



Caroline Sinclair

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Orkney Integration Joint Board

Friday, 10 March 2017, 10:00.

Council Chamber, Council Offices, School Place, Kirkwall.

Minute

Present:

Voting Members:

- Councillor Alan G Clouston, Orkney Islands Council.
- David Drever, NHS Orkney.
- Councillor John T Richards, Orkney Islands Council.
- Jeremy Richardson, NHS Orkney.
- Gillian Skuse, NHS Orkney.
- Councillor Bill T Stout, Orkney Islands Council (proxy).

Non-Voting Members:

Professional Advisers:

- Jon Humphreys, Chief Social Work Officer, Orkney Islands Council.
- Elaine Peace, Registered Nurse, NHS Orkney.
- Pat Robinson, Chief Finance Officer.
- Caroline Sinclair, Chief Officer.
- Dr Louise Wilson, Registered Medical Practitioner not a GP.

Stakeholder Members:

- Gail Anderson, Third Sector Representative.
- Janice Annal, Service User Representative.
- Sally George, Staff Representative, Orkney Islands Council.
- Fiona MacKellar, Staff Representative, NHS Orkney.
- Olivia Tait, Acting Carer Representative.
- Frances Troup, Head of Housing, Homelessness and Schoolcare Accommodation, Orkney Islands Council.

Clerk:

- Hazel Flett, Senior Committees Officer, Orkney Islands Council.

In Attendance:

- Karen Bevilacqua, Solicitor, Orkney Islands Council.
- Maureen Firth, Head of Primary Care Services, Orkney Health and Care (for Items 1 to 17).
- Andrew Groundwater, Head of HR and Performance, Orkney Islands Council (for Items 9.3 to 18).
- Kirsty Groundwater, Press Officer, Orkney Islands Council (for Items 8.1 to 12).
- Kenny Low, Change Programme Manager, Orkney Islands Council (for Items 15 to 18).
- John Trainor, Head of Health and Community Care, Orkney Health and Care (for Items 1 to 17).

Observing:

- Patricia Fraser, Audit Manager, Audit Scotland (for Items 1 to 13).
- Olwen Sinclair, Chief Internal Auditor, Orkney Islands Council (Items 1 to 9.3).
- Gareth Waterson, Head of Finance, Orkney Islands Council (for Items 1 to 9.1).

Chair:

- Jeremy Richardson, Vice Chair.

1. Apologies

Apologies for absence had been intimated on behalf of the following:

Voting Member:

- Councillor Russ P Madge (Chair), Orkney Islands Council.

Non-Voting Member:**Professional Adviser:**

- Dr Andy Trevett, Registered GP, NHS Orkney.

2. Declarations of Interest

Gillian Skuse declared an interest in items relating to the Strategic Commissioning Plan, and in particular, reference to home care, as the organisation which she is employed by was currently in the process of registering with the Care Commission to provide such services.

3. Minutes of Previous Meeting

There had been previously circulated the draft Minute of the Meeting of the Integration Joint Board (IJB) held on 7 December 2016.

The minute was approved as a true record, on the motion of David Drever, seconded by Councillor John Richards, subject to the word “complemented” in the second last paragraph of section 8.2 being amended to “complimented”.

4. Matters Arising

4.1. Revenue Expenditure Monitoring

Pat Robinson confirmed that the further breakdown of generic budget lines had been issued by e-mail on 15 February 2017.

4.2. Performance Monitoring

Fiona MacKellar referred to paragraph 8.2 on page 8 of the Minute, where it mentioned a new reporting method for sickness absence triggers. Caroline Sinclair confirmed that this related to Orkney Islands Council (OIC) processes.

5. Action Log

There had been previously circulated an Action Log.

With regard to Action 1, ICT, Information Sharing and Data Handling, Caroline Sinclair advised that members wished this action to remain on the log in order to retain oversight of the issue.

