

Gillian Morrison (Interim Chief Officer).

Orkney Health and Care.

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Agenda Item: 6.

Integration Joint Board

Date of Meeting: 9 December 2020.

Matters Arising Log from Meeting held on 29 October 2020

Matters Arising		Target Date	Lead Officer	Notes
1.	Mental Health Strategy – steering group to be convened with remit to develop action plan to ensure vision progressed.	28 February 2021.	Lynda Bradford.	
2.	Revenue Monitoring – arrange finance development session which should also consider presentation of financial monitoring paper to the Board.	January 2021.	Pat Robinson.	Workshop to be held on 13 January 2021. This will include feedback from the first Finance Workshop, presentation of monitoring reports and also to discuss Audit Scotland's risk paper.
3.	Climate Change Duties – investigate implications of IJB not completing and returning annual report.	November 2021.	Gillian Morrison.	This will be addressed in due course – prioritised as important but not urgent, noting the next report is not due for a year.
4.	Matters escalated from other Committees – look into how this could be progressed.	December 2020.	Gillian Morrison.	Proposal is that minutes and briefing systems should be utilised.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
5.	Set up SLWGs to take forward MSG proposals.	April 2020.	December 2020.	Gillian Morrison.	A report on this will be informally considered at the Joint Discussion Forum of 9 December 2020 with a view to SLWGs being set up early in 2021.
6.	Vacancies on Board.	May 2020.	December 2020.	Gillian Morrison.	Carer representative to be formally appointed at December Board meeting. OIC Staff representative identified but requires confirmation from one of the three recognised trade unions, prior to approval by the Board.
7.	Information on Website.	May 2020.	December 2020.	Hazel Flett.	Membership on webpage updated to reflect current position. Documentation containing membership removed from website meantime, pending review (linked to Clinical and Care Governance Committee item). Other documentation to be reviewed, refreshed and updated, if and when applicable. Action to be removed after December 2020 meeting.
8.	Clinical and Care Governance Committee	May 2020.	May 2021.	Gillian Morrison.	As part of the requirement to strengthen and simplify IJB/OHAC governance and capacity, a review of the Terms of Reference of the Clinical and Care Governance Committee was commenced by the Chief Officer and the Chair of the Clinical and Care Governance Committee and is continuing.

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9.	<p>Strategic Commissioning.</p> <ul style="list-style-type: none"> • Summary report provided evidence of commitment, innovation and collaboration to allow services to continue – how will potential to do things differently be captured? • Direction of Strategic Commissioning Programme Board. • Progress with Strategic Commissioning Implementation Plan – recent events and emerging collaborative plans could impact on early draft. 	June 2020.	February 2021.	Gillian Morrison.	The Strategic Plan has set the framework for the Strategic Commissioning Implementation Plan and work is underway to populate a framework for this Plan, helpfully led by Board Member, Gail Anderson. Some of the detail is already in place through development of the Dementia and Mental Health Strategies.
10.	Kirkwall Care Facility – endorsement of revised scope deferred to enable wider engagement with stakeholders.	August 2020.	December 2020.	Lynda Bradford.	Report on agenda for December Board meeting.
11.	Workforce Plan – managers to identify key issues and gaps to enable draft Plan to be circulated for discussion at various governance committees.	September 2020.	December 2020 or February 2021.	Gillian Morrison.	Workforce Plan on agenda for December Board meeting.
12.	Set Aside – NHS Orkney to report to IJB quarterly on delivery of services within set aside budget.	September 2020.	December 2020.	Pat Robinson.	This is now included within the Revenue Expenditure Monitoring report.

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13.	Set Aside – during 2019/20 financial year, work through six steps set out in statutory guidance to ascertain accurate budget figure.	September 2020.	March 2021.	Pat Robinson.	This will be incorporated within budgetary processes audit recommendations.
14.	Integration Scheme – statutory review to be commenced by March 2021 with a view to being reported to the IJB in June 2021.	September 2020.	June 2021.	Gillian Morrison.	Project Team has met and identified areas for further consideration by the Joint Discussion Forum which meets on 9 December 2020.

Regular Reports required

Report.	Frequency.	Notes.
1. Annual report on Directions to IJB.	Yearly, September.	Next due September 2021.
2. Update on Children's Services Inspection Improvement Plan.	Each cycle.	On agenda for December 2020 Board meeting.
3. Annual Performance Report.	To be published within 3 months of end of year to which performance relates.	Next due June 2021.
4. Chief Social Work Officer's Annual Report.	Annually, September.	Next due September 2021.
5. Appointment of Standards Officer.	Every 3 years.	Current appointments due to be reviewed in September 2023.
6. Mental Health Strategy	Every 5 years.	Approved October 2020. Next review 2025.
7. Freedom of information Policy and Publication Scheme.	Every 2 years.	Approved October 2020. Next review 2022.
8. Market Facilitation Statement.	Every 3 years.	Approved October 2020. Next review 2022.
9. Climate Change Duties.	Annually, by 30 November.	Next due November 2021 – see action from 29 October 2020 meeting above.