

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

01856873535 extension: 2601.

OHACfeedback@orkney.gov.uk.



Agenda Item: 5.

Integration Joint Board

Date of Meeting: 24 April 2024.

Matters Arising Log from Meeting held on 21 February 2024

Matters Arising		Target Date	Lead Officer	Notes
1.	Climate Change Duties Reporting – feedback from SPPOG on IJB specific reporting.	June 2024.	Maureen Swannie	SPPOG contacted and feedback awaited.
2.	Unpaid Carers Strategy: <ul style="list-style-type: none">• Communications plan for launch• Include reference to Day Care services• ICIA – options to mitigate to be discussed at second conference.		Shaun Hourston-Wells	
3.	Financial Recovery Plan – next iteration, including risks and mitigating action, to next Board meeting.	April 2024.	Stephen Brown	Work has commenced on updating the Plan to take cognisance of feedback and progress to date, however due to capacity issues this has not progressed as quickly as hoped. Once the Interim Chief Finance Officer is in post, work will continue at pace.

Matters Arising	Target Date	Lead Officer	Notes
4.	Revenue Expenditure Monitoring Reports – to include progress update on development of Recovery Plan.	Taiye Sanwo	Work to adapt the reports will continue once the Interim Chief Finance Officer is in post.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	ADP Operational Framework – pilot for one year.	June 2021.	June 2025.	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 to enable time to commence commissioning opportunities.
2.	Risk Appetite.	June 2022.	April 2024.	Stephen Brown.	At the Development Session on 6 March 2024, members from the Scottish Government's Governance and Risk Branch facilitated a session on Risk Appetite. An additional Development Session is scheduled for 2 May 2024 to enable further discussion to take place to develop a local Plan.
3.	Risk Register – consideration to be given to public sector risk register.	November 2022.	March 2025.	Chief Finance Officer.	Due to capacity issues, this has not progressed as timely as hoped. It is anticipated that work will progress at pace when a substantive Chief Finance Officer is in post.
4.	Joint Staff Forum – one page document, specifically for Orkney Islands Council staff, regarding policy and procedure on raising concerns around safety.	April 2023.	April 2024.	Stephen Brown.	To be considered at the next meeting of the Joint Staff Forum scheduled for 6 June 2024.
5.	Public Health Annual Report – include comparative data to determine whether vaccination programmes being	April 2023.	April 2024.	Dr Louise Wilson.	On agenda for April 2024 Board meeting.

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
	delivered through the Board, after transfer from GPs, was successful.				
6.	Proposed Mental Health Model of Care – financial ask.	June 2023.	June 2024.	Lynda Bradford.	It has been established that the financial ask to implement the model is approximately £0.25 million. No further funding will be forthcoming from Scottish Government through 2023/24 and further work will be required before recommendations can come to the IJB.
7.	Additional Investment – funding for four posts “on hold” to be clarified within four weeks.	August 2023.	April 2024.	Stephen Brown.	Update to be provided at April 2024 Board meeting.
8.	Delivery tracker on Strategic Plan.	December 2023.	April 2024.	Stephen Brown.	Frist Strategic Plan Progress Report was submitted to Performance and Audit Committee on 13 March 2024.
9.	DBI – investigate increasing referral pathways.	December 2023.	September 2024.	Lynda Bradford.	
10.	Paper on workstreams, staffing, potential long term solutions and review of eligibility criteria.	December 2023.	April 2024.	Stephen Brown.	A paper detailing the work on Growing a Sustainable Social Care Workforce on agenda for the April 2024 Board meeting.

Regular Reports required and Policy Updates

Report/Policy Review.		Frequency.	Notes.
1.	Proposed New Kirkwall Care Facility.	Six-monthly.	Last reported to February 2024 Board meeting.
2.	Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2024.
3.	Winter Plan.	Annually, no later than August/September.	Next due September 2024.
4.	Climate Change Duties.	Annually, by 30 November.	Next due November 2024.
5.	Equality Outcomes.	Every 4 years.	Approved April 2021. Next review April 2025.
6.	Equality Outcomes and Mainstreaming Progress Report.	Every 2 years.	Approved April 2023. Next review April 2025.
7.	Communications and Engagement Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
8.	Risk Management Strategy.	Every 2 years.	Approved April 2023. Next review April 2025.
9.	Strategic Plan.	Every 3 years.	Approved June 2022. Next review due June 2025.
10.	Medium Term Financial Plan.	Every 3 years.	Approved June 2022. Next review due by June 2025.
11.	Mental Health Strategy	Every 5 years.	Approved October 2020. Next review due by October 2025.
12.	Freedom of Information Policy and Publication Scheme.	Every 3 years.	Approved November 2022. Next review due by November 2025.

Report/Policy Review.		Frequency.	Notes.
13.	Integrated Workforce Plan.	Every 3 years.	Approved February 2023. Next review due by February 2026.
14.	Internal Audit.	Every 5 years.	Approved March 2021. Next appointment required by March 2026.
15.	Records Management Plan.	Every 2 years.	Next due March 2026.
16.	Market Facilitation Statement.	Every 3 years.	Approved April 2023. Next review due by April 2026.
17.	ADP Strategy.	Every 5 years.	Approved June 2021. Next review due early 2026.
18.	Child Poverty Strategy.	Every 4 years.	Approved June 2022. Next review 2026. Note – this strategy is owned by The Orkney Partnership.
19.	Financial Regulations.	Every 3 years.	Approved August 2023. Next due August 2026.
20.	Reserves Policy.	Every 3 years.	Approved August 2023. Next due August 2026.
21.	Stakeholder Representatives' Expenses	Every 3 years.	Approved August 2023. Next due August 2026.
22.	Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed by September 2026.
23.	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).
24.	Unpaid Carers Strategy	Every 3 years	Approved February 2024. Next due February 2027.