With regard to Action 2, Readiness for Integration Tool, Caroline Sinclair advised that an updated version would be used at a development session to be arranged following any change to voting membership of the IJB in light of the forthcoming Local Government Election in May 2017.

With regard to Action 3, Treatment of VAT, Pat Robinson referred members to the letter from HM Revenue & Customs dated 28 November 2016, which she had circulated prior to the meeting and advised that, despite the date on the letter, she had only just received it and was still to consider the implications of its content.

6. Risk Log

There had been previously circulated the Risk Log, updated as at March 2017.

Caroline Sinclair advised that the Risk Log had been further updated following the workshop on 2 March 2017. At the meeting of the IJB Audit Committee held immediately preceding this meeting, the external auditor had confirmed that assistance in respect of risk recording and management processes would be provided going forward.

Councillor Alan Clouston queried whether any changes from the previous Risk Log could be highlighted. Caroline Sinclair confirmed this would be possible going forward, however the Risk Log presented was substantially different from the previous version, being the outcome of the various risk management workshops held to date.

7. Workstream Updates

There had been previously circulated an update on the summary of outputs required by the IJB.

Caroline Sinclair provided an update on those items not marked green or complete.

With regard to the Governance workstream, output 1, item 1, Non-Voting members, this was a separate agenda item to be considered later in the meeting.

With regard to the Finance workstream, output 3, item 1, Locality level budgets, little progress had been made due to a number of factors, including the fact that teams did not work in specific localities with specific budget allocations, but across the sector, therefore it was proving difficult to disaggregate the budgets. With regard to item 2, understanding the position on VAT, Caroline Sinclair referred to the letter from HM Custom & Excise which had been circulated earlier. With regard to item 6, set aside budget, again the element of spend NHS Orkney (NHSO) had for A&E in Orkney was not clearly or easily identifiable, due to the way in which the services were delivered and budgets allocated. Discussions were currently ongoing with the Scottish Government to determine how this might be resolved in light of guidance issued and reporting requirements which Orkney was currently struggling to meet.

With regard to the Strategic Commissioning Plan and Localities workstream, output 5, item 1, Locality roll out plan, this was showing as amber, purely in relation to timescales, and would be discussed later in the meeting.

8. Appointments

8.1. Participation and Engagement Approach – Review

There had been previously circulated a report reviewing the current arrangements in place for engagement of service user, carer and third sector representatives on the IJB and its sub groups.

Caroline Sinclair advised that the report dealt with two issues: the approach to be taken to secure a carer representative on the IJB and a review of the ways in which representatives engage with the various groups and are supported to do so. She also pointed out a typographical error in section 7.1 of the report, where it advised that a sum up to £56,000 had been allocated for this purpose – the sum was, in fact, £5,000.

The pilot model had now been running for one year and the paper set out the main findings of the review, with recommendations for a revised model for implementation for a period of two years, which would align with the end of the current Strategic Commissioning Plan (SCP). Feedback had been sought from the various representatives. It had proved difficult to secure representatives to all the various forums, with the locality groups being the most difficult.

The recommendation from the review was to adopt a different approach. With regard to localities, it was proposed to hold a greater number of meetings in different parishes, which would be open, public meetings, with good communications in order to attract attendance, and be on a thematic approach. With regard to the islands, it was proposed to hold “surgery” type sessions, where the public could talk about specific issues. This would relieve the challenge of recruiting representatives for all the localities and ensure focus on the SCP.

The Strategic Planning Group (SPG) and the IJB tended to be big meetings with heavy agendas and it was proposed that a collegiate approach be adopted, and that service user and carer representatives be more focussed on the work of the SPG.

Consideration had also been given to providing support to the representatives, and it was proposed that Voluntary Action Orkney (VAO) would provide support to the Third Sector representatives, Crossroads Orkney, through Olivia Tait, would provide support to the carer representatives and Orkney Health and Care (OHAC) staff would provide support to the service user representatives.

