice from Scottish Government, Board meeting on 24 June 2020 agreed to delay publication until end of October 2020. On agenda for September 2020 Board meeting.
16. Chief Social Work Officer's Annual Report.	Annually, September.	To be submitted to October 2020 Board meeting.