

**Stephen Brown (Chief Officer).**

Orkney Health and Social Care Partnership.

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Agenda Item: 5.

## Integration Joint Board

Date of Meeting: 30 August 2023.

### Matters Arising Log from Meeting held on 21 June 2023

Matters Arising		Target Date	Lead Officer	Notes
1.	Risk Register – revised version to be submitted to August meeting based on comments raised.	August 2023.	Peter Thomas.	On agenda for August 2023 meeting.
2.	Respite Care – paper on demand pressures.	December 2023.	Lynda Bradford.	
3.	Meeting with Area Clinical Forum in December 2020 – minutes to be circulated to Chief Executives of OIC and NHSO, and another meeting to be set up.	August 2023.	Stephen Brown.	Minute has been circulated as requested. Discussions continue between the two Chief Executives and the Chief Officer. Discussions to be scheduled at Strategic Planning Group regarding pressures on care homes and to seek views on best use of the fourth wing at Hamnavoe House.

Matters Arising		Target Date	Lead Officer	Notes
4.	APR – embargoed information.	July 2023.	Shaun Hourston-Wells.	The Scottish Government embargo on some indicators is now lifted. The financial section will be updated following presentation of the Financial Outturn report at the August Board meeting. Thereafter, the final version of the APR will be published on the website.
5.	Proposed Mental Health Model of Care – financial ask.	December 2023.	Lynda Bradford.	

## Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	ADP Operational Framework – pilot for one year.	June 2021.	December 2024.	Katie Spence.	Following a Strategic Needs Assessment being commissioned and due to capacity issues within the Alcohol and Drugs Partnership team, it has been agreed to extend the previous projects for an additional twelve months to enable time to commence commissioning opportunities. Accordingly, the target date was previously revised to December 2024.
2.	Distress Brief Intervention – full evaluation of pilot to be reported in due course.	June 2021.	April 2024.	Lynda Bradford.	Following the funding extension of the Distress Brief Intervention pilot, it has been agreed to defer the evaluation until spring 2024.
3.	Risk Appetite.	June 2022.	December 2023.	Stephen Brown.	Discussions with NHS Orkney colleagues to ensure a joint session to look at risk appetite is ongoing. Dates will be issued in due course.
4.	Risk Register – consideration to be given to public sector risk register.	November 2022.	March 2024.	Peter Thomas.	
5.	Climate Change Duties – reports of partner organisations to be shared with the IJB.	November 2022.	November 2023.	Shaun Hourston-Wells.	The 2023 NHSO and OIC Climate Change Duties reports will be shared with the IJB on publication.
6.	Winter Plan – consideration of future timing of presenting to IJB for approval.	February 2023.	October 2023.	Stephen Brown/ Sam Thomas.	An early first draft is now completed but some key actions have still to be worked through and added before the plan is

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
					finalised. Plan will be presented to the IJB in October.
7.	Joint Staff Forum – one page document, specifically for Orkney Islands Council staff, regarding policy and procedure on raising concerns around safety.	April 2023.	December 2023.	Stephen Brown.	Work is ongoing to liaise with HR colleagues and will be shared with Council trade unions once drafted.
8.	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.	April 2024.	Dr Louise Wilson/Sara Lewis.	

## Regular Reports required

Report.		Frequency.	Notes.
1.	Proposed New Kirkwall Care Facility.	Six-monthly.	Last reported to June 2023 Board meeting.
2.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed by September 2023. <i>On agenda for August 2023 Board meeting.</i>
3.	Stakeholder Representatives' Expenses	Every 3 years.	Approved December 2020. Next review October 2023. <i>On agenda for August 2023 Board meeting.</i>
4.	Climate Change Duties.	Annually, by 30 November.	Next due November 2023.
5.	Winter Plan.	Annually.	Next due December 2023. <i>See Action above regarding timing of report.</i>
6.	Records Management Plan.	Every 2 years.	Next due March 2024.
7.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2024.
8.	Equality Outcomes.	Every 4 years.	Approved April 2021. Next review April 2025.
9.	Equality Outcomes and Mainstreaming Progress Report.	Every 2 years.	Approved April 2023. Next review April 2025.
10.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
11.	Risk Management Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
12.	Strategic Plan.	Every 3 years.	Approved June 2022. Next review due June 2025.

Report.		Frequency.	Notes.
13.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due by June 2025.
14.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review due by October 2025.
15.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review due by November 2025.
16.	Integrated Workforce Plan.	Every 3 years.	Approved February 2023. Next review due by February 2026.
17.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
18.	Market Facilitation Statement.	Every 3 years.	Approved April 2023. Next review due by April 2026.
19.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due early 2026.
20.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.