Gail Anderson noted that the IJB should be congratulated for its innovative approach in recruiting to the roles and that it had been an interesting pilot. Lessons had certainly been learned and she fully endorsed the proposal.

With regard to a carer representative on the IJB, Gillian Skuse queried what position the IJB was looking to achieve. Caroline Sinclair confirmed that, ultimately, a carer representative should be identified in the longer term, with the revised representative role, currently being undertaken by Olivia Tait, assisting in identifying that individual.

Councillor Alan Clouston queried whether there was a carers' forum which allowed carers to talk about issues which could then be fed into the work of the IJB. Olivia Tait confirmed that a carer support group did exist, although not well attended, and there was a regular newsletter, which saw engagement with carers. She pointed out that most carers did not have four "free" hours to give up, which was the time allocated for this meeting.

David Drever concurred that the report outlined the experiences to date. At the outset the IJB was primarily concerned with matters of formal governance around the engagement approach, but was now ready to take a different and less generic approach.

The Board **noted**:

8.1.1. The outcome of the review of engagement with the service user, carer and third sector representatives on the IJB and its sub groups.

The Board **agreed**:

8.1.2. The revised approach to engagement with the service user, carer and third sector representatives on the IJB and its sub groups, to be implemented from 1 April 2017 for a period of two years to align with the end of the current Strategic Commissioning Plan.

8.1.3. That a "buddy" system be adopted in order to provide support for the various representatives, as follows:

- Third Sector – VAO.
- carer representative – Crossroads Orkney.
- service user representative – OHAC staff.

8.1.4. That Olivia Tait, as a representative of carers by merit of her role as manager of Crossroads Orkney, the recognised host of the Orkney Carers Information Centre, should continue in an interim role as a non-voting member of the IJB for the period 1 April 2017 to 31 March 2018.

8.2. Internal Audit

There had been previously circulated a report relating to the appointment of a Chief Internal Auditor for the IJB.

Pat Robinson advised that the internal audit function was currently met from the contingency element in the internal audit plans of both OIC and NHSO, thereby not incurring any additional cost to either organisation. The proposal was to reappoint OIC's Chief Internal Auditor for a period of two years, which would align with the internal audit appointment within NHSO, following which a review would be undertaken.

The Board **agreed**:

8.2.1. That OIC's Chief Internal Auditor be reappointed as Chief Internal Auditor for the IJB for the next two financial years, namely 2017/18 and 2018/19.

8.2.2. That the internal audit requirements of the IJB be accommodated from within the contingency resources of OIC and NHSO internal audit plans.

9. Finance and Performance

9.1. Revenue Expenditure Monitoring Statement to 31 January 2017

There had been previously circulated a revised revenue expenditure monitoring report for the period 1 April 2016 to 31 January 2017.

Pat Robinson reported on the current overspend position, highlighting the main areas of overspend, including high cost care packages not fully budgeted for, mental health services, Self-Directed Support, primary care and midwifery services. Although every effort was being made to reduce spending, it was unlikely that a breakeven position would be reached at 31 March 2017, with an overspend of £396,000 currently forecast on current spending levels.

Elaine Peace sought assurance on what the IJB proposed to do in order to bring spending back in line with budget, particularly given the reduced budget going forward, to which Caroline Sinclair responded that the IJB would need to consider service delivery with a view to making savings.

Councillor Alan Clouston commented that the parent bodies needed to recognise what the future held for services as ongoing overspending could not continue. The parent bodies should be made aware of the areas which were incurring overspends.

Fiona MacKellar suggested that, should service redesign or change be considered, early involvement with staff could massively and positively affect the outcome. With regard to managing vacant posts, rather than recruiting at a lower grading, a different model of care and/or structure could have a positive effect on service delivery and potentially budgets.

With regard to action SC3, Home Care, in Annex 2, in response to a query from Gillian Skuse, Caroline Sinclair advised that a report on the pool car scheme would be submitted to the next meeting.

