



CÙRAM IS SLÀINTE NAN EILEAN SIAR INTEGRATION JOINT BOARD

ACTION POINTS

Meeting Date	Agenda Item	Paper Heading	Discussion Outcomes of the paper presented	Person responsible for completing action	Deadline	R	Status noted at previous meeting: As at ...	Management update Post last meeting
						A		
						G		
						B		
24.09.20	7.4	Review of Integration Scheme	Formal conclusion to the review to be completed in conjunction with the newly appointed Chief Officer and presented by the end of March 2021.	Chief Officer	01.04.21 30.11.24 22.02.24	R	<p>25.01.24 – Nick Fayers, Chief Officer, IJB advised that the review of the Scheme has been completed and will be presented to the Board in February for approval. It will then be presented to both Chief Executives (NHS WI and CnES) and then will go out to formal consultation for a period of six weeks. It was anticipated that the Scheme would have final sign-off at the Board meeting in June 2024.</p> <p>Agenda Item 22.02.24</p>	<p>UPDATE FEB'24 – Chief Officer advises that Tim Langley is reviewing the Chief Executives' questions.</p> <p>Propose delivery by March 2024</p>



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16.12.21	6.2	Timetable 2022	Presented revised corporate support by parent bodies	Nick Fayers	Feb-2022 30.11.23 22.02.24	R	25.01.24 - Nick Fayers, Chief Officer, IJB advised that the Timetable is currently under development for 2024 and this needs to be reflected as an Agenda item at the Integrated Corporate Management Team (ICMT). Agenda Item 22.02.24	UPDATE FEB'24 – The Chief Officer advises that he is waiting on review by the Chief Executives. Propose delivery by March '24
16.12.21	6.2	Timetable 2022	Remit and proposal of establishing a Strategic Planning Group	Nick Fayers	HOLD 30.11.23	R	25.01.24- Nick Fayers, Chief Officer, IJB advised that the revised Terms of Reference for the Strategic Planning Group would be presented at the February meeting of	UPDATE FEB'24 – SPG is operating under the current ToR as set 09.09.2016 On agenda 22.02.24 for information.



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							<p>the IJB as a draft for approval. The Strategic Planning Group continues to function and a copy of the minute from the last meeting would be shared at the February meeting of the IJB. Gillian McCannon, Vice Chair, IJB requested that details of membership of the Strategic Planning Group be shared with the IJB. Nick Fayers advised that this would be shared along with the Timetable and the Terms of Reference at the February meeting.</p> <p>Agenda Item 22.02.24</p>	



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30.06.22	11.1	National Care Service Letter from SG & Published Bill	The Board approved the establishment of the National Care Service Co-Design Sub Committee. Remit, Membership and Terms of Reference to be presented once further guidance is provided by Sottish Government.	Chief Officer	In due Course	B	25.01.24 - advised national delays means not establishing until 2028/29	UPDATE FEB'24 – The Chief Officer proposes that the action is removed.
25.08.22	8.3	Workforce 3 year Plan – update	Confirmation of the development of an IJB overarching plan taking cognisance of the parent bodies who are the employers of the workforce used to support the delivery of Health & Social Care	Nick Fayers	In due course 30.11.23 22.02.24	R	25.01.24 - This will be presented at the February meeting of the IJB. Debbie Bozkurt, Chief Finance Officer, IJB advised members of the appointment of Diane Macdonald a new Director of Human Resources NHSWI Agenda Item 22.02.24	UPDATE FEB'24 – The Chief Officer advises that work continues with the HR Directors in both parent bodies to finalise the Strategy and the development of quarterly workforce reports. Propose delivery by March '24



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25.08.22	7.1	Directions to Parent Bodies	Provide an update on the Directions with the inclusion of a narrative link to the Direction and the Strategic Plan	Nick Fayers		B	25.01.24 - Nick Fayers, Chief Officer, IJB informed members that the IJB issue "Directions" to its two partners – CnES and NHS WI on an annual basis which details the services that the IJB are seeking to commission from both partners. The "Directions" are usually issued when the IJB has its accounts approved. Clarification was sought on the term "Directions". Debbie Bozkurt explained that "Directions" are the financial contracts between the parent bodies and the IJB,	REMOVE



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							asking the parent body to undertake services on behalf of the IJB. Noted that formal letter has been sent to the Chief Executive.	
29.06.23	6.1	Annual Accounts	Provide a report noting the occupied beds days by age – include within the performance monitoring report	Nick Fayers	Mar'24	G	25.01.24 - Nick Fayers, Chief Officer, IJB to go back to Martin Malcolm to check if data can be provided. Agenda item 28.03.24	
29.06.23	8.1	Health & Social Care Strategic Framework	LPGs will be active and running from September onwards, before consultation process proceeds. Update the IJB on individual LPG meeting timelines	Emma MacSween	Feb/ Mar 2024	G	25.01.24 - Nick Fayers, Chief Officer, IJB advised that this would be presented to the February meeting following discussion at the ICMT. This will form part of the overall Community	



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							<p>Engagement Plan. Debbie Bozkurt, Chief Finance Officer, IJB advised that the CnES financial settlement and the NHS Board's financial position could mean changes to the Strategic Plan. In discussion it was agreed that it would be useful to have an update on the principles and outcomes of the Strategic Plan.</p> <p>Date to be confirmed</p>	



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29.06.23	8.2	Primary Care Improvement Board Governance Arrangements	Produce a clear statement noting the IJB Strategic duty in relation to the Primary Care Improvement Fund allocation	Nick Fayers		R	25.01.24 - Nick Fayers, Chief Officer, IJB advised that the governance arrangements had been shared and approved previously. Nick Fayers went on to explain the responsibilities of the PCIB. Following discussion, it was agreed to invite Michelle Taylor to a future meeting of the IJB to present the financial procedures of the PCIB. Nick Fayers advised members that the Chief Executive of the NHS WI had commissioned an audit, it was agreed that it	



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							would be useful to have sight of the outcome of the audit once it has been presented to the IJB Audit & Risk Committee.	