

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

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Agenda Item: 6

Integration Joint Board

Date of Meeting: 3 September 2025.

Matters Arising Log from Meeting held on 2 July 2025.

Matters Arising		Target Date	Lead Officer	Notes
1.	Guardianship Agreements – align with national campaign and provide additional support to private sector solicitors in relation to their responsibilities in terms of guardianship.	December 2025.	Lynda Bradford.	Work has commenced, and is progressing, with colleagues from the Council's communications and legal teams. It is anticipated this will be in the Autumn.
2.	Delayed Transfer of Care – System Pressures – Terms of Reference to be updated to reflect comments raised	September 2025.	Sam Thomas	The Terms of Reference has been updated but will be required following update at number 3.
3.	Delayed Transfer of Care – update from short life working group to next meeting (noting that outcome of deliberations to be reported back no later than December 2025).	December 2025.	Sam Thomas.	Discussions have taken place to agree merging this Short Life Working Group with the Clinical Services Review – Older People workstream to maximise outputs.

Matters Arising		Target Date	Lead Officer	Notes
4.	Neurodevelopmental Provision – wider report updating on progress made.	April 2026.	Stephen Brown.	Work is progressing on recruitment and appointing the additional posts. It is anticipated that an update report will be presented to Board in February 2026.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Long Covid – information on prevalence locally and what services are available.	April 2024.	July 2025.	Stephen Brown.	<p>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.</p> <p>Update at April 2025 – noted at February 2025 Board meeting that a briefing would be issued in July 2025.</p> <p>Update at July 2025 – as above.</p> <p>Update for September 2025 – A meeting has been held to look at data and a briefing note will be issued imminently. Suggest Target Date be amended to October 2025.</p>
2.	Guardianship Agreements – undertake comms activity to highlight.	June 2024.	May 2025.	Lynda Bradford.	<p>Update at February 2025 – Due to capacity issues this has been delayed, however planning is underway for comms in Spring 2025.</p> <p>Update at April 2025 – tie in with national campaign when date announced.</p> <p>Update at July 2025 – run a campaign in the autumn.</p> <p>Update for September 2025 – to be deleted as new action arising from July 2025 Board meeting (see above).</p>

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
	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 at April 2025 – to be raised at next appropriate meeting. Update for September 2025 – to be deleted as new action arising from July 2025 Board meeting (see above).
3.	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 at April 2025 – as above. Update at July 2025 – as above. Update for September 2025 – TBA.
4.	Performance and Audit Committee – appointments to vacancies and Vice Chair.	November 2024.	April 2025. September 2025.	Stephen Brown.	Update at February 2025 – Conversations ongoing. Update at 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. Target date amended to September 2025. Update for September 2025 – A meeting has been held to confirm additional members. It is anticipated that an update will be provided by the next meeting.

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5.	Primary Care Services – more detailed summary to next Board meeting.	February 2025.	April 2025.	John Daniels.	<p>Update at April 2025 – work with the Finance team at NHS Orkney remains ongoing.</p> <p>Update at July 2025 – A report will be presented to the September meeting of the Board on the Primary Care Improvement Plan. An updated paper is scheduled to be presented to the Joint Clinical and Care Governance Committee on 3 July 2025.</p> <p>Update for September 2025 – paper on agenda. Can be deleted following September Board meeting.</p>
6.	Climate Change Duties Reporting – write to Scottish Government again outlining concerns.	February 2025.	April 2025. December 2025.	Stephen Brown.	<p>Update at April 2025 – Noted that a colleague from Scottish Government to be invited to future Development Session.</p> <p>Update at July 2025 – A request has been sent to Scottish Government for attendance at a future Development Session.</p> <p>Proposed Revised Target Date: December 2025.</p> <p>Update for September 2025 – Due to unforeseen circumstances, the session with Scottish Government has had to be rearranged.</p>
7.	Appointments and Reappointments – NHS appointments and service user representative to be considered.	April 2025.	July 2025.	Stephen Brown.	<p>Update at July 2025 – a report will be submitted to the Board in September with the appointments and re-appointments to coincide with the Non-Executive Director</p>