The Board noted:

9.1.1. The revenue expenditure report, attached as Appendix 1 to the report circulated.

9.1.2. The financial position of Orkney Health and Care, as at 31 January 2017, indicating a current overspend of £564,000.

9.1.3. The forecast overspend position as at 31 March 2017, of £396,000, based on current spending patterns.

9.2. Care Inspectorate and Health Improvement Scotland – Joint Inspection of Services for Older People

There had been previously circulated a report on the independent inspection by the Care Inspectorate and Health Improvement Scotland on services for older people.

Caroline Sinclair advised that, although the inspection report had been embargoed until 10:00 on Thursday, 9 March 2017, she considered it important that it be presented to the IJB at this meeting. The inspection report was good, with lots of positive feedback. No areas within the inspection had been graded as “weak”, with four areas graded “good” and five as “adequate”. There were 10 recommendations arising from the inspection report, and a draft action plan had been prepared. Appendix 2 circulated mapped the outcomes of this inspection with similar inspections across Scotland, which gave some assurance that, locally, performance was on a par or better than other areas. Caroline Sinclair expressed her appreciation to all the staff involved in the inspection process and also extended thanks to service users for their involvement.

OHAC now had six weeks to finalise the action plan for submission to the Care Inspectorate. Progress on delivery would be reported to the IJB and some actions had been incorporated in the revised SCP to be considered later in the meeting.

David Drever asked whether the IJB could have sight of the action plan prior to submission to the Care Inspectorate. Caroline Sinclair advised that, although there was no scheduled meeting, this could be done virtually.

The Board **noted**:

9.2.1. The report produced by the Care Inspectorate and Health Improvement Scotland on the joint inspection of adult health and social care services.

The Board **approved**:

9.2.2. The action plan, attached as Appendix 2 to the report circulated, produced in response to the 10 recommendations arising from the joint inspection, for submission to the Care Inspectorate.

9.3. Orkney Community Justice Outcomes Improvement Plan and Needs Assessment 2017-18

There had been previously circulated a report introducing the Orkney Community Justice Outcomes Improvement Plan and Needs Assessment 2017-18, together with an Equality Impact Assessment.

Jon Humphreys advised that the document was a requirement of the Community Justice (Scotland) Act 2016. For the last 10 years, the strategic approach to community justice was undertaken through regional community justice authorities, which would cease on 31 March 2017. The new locally based community justice partnerships, to be effective from 1 April 2017, was a welcome move, particularly for island authorities, given the previous Northern Community Justice Authority (NCJA) covered seven local authority areas.

Orkney was starting from a good position, with the lowest level for re-offending and youth offenders in Scotland. Although caution was noted around statistics when low numbers were involved, when that trend continued over a longer period, it indicated that good work was being done.

The template for the Outcomes Improvement Plan was a national template and it was anticipated that the draft would have been considered by Community Justice Scotland. However, recruitment delays within that new organisation had resulted in revised timescales for commenting, hence the recommendation that the document be approved, in principle, meantime, where it related to services encompassed by the IJB.

Dr Louise Wilson referred to statistics relating to children in poverty, domestic abuse and underage drinking and how those would be addressed. Jon Humphreys explained that those points fell under the realm of prevention and, although debated at length in parliament, the Community Justice (Scotland) Act 2016 did not include broad "prevention" services or agenda, rather it was focussed on action from "point of arrest" onwards.

David Drever also referred to the apparent increase in domestic abuse incidents and the implications thereof. Jon Humphreys responded that it was difficult to ascertain whether incidents had increased, or whether reporting of incidents had increased, given recent national media campaigns on that subject.

Councillor John Richards, a substitute member of the NCJA, also welcomed the new structure which he felt was more appropriate to the local community. He had attended the last meeting of the NCJA where consideration of unallocated funding was discussed. Jon Humphreys had made a case and had been successful in securing additional funding of £11,000 for Orkney.

