

**Stephen Brown (Chief Officer).**

Orkney Health and Social Care Partnership.

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Agenda Item: 5

## Integration Joint Board

Date of Meeting: 30 April 2025.

### Matters Arising Log from Meeting held on 19 February 2025.

Matters Arising		Target Date	Lead Officer	Notes
1.	Contacting Carer Representatives – once appointments confirmed, information to be made available.	April 2025.	Stephen Brown.	Discussions with the two Carer Representatives are ongoing, once finalised details on how to get in touch will be available on the Integration Joint Board's webpages.
2.	Primary Care Services – more detailed summary to next Board meeting.	April 2025.	John Daniels.	Work with the Finance team at NHS Orkney remains ongoing.
3.	Payments to partners in the Voluntary Sector – update to be provided.	April 2025.	Erik Knight.	Update as at 19 February 2025 – those partners who have submitted invoices for the over £10k funding should have received their second half payments; for those who have not submitted invoices, these will be paid once received.

Matters Arising	Target Date	Lead Officer	Notes
			<p>The under £10k payments will be raised tomorrow on Integra and will thereafter be with Lynda Bradford for authorising.</p> <p>To be removed following April Board meeting.</p>
4.	Climate Change Duties Reporting – write to Scottish Government again outlining concerns.	Stephen Brown.	Noted that a colleague from Scottish Government to be invited to future Development Session.

## 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.	Update as at February 2025 - An initial meeting was scheduled to discuss the role of the Orkney Partnership Board's need to create a public sector risk register. Update for April 2025 – There is now an Orkney Partnership Board risk register. <b>To be removed following April Board meeting.</b>
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.	Update as at February 2025 – 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. Update for April 2025 – There is no change in national data availability. Suggest this action is closed and removed, unless there is concern.
3.	Long Covid – information on prevalence locally and what services are available.	April 2024.	July 2025.	Stephen Brown.	Update as at February 2025 - 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.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
					Update for April 2025 – noted at February 2025 Board meeting that a briefing would be issued in July 2025.
4.	Guardianship Agreements – undertake comms activity to highlight.	June 2024.	May 2025.	Lynda Bradford.	Update at February 2025 – Due to capacity issues this has been delayed, however planning is underway for comms in Spring 2025. Update for April 2025 – tie in with national campaign when date announced.
	Guardianship Agreements – comms at a national level.	November 2024.			Update at February 2025 – This will be raised at the next Chief Officers’ national meeting. Update for April 2025 – to be raised at next appropriate meeting.
5.	ADP – formal pathways to be progressed with Police Scotland, SFRS and Primary Care Services	November 2024.	July 2025.	Katie Spence.	Update at February 2025 – Work has commenced on this with a target date of July 2025. Update for April 2025 – as above.
6.	Performance and Audit Committee – appointments to vacancies and Vice Chair.	November 2024.	April 2025.	Stephen Brown.	Update at February 2025 – Conversations ongoing. Update for April 2025 – given the number of outstanding re-appointments to be considered and approved by the IJB, it was decided not to progress this matter until appointments have been confirmed.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
					Target date to be amended to September 2025.
7.	Third Sector update – report to be timetabled in programme.	November 2024.	April 2025.	Stephen Brown.	Update at Feb 2025 – A Third Sector Commissioned Service Update will be presented to the April meeting. Update for April 2025 – work remains ongoing in respect of this report and it is hoped to submit to the July meeting. Target date to the amended to July 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. <b>On agenda for April 2025 Board meeting.</b>
2.	Equality Outcomes and Mainstreaming Progress Report.	Every 2 years.	Approved April 2023. Next review April 2025. <b>On agenda for April 2025 Board meeting.</b>
3.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2023. Next review April 2025. <b>On agenda for April 2025 Board meeting.</b>
4.	Risk Management Strategy.	Every 2 years.	Approved April 2023. Next review April 2025. <b>On agenda for April 2025 Board meeting.</b>
5.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2025. <b>Special Board meeting scheduled for 25 June 2025.</b>
6.	Strategic Plan.	Every 3 years.	Approved June 2022. Next review due June 2025. <b>On agenda for April 2025 Board meeting, together with Delivery Plan.</b>
7.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due by June 2025.
8.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review due by October 2025.
9.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review due by November 2025.
10.	Integrated Workforce Plan.	Every 3 years.	Approved February 2023. Next review due by February 2026.

Report/Policy Review.		Frequency.	Notes.
11.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
12.	Climate Change Duties.	Annually, by 30 November (deadline for submitting to Scottish Government).	Next due February 2026. 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.
13.	Records Management Plan.	Every 2 years.	Next due March 2026.
14.	Market Facilitation Statement.	Every 3 years.	Approved April 2023. Next review due by April 2026.
15.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due early 2026.
16.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.
17.	Financial Regulations.	Every 3 years.	Approved August 2023. Next due August 2026.
18.	Reserves Policy.	Every 3 years.	Approved August 2023. Next due August 2026.
19.	Stakeholder Representatives' Expenses	Every 3 years.	Approved August 2023. Next due August 2026.
20.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed by September 2026.
21.	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).
22.	Unpaid Carers Strategy	Every 3 years	Approved February 2024. Next due February 2027.