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
					appointments which will be considered at the next Board Meeting of NHS Orkney. Update for September 2025 – report advising of NHS appointments on agenda. Service user vacancy to be advertised.
8.	COVID funding – provide breakdown in the next finance report.	April 2025.	July 2025.	Keren Somerville.	This will be included in the next Revenue Expenditure Monitoring report which is scheduled for September 2025. Update for September 2025 – Due to capacity issues it is expected that further information will be available at the next meeting. Suggest Target Date is amended to November 2025.
9.	Adaptations – consider ways of providing breakdown on spend and type (those provided by Housing Services, including other registered social landlords, and those provided by OHAC).	April 2025	September 2025.	Frances Troup/ Lynda Bradford	Update at July 2025 – a meeting has been scheduled, and breakdown of information will be shared with Members once completed. Update for September 2025 – An initial meeting has been held and a further meeting is scheduled. Suggest Target Date is amended to December 2025.
10.	Joint Clinical and Care Governance Committee – following meeting with Rona Gold, Rachael King, Sam Thomas and Stephen Brown, the revised Terms of Reference should be circulated via briefing.	April 2025.	September 2025.	Stephen Brown/ Sam Thomas.	Update at July 2025 – a meeting was held on 18 June 2025. A briefing note will be circulated when the relevant amendments have been made.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
					Update for September 2025 – Due to some capacity issues within the service, this has not been circulated yet but will be shortly.
11.	Risk Management Strategy – Performance and Audit Committee to discuss appropriate visibility and management of medium-level risks, particularly those with significant financial or reputational implications risks	April 2025.	September 2025.	Deborah Langan.	Update at July 2025 – an updated Risk Register will be presented to the September 2025 meeting. Following this the Performance and Audit Committee will receive a report on any appropriate risk for further discussion. Update for September 2025 – Revised Risk Register on agenda for September Board Meeting.

Regular Reports required and Policy Updates

Report/Policy Review.		Frequency.	Notes.
1.	Proposed New Kirkwall Care Facility.	Six-monthly.	Last reported to April 2025 Board meeting.
2.	Revenue Expenditure Monitoring.	Quarterly.	Next due September 2025 (for Q1 2025/26). On agenda for September Board meeting.
3.	Financial Recovery Plan.	Quarterly.	Next due September 2025. On agenda for September Board meeting.
4.	Revenue Expenditure Outturn.	Annually.	Next due September 2025 (for 2024/25). On agenda for September Board meeting.
5.	Risk Register.	Six-monthly.	Next due September 2025. On agenda for September Board meeting.
6.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review due by October 2025.
7.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review due by November 2025.
8.	Integrated Workforce Plan.	Every 3 years.	Approved February 2023. Next review due by February 2026.
9.	Climate Change Duties.	Annually, by 30 November (deadline for submitting to Scottish Government).	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. Next due February 2026.
10.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.

Report/Policy Review.		Frequency.	Notes.
11.	Records Management Plan.	Every 2 years.	Next due March 2026.
12.	Annual Budget.	Annually.	Next due by April 2026.
13.	Market Facilitation Statement.	Every 3 years.	Approved April 2023. Next review due by April 2026.
14.	Strategic Plan Delivery Plan.	Annually.	Approved April 2025. Next review due by April 2026.
15.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due by June 2026.
16.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.
17.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Approved June 2025. Next due June 2026.
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 2024. 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.

Report/Policy Review.		Frequency.	Notes.
24.	Equality Outcomes and Mainstreaming Progress Report.	Every 2 years.	Approved April 2025. Next review April 2027.
25.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2025. Next review April 2027.
26.	Risk Management Strategy.	Every 2 years.	Approved April 2025. Next review April 2027.
27.	Strategic Plan.	Every 3 years.	Approved April 2025. Next review due April 2028.
28.	Medium Term Financial Plan.	Every 3 years.	Approved June 2025. Next review due by June 2028.