Caroline Sinclair returned to the preventative element and advised that, working with the Alcohol and Drugs Partnership (ADP), the Education service was keen to include awareness sessions on alcohol issues and respect in relationships within schools.

The Board **noted**:

9.3.1. The Orkney Community Justice Outcomes Improvement Plan and associated Needs Assessment 2017-18, attached as Appendix 1 to the report circulated.

The Board **approved**:

9.3.2. In principle, the contribution to implementation of the Plan to be made by services within the strategic planning remit of OHAC.

10. Governance

10.1. Social Work Complaints Procedure

There had been previously circulated a report advising of changes to the statutory framework for dealing with social work and social care complaints.

Caroline Sinclair advised that, as a result of legislative changes, there would no longer be a separate process for social work complaints and the requirement for a locally convened Complaints Review Committee. The new legislation brought the local procedure in line with the national complaints process, being very similar to that already adopted by OIC and NHSO. Some of the timescales may be challenging, however the revised process was a welcome development, particularly as it encouraged resolution at as early a stage in the process as possible.

The Board noted:

10.1.1. That, with effect from 1 April 2017, the Public Services Reform (Social Work Complaints Procedure) (Scotland) Order 2016 revised the system for reviewing complaints regarding social work provision, by bringing it into line with other local authority complaint handling, within the remit of the Public Services Reform (Scotland) Act 2010.

10.1.2. That any new complaint received from 1 April 2017 would require to be handled in line with the Scottish Public Services Ombudsman's Social Work Model Complaints Handling Procedure.

10.1.3. That every authority providing social work services would be required to adapt and adopt the Social Work Model Complaints Handling Procedure for implementation from 1 April 2017.

10.1.4. That the Social Work (Representation Procedures) (Scotland) Directions 1996 would continue in force for any complaint received prior to 1 April 2017 which had not been resolved prior to that date.

10.1.5. The draft Social Work Complaints Handling Procedure (Orkney Health and Care), attached as Appendix 1 to the report circulated, which had been adapted to fit with guidance provided and suitable for use from 1 April 2017.

10.2. Alcohol and Drugs Partnership – Governance Arrangements

There had been previously circulated a report advising of the need for a change in approach to governance of the local Alcohol and Drugs Partnership (ADP) arising from the Scottish Government direction that ADP funding was to be delegated to integration authorities.

Caroline Sinclair confirmed that, although mooted for the previous financial year, the Scottish Government had since provided clarification that funding for ADPs, and consequently their activities, was to be delegated to integration authorities for 2017/18 onwards. The report presented two options. Option 1 was described as the ADP sitting as a direct advisory group of the IJB. Option 2 described the ADP as a dedicated sub group, or thematic group, of the SPG. Feedback from current ADP members indicated no unanimous support for either option, but slightly more were in

favour of Option 2. The SPG was the primary planning group of the IJB and it would seem strange to have a separate strategic planning function. The SPG was beginning to connect with localities and the ADP could be better informed that way. Option 2 was therefore recommended as the preferred option, although it was recognised that delays could occur, therefore it was further recommended that a scheme of delegation be developed.

Gail Anderson, as current Chair of the ADP, highlighted the potential challenge from operating independently to being absorbed into another body, but agreed that, by bringing the ADP into the IJB structure, there were huge opportunities for joint working. Consequently, she concurred with the preferred option, Option 2.

Dr Louise Wilson advised that the ADP previously reported through the community planning partnership framework, and that the partner organisations would need to understand that the ADP was now part of the Integration Authority and not community planning.

Councillor John Richards advised that he had a long association with the ADP (and its predecessors) and, when the idea was first mooted, was concerned about the loss of autonomy and dilution of an expert group which had achieved a lot over its time. However, Option 2 did appear the better option and did not mean loss of expertise / dilution and there would still be a level of autonomy.

