

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

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Agenda Item: 5

Integration Joint Board

Date of Meeting: 19 February 2025.

Matters Arising Log from Meeting held on 6 November 2024

Matters Arising		Target Date	Lead Officer	Notes
1.	Guardianship Agreements – comms at a national level.	February 2025.	Stephen Brown.	This will be raised at the next Chief Officers' national meeting. See also Action 5 below.
2.	ADP – formal pathways to be progressed with Police Scotland, SFRS and Primary Care Services	July 2025.	Katie Spence	Work has commenced on this with a target date of July 2025.
3.	Annual Accounts – advise when signed off and published and ascertain reasons for delay in signing off and publishing from KPMG.	February 2025.	Erik Knight.	A briefing note was circulated on 12 December 2025. To be removed after February 2025 meeting.
4.	Performance and Audit Committee – appointments to vacancies and Vice Chair.	April 2025.	Stephen Brown.	Conversations ongoing.

Matters Arising	Target Date	Lead Officer	Notes
5.	Third Sector update – report to be timetabled in programme.	Stephen Brown.	A Third Sector Commissioned Service Update will be presented to the April meeting.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Risk Register – consideration to be given to public sector risk register.	November 2022.	March 2025.	Chief Finance Officer.	An initial meeting was scheduled to discuss the role of the Orkney Partnership Board's need to create a public sector risk register.
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 2023 and June 2024.	June 2025.	John Daniels.	Currently achieving like for like comparative data is challenged by differences in programme delivery, eligibility and timing. Data requests have been received by Public Health Scotland as this question is being asked nationally.
3.	DBI – investigate increasing referral pathways.	December 2023.	November 2024.	Lynda Bradford.	Briefing note issued in February 2025.
4.	Long Covid – information on prevalence locally and what services are available.	April 2024.	July 2025.	Stephen Brown.	Due to capacity issues and system challenges this exercise has taken longer than anticipated. Once the information is collated and analysed a briefing will be issued.
5.	Guardianship Agreements – undertake comms activity to highlight.	June 2024.	May 2025.	Lynda Bradford.	Due to capacity issues this has been delayed, however planning is underway for comms in Spring 2025

Regular Reports required and Policy Updates

Report/Policy Review.		Frequency.	Notes.
1.	Proposed New Kirkwall Care Facility.	Six-monthly.	Last reported to November 2024 Board meeting.
2.	Climate Change Duties.	Annually, by 30 November (deadline for submitting to Scottish Government).	Next due November 2024. On agenda for February 2025 Board meeting. As Board report cannot be finalised until OIC and NHSO's reports are completed, going forward this will now be reported to the February meeting of the Board.
3.	Equality Outcomes.	Every 4 years.	Approved April 2021. Next review April 2025.
4.	Equality Outcomes and Mainstreaming Progress Report.	Every 2 years.	Approved April 2023. Next review April 2025.
5.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
6.	Risk Management Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
7.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2025.
8.	Strategic Plan.	Every 3 years.	Approved June 2022. Next review due June 2025.
9.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due by June 2025.
10.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review due by October 2025.
11.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review due by November 2025.

Report/Policy Review.		Frequency.	Notes.
12.	Integrated Workforce Plan.	Every 3 years.	Approved February 2023. Next review due by February 2026.
13.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
14.	Records Management Plan.	Every 2 years.	Next due March 2026.
15.	Market Facilitation Statement.	Every 3 years.	Approved April 2023. Next review due by April 2026.
16.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due early 2026.
17.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.
18.	Financial Regulations.	Every 3 years.	Approved August 2023. Next due August 2026.
19.	Reserves Policy.	Every 3 years.	Approved August 2023. Next due August 2026.
20.	Stakeholder Representatives' Expenses	Every 3 years.	Approved August 2023. Next due August 2026.
21.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed by September 2026.
22.	Children's Services Plan	Every 3 years, with annual review.	2023-26 Plan approved February. Next due late 2026. Note – this Plan is led by Orkney Islands Council (Education directorate).
23.	Unpaid Carers Strategy	Every 3 years	Approved February 2024. Next due February 2027.