

**Gillian Morrison (Interim Chief Officer).**

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Agenda Item: 5

## Integration Joint Board

Date of Meeting: 29 October 2020.

### Matters Arising Log from Meeting held on 18 August 2020

Matters Arising		Target Date	Lead Officer	Notes
1.	Kirkwall Care Facility – endorsement of revised scope deferred to enable wider engagement with stakeholders.	December 2020.	Lynda Bradford.	Joint seminar arranged for 19 November 2020.

### Matters Arising Log from Meeting held on 30 September 2020

Matters Arising		Target Date	Lead Officer	Notes
1.	Workforce Plan – managers to identify key issues and gaps to enable draft Plan to be circulated for discussion at various governance committees.	December 2020 or February 2021.	Gillian Morrison.	Updated and considered as an initial draft at the Area Partnership Forum (APF) of 20 October 2020 at which feedback was requested from members and it was agreed that the next draft would be considered further at the APF of 17 November. The draft has also been circulated to VAO for comments from the third sector. It is anticipated that the Workforce Plan will be presented

Matters Arising		Target Date	Lead Officer	Notes
				to the December meeting of the IJB at earliest, depending on the speed at which further feedback from the various stakeholders is received.
2.	Set Aside – NHS Orkney to report to IJB quarterly on delivery of services within set aside budget.	December 2020.	Pat Robinson.	
3.	Set Aside – during 2019/20 financial year, work through six steps set out in statutory guidance to ascertain accurate budget figure.	March 2021.	Pat Robinson.	
4.	Annual Performance Report – endorsed for submission to Scottish Government by 30 October 2020, and provided to OIC and NHSO.	November 2020.	Gillian Morrison.	Submitted to Scottish Government on 21 October 2020. to be considered by OIC's Policy and Resources Committee in November 2020. Considered by Board of NHS Orkney on 22 October 2020.
5.	Integration Scheme – statutory review to be commenced by March 2021 with a view to being reported to the IJB in June 2021.	June 2021.	Gillian Morrison.	A more detailed plan will be brought to a meeting of the Joint Discussion Forum which is being scheduled for December 2020.
6.	Reappointment of Standards Officer – write to Standards Commission for Scotland with nominations for reappointment and appointment of Deputes for next three year period.	September 2020.	Gillian Morrison.	Complete.
7.	Schedule of Meetings – move from quarterly to bi-monthly meetings for 2021.	October 2020.	Hazel Flett.	Dates identified for February, April, June, August, October and December 2021 and meeting makers to be issued.

## Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
8.	Set up SLWGs to take forward MSG proposals.	April 2020.	December 2020.	Pat Robinson.	Chief Finance Officer tasked with establishing working group.
9.	Issue Directions for all services alongside review of Integration Scheme.	April 2020.	September 2020.		Complete – see 5 above re Integration Scheme Review.
10.	Mental Health Strategy.	May 2020.	October 2020.	Lynda Bradford.	Revised draft on agenda for October 2020 Board meeting.
11.	Vacancies on Board.	May 2020.	December 2020.	Gillian Morrison.	Carer and OIC Staff representatives identified and invited to observe October Board meeting.
12.	Information on Website.	May 2020.	December 2020.	Hazel Flett.	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.
13.	Clinical and Care Governance Committee	May 2020.	May 2021.	Gillian Morrison.	As part of the requirement to strengthen and simplify IJB/OHAC governance and capacity, a review of the Terms of Reference of the Clinical and Care Governance Committee was commenced by the Chief Officer and the Chair of the Clinical and Care Governance Committee

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
					and is continuing.
14.	<p>Strategic Commissioning.</p> <ul style="list-style-type: none"> <li>• Summary report provided evidence of commitment, innovation and collaboration to allow services to continue – how will potential to do things differently be captured?</li> <li>• Direction of Strategic Commissioning Programme Board.</li> <li>• Progress with Strategic Commissioning Implementation Plan – recent events and emerging collaborative plans could impact on early draft.</li> </ul>	June 2020.	February 2021.	Gillian Morrison.	The Strategic Plan has set the framework for the Strategic Commissioning Implementation Plan and discussions are underway with the lead Board Member, Gail Anderson, who has led the planning for this document. Some of the detail is already in place through development of the Dementia and Mental Health Strategies.

## Regular Reports required

Report.	Frequency.	Notes.
1. Annual report on Directions to IJB.	Yearly, September.	Reported in September 2020, due September 2021.
2. Update on Children's Services Inspection Improvement Plan.	Each cycle.	To be submitted to October 2020 Board meeting.
3. Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2021.
4. Chief Social Work Officer's Annual Report.	Annually, September.	On agenda for October 2020 Board meeting.
5. Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed in September 2023.