The Board **noted**:

10.2.1. The Scottish Government direction that ADP funding is to be delegated to integration authorities.

10.2.2. The consequent requirement for a change in local governance arrangements.

10.2.3. The options for revised governance, as set out in the report circulated.

The Board **agreed**:

10.2.4. That the Orkney ADP be reformed as a sub-group of the IJB's Strategic Planning Group, effective from 1 April 2017.

10.2.5. That the terms of reference of the ADP be revised to reflect the change of governance.

10.2.6. That a Scheme of Delegation be developed to enable the ADP to be responsive and timely in its actions, within an agreed strategy direction set by the IJB.

Janice Annal left the meeting during discussion of this item.

11. Policy

11.1. National Health and Social Care Delivery Plan

There had been previously circulated a report introducing the National Health and Social Care Delivery Plan, published by the Scottish Government in December 2016.

Caroline Sinclair advised that most members of the IJB would have seen, or be aware of, the document through other routes. Guidance was expected to be issued in due course, which may assist with joint workforce planning.

The Board **noted** the National Health and Social Care Delivery Plan, published by the Scottish Government in December 2016, attached as Appendix 1 to the report circulated.

11.2. Integration Joint Board – Reserves Policy

There had been previously circulated a report presenting a draft Reserves Policy.

Pat Robinson advised that the purpose for holding reserves was outlined in section 3 of the draft policy. Best practice indicated that reserves should equate to approximately 2% of the overall budget which, for the IJB, would suggest reserves amounting to £690,000.

The Board **approved** the Reserves Policy, attached as Appendix 1 to the report circulated.

12. Communication and Engagement

Kirsty Groundwater gave a verbal update on the support which the OIC Communications Team provided to OHAC. Although newsletters had been produced, these were quickly out of date and were expensive to produce. Consideration was being given to more use of social media, including Facebook chats and videos. These could be produced in-house using either a smartphone or a tablet. A video newsletter sharing the experience of modern apprentices within OHAC was currently being produced. A similar approach was being considered for the annual performance report. Written transcripts of blogs could also be provided, and traditional methods of communication would continue to be used, including press releases.

Caroline Sinclair advised she was looking forward to the revised approach and thanked the five modern apprentices who took part of the first video. During the recent inspection of services for older people, the Care Inspectorate had commented that, although OHAC was good at undertaking consultation, providing feedback could be improved, and this was one effective method which could be used.

Janice Annal rejoined the meeting during discussion of this item.

13. Joint Workforce Plan 2017-18

There had been previously circulated a report presenting a high level joint workforce plan for the IJB.

Caroline Sinclair advised that, although integration authorities did not directly employ staff, they were required to produce joint workforce plans. Both OIC and NHSO already had their own processes, therefore care had been taken to avoid duplication but still add value. The first step was a high level approach, as there was no merit in providing a joint workforce plan until such time as national guidance was provided, following on from publication of the National Health and Social Care Delivery Plan.

Andrew Groundwater concurred with the approach so far and explained it had been difficult to determine what should be included, particularly as the IJB did not directly employ anyone. Benchmarking joint workforce plans produced by other integration authorities had been undertaken, resulting in the high level plan submitted for consideration.

David Drever queried whether the Joint Staff Forum had seen the draft document. Caroline Sinclair advised that, due to the timing of meetings, the Joint Staff Forum had not formally considered the draft plan, although it had been sent electronically to all members.

Fiona MacKellar agreed it was unfortunate the Joint Staff Forum and NHSO's Area Partnership Forum had not had a chance to discuss the draft plan, although the broad principles contained therein were acceptable. It was essential that the plan was robust and work streams properly supported. It was recognised that OHAC was an established partnership and she hoped staff were involved throughout the process, although she was disappointed to see the draft coming so late.

Elaine Peace commented that this was potentially creating another bureaucratic exercise when both organisations already had their own processes, as well as other priorities to focus on. Andrew Groundwater gave assurance that there was nothing in the draft plan that would not be done in any case.

The Board **approved** the IJB Joint Workforce Plan 2017-18, attached as Appendix 1 to the report circulated.

14. Strategic Commissioning Plan

14.1. Performance on Original Plan

There had been previously circulated a report setting out performance against actions and targets of the Strategic Commissioning Plan 2016-19.

Caroline Sinclair reflected on performance to date and referred to discussion at the SPG earlier in the week where Fiona MacKellar had made a valid point, in that the good work of staff in achieving all the actions marked green should be acknowledged, as performance monitoring tended to focus on what had not been achieved. Caroline Sinclair then gave a brief update on those actions marked as red or amber, to provide assurance of what work was being undertaken. Section 8 relating to services for carers had a higher proportion of actions not progressed, and this was reflected in the refreshed SCP.

Members scrutinised performance in various areas. Councillor Alan Clouston asked how many staff were involved in making sure all the various targets were met. Caroline Sinclair advised that it was very difficult to answer, as delivering and overseeing services was, in the main, what staff were employed to do. There were no dedicated staff in place for developing the SCP. Lots of ideas which were included in the plan came from staff teams, either through development or identified through training. The Heads of Service and the management team were always supporting delivery.

Members then scrutinised performance of the Local Delivery Plan Standards and associated benchmarking indicators, where it was noted that a lot of good work was also being done.

14.2. Refreshed Strategic Commissioning Plan 2017-19

There had been previously circulated a report introducing the refreshed Strategic Commissioning Plan for 2017-19, together with an Equality Impact Assessment.

Caroline Sinclair reported that this was still a new process, with continual learning and improvement. Consultation had been undertaken with stakeholders and they had drawn on feedback from the locality visits. With the draft being a refresh of the existing Strategic Commissioning Plan, it was decided to remain with the same style, although not all the contextual information had been reiterated. Formal consultation had not been undertaken, given that this was a refresh of the existing plan. The service action areas more clearly reflected the directions. For performance reporting, targets required to be SMART. Feedback to date was good, although some was contradictory which indicated that inevitably the plan would not meet everyone's expectations, as these differed. Health Improvement Scotland's i-Hub had been engaged to provide support going forward.

Dr Louise Wilson commented that, although there were a number of new elements in the refreshed plan, and given the current financial position of the IJB, she was surprised that actions and targets had not been prioritised. Caroline Sinclair advised that, in preparing the plan, it was believed that all the actions could be delivered within budget, although every opportunity would be taken to find efficiencies. A policy team from the Scottish Government would be delivering a session to the IJB on prioritisation locally, hence why it was recommended that the plan be refreshed again for the following year.

Elaine Peace suggested that reference to the Named Person be removed from the refreshed plan and asked whether there were any other amendments from the SPG which had met earlier that week. Caroline Sinclair advised that there were no further amendments suggested by the SPG.

The Board **agreed**:

14.2.1. That authority be delegated to the Chief Officer to produce and publish the final approved refreshed version of the Strategic Commissioning Plan 2017-19, taking account of the suggested deletion of reference to the Named Person.

14.2.2. That a further refresh of the Plan be undertaken for the final year of the Plan.

15. Market Facilitation Statement

There had been previously circulated a report providing an overview of the draft Market Facilitation Statement produced in support of the Strategic Commissioning Plan refresh, together with an Equality Impact Assessment.

Caroline Sinclair advised that this was the first Market Facilitation Statement produced locally. Although not a model of planning currently undertaken in Orkney, production of such a plan or statement was a requirement on integration authorities to support the objectives of the Strategic Commissioning Plan. The first draft was a statement, rather than a plan, which would become more detailed over time. It was proposed to hold “Meet the Buyer” events to enable third and independent sector service providers to see what was available and how they could become involved in service delivery.

Jeremy Richardson queried whether any potential suppliers could make presentations to the SPG and/or the IJB. Caroline Sinclair advised that, although there was nothing timetabled as yet, it was planned to hold an event prior to the summer in order to meet timescales for the next Strategic Commissioning Plan refresh.

The Board **approved** the Market Facilitation Statement, attached as Appendix 1 to the report circulated, for publication.

16. Minutes

16.1. Joint Staff Forum

There had been previously circulated a report highlighting key agenda items discussed by the Joint Staff Forum.

Caroline Sinclair, Chair of the Joint Staff Forum meeting held on 1 December 2016, highlighted the key items discussed at that meeting.

Fiona MacKellar advised that, as the Joint Staff Forum was still in its infancy and finding its way, representatives were unsure what they were meant to do, but with only two meetings so far, she was looking forward to the group progressing and developing. Caroline Sinclair confirmed that, like the Joint Workforce Plan, it was important to make linkages with existing established practices.

Gillian Skuse sought further information on the item relating to joint working and resilience on the isles. Caroline Sinclair advised that, at national level, the Scottish Fire and Rescue Service (SFRS) was keen to engage more widely with health and social care services and to consider extended roles, for example when undertaking home fire safety checks. In some areas, SFRS staff were used to assist with installing minor aids and adaptations. An initial workshop was being held in Glasgow on 29 March 2017. Cathie Cowan had spoken to local representatives of the Scottish Ambulance Service and SFRS regarding resilient services in the isles. As a resident on an island, Gillian Skuse advised that this already happened unofficially and it was good to see progress being made to make it official.

The Board **noted** the unapproved Minute of the Meeting of the Joint Staff Forum held on 1 December 2016.

16.2. Clinical and Care Governance Committee

There had been previously circulated a report highlighting key items discussed by the Clinical and Care Governance Committee.

In the absence of the Chair of the Clinical and Care Governance Committee, Caroline Sinclair referred to the main items of business considered at the meeting held on 18 January 2017, drawing particular attention to Medicines Wastage, where it was reported that the cost in Orkney was £300,000 per annum.

The Board **noted** the unapproved Minute of the Meeting of the Clinical and Care Governance Committee held on 18 January 2017.

16.3. Strategic Planning Group

Jeremy Richardson, Chair of the Strategic Planning Group, highlighted key issues discussed at its meeting held on 8 March 2017, including the SCP performance report, feedback on locality visits, the SCP refresh, the Market Facilitation Statement, Attend Anywhere and Carers Research.

17. Exclusion of Press and Public

On the motion of Jeremy Richardson, seconded by Councillor John Richards, the IJB **resolved** that the press and public be excluded from the meeting for consideration of item 18 as the business to be considered involved the likely disclosure of exempt information, as defined in Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

18. Orkney Islands Council – Change Programme – Change Review – Outsourcing and Partnerships

The press and public were excluded from the meeting for this item, as the business to be considered involved the likely disclosure of exempt information, as defined in paragraphs 9 and 11 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

There had been previously circulated a report raising awareness of a recommendation that arose through the OIC committee structure relating to an area within the strategic planning responsibility of the IJB.

Kenny Low provided the context to the recommendation, in that Colin Mair, Chief Executive of the Improvement Service, had been commissioned to undertake a review of outsourcing and partnerships within OIC, as part of a series of change reviews, with the intended outcome of bridging the funding gap identified through OIC's Medium Term Resource Strategy.

Elaine Peace and Dr Louise Wilson left the meeting at this point.

The Board **approved** the recommendation of the report.

The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.

19. Items to be brought to Partners' Attention

Caroline Sinclair agreed that acceptance of the recommendation at section 18 above, regarding market testing, be relayed to both OIC and NHSO.

Fiona MacKellar asked that the joint workforce plan be shared with the NHSO Area Partnership Forum.

20. Date and Time of Next Meeting

It was agreed that the next meeting be held on Wednesday, 28 June 2017 in the Council Chamber, Council Offices, Kirkwall.

21. Conclusion of Meeting

There being no further business, the Vice Chair declared the meeting concluded at 13:20.