

Integration Joint Board 20.02.25 Agenda Item: 4.3

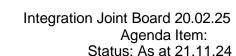
Status: As at 21.11.24

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## **INTEGRATION JOINT BOARD**

| Meeting<br>Date | Agenda<br>Item | Paper Heading  | Discussion Outcomes of the paper presented  | Person<br>responsible for<br>completing<br>action | Deadline   | R<br>A<br>G<br>B | Status noted at previous meeting: As at  | Management update Post last meeting   |
|-----------------|----------------|--|---|---|--|------------------|--|---|
| 24.09.20        | 7.4            | Review of<br>Integration<br>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<br>30.11.24<br>22.02.24<br>18.04.24<br>Sept '24<br>Nov'24<br>Feb'25 | R                | 19.09.24 MEETING UPDATE – Nick Fayers advised that the draft Scheme is in circulation and with Comhairle for feedback. Once reviewed it is anticipated for presentation in Nov'24. | UPDATE NOV'24 - — The Integration Scheme must be presented to the CnES and NHSWI before presenting to the IJB. Anticipate February 2025.  Draft Scheme of Integration has been prepared. Subject to governance arrangements it will be presented at March 2025 series for consideration |
| 22.02.24        | 8.1            | Strategic Planning<br>Group (SPG) –<br>Terms of<br>Reference | It was agreed that the Chief Officer arrange a meeting with the Chair and Mrs. McCannon to discuss future membership. It was agreed that requests |   | June'24<br>Nov'24<br>Feb 25  | R                | 19.09.24 MEETING UPDATE - Nick Fayers advised that a meeting with the new IJB Chair and Emma MacSween  | Draft ToR presented to  |

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|   | would be obtained from IJB voting members from CnES and NHSWI for 1 | th | es been held and<br>e SPG Terms of<br>eference to be |  |
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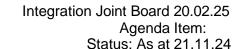




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|                 |                |                                 | representation.   |   |                             |                  | presented<br>agreement<br>November.  |                                 |
|                 |                |                                 |   |   |                             |                  | UPDATE – 21 NOV N  |                                 |
|                 |                |                                 |   |   |                             |                  | SPG to be presented To   |                                 |
|                 |                |                                 |   |   |                             |                  | To ICMT then to IJB  |                                 |
|                 |                |                                 |   |   |                             |                  | In February 2025   |                                 |
| 27.06.24        | 6.1            | 24/25 Annual<br>Budget Position | This is linked to the discussion during the Action Points, noting that regular presentation of the IJB Financial Efficiency Plan will be presented initially at Q2 (Jul-Sept'24) position | Debbie Bozkurt                                    | Nov '24                     | G                | UPDATE 28.10.24 – Financial Efficiencies cannot be presented while CnES address the cyber-attack and seeking detailed financial position from the Comhairle. |                                 |
| 27.06.24        | 9.1            | IJB Directions to               | Establish a development session to support  | Nick Fayers                                       | <del>Dec'24</del><br>Jan'25 |                  | UPDATE 28.10.24<br>Development   |                                 |

| Main Partners organisation | Members understanding of<br>the Direction purposes<br>including the rationale for<br>each Direction set. |  | sessions scheduled<br>for 23 Jan '25<br>UPDATE 10.02.25 –<br>Development Session<br>took place on 23.01.25 |  |
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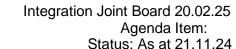


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| 27.06.24        | 9.3            | Workforce Strategy | The Strategy from both organisation was noted, members asked for the production of an overarching report to be presented advising on the partner body's positive and negative encounters which will impact on the IJBs ability to obtain assurance in their delivery of the delegated services. |   | Sept'24  | В           |   | UPDATE NOV'24 - The IJB was presented on 24.06.24, with both partner body Workforce Strategies. Decision taken not to develop an over- arching IJB Workforce Strategy.  COMPLETE / REMOVE |

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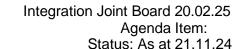
| 19.09.24 | 5.1 | Board and<br>Committee<br>Governance<br>Revision | Update the Boards Standing Orders in relation to:  1. No Depute Members on IJB A&RC 2. Change Proxy to Depute in relation to voting members 3. Provide access to IJB A&RC papers for all voting members substantive & depute | Nov'24 | В | UPDATE NOV'24 -<br>Updated the IJB<br>Standing Orders is<br>on the agenda<br>21.11.24 at item 7.2.<br>COMPLETE /<br>REMOVE |
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| 19.09.24        | 7.1            | Risk Management<br>Strategy | Board Members noted the level of acronyms use, recommended that the document is amended in expanding all acronyms                                    | Nick Fayers                                       | Nov '24  | В                |   | UPDATE NOV '24 – Michelle McPhail addressed the action - The Strategy was updated and circulated to IJB Members on 19.09.24 @ 15:48 and placed on the IJB website. |
| 19.09.24        | 7.2            | IJB Strategic<br>Framework  | Chief Officer to revise the Mission Statement to reflect less emphasis on "self-care". The revised Mission Statement to be circulated to all members | Nick Fayers                                       | Nov'24   | В                |   | UPDATE 28.10.24 –<br>On the agenda<br>21.11.24 at item 6.2.<br>COMPLETE /<br>REMOVE  |





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| 19.09.24        | 7.4            | National Care<br>Service   | Malcolm Burr, Chief<br>Executive of CnES to<br>report to a future meeting<br>of the Board with an<br>update on the National<br>Care Service | Malcolm Burr                                      | As required       | О                |   | UPDATE NOV'24 – propose to remove this action, as at the meeting on 19.09.24 MB advised that NCS information updates would be provided as an when available. |
| 19.09.24        | 8.1            | Strategic Risk<br>Register | Presentation of a Strategic<br>Plan to the IJB A&RC with<br>the final version to the IJB in<br>November '24                                 | Nick Fayers                                       | -Nov'24<br>Jan'25 | G                |   | UPDATE NOV'24 - A development session will be held in Jan'25 to discuss the proposed IJB Strategic Plan, provided by the Chief Officer                       |





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| 19.09.24        | 8.2            | Performance<br>Report                          | Note as an agenda item for a fuller discussion at the IJB in November. | Nick Fayers                                       | Nov'24   | В                |   | UDPATE 28.10.24 –<br>On the agenda for<br>21.11.24 at item 7.1.<br>COMPLETE /<br>REMOVE                      |
| 19.09.24        | 8.3            | Delayed Discharge<br>and Unmet Need            | This item was not discussed and present at the next meeting.           | Nick Fayers                                       | Nov'24   | В                |   | UPDATE 28.10.24 – On the agenda, 21.11.24, for discussion at item 7.2.  COMPLETE / REMOVE                    |
| 19.09.24        | 9.1            | Chief Social Work<br>Officers Annual<br>Report | Deferred on 19.09.24 – present in November '24                         | Jack Libby  | Nov'24   | В                |   | UPDATE 28.10.24 –<br>The Annual Report<br>for 22/23 & 23/24 is<br>on the agenda for<br>21.11.24 at item 8.1. |



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| 21.11.24 | 5.1            | IJB Membership<br>Update                        | Replacement within wider membership of IJB to sit on the Harris Locality Planning Group  | Nick Fayers                        | Completion date required | R                |                                      | Completed. Membership from HSCP SMT will attend |
| 21.11.24 | 7.1            | IJB & IJBA&RC<br>Timetable and<br>Workplan 2025 | Approval of the Timetable<br>and Workplan 2025 to be<br>deferred until February<br>2025 and to reschedule<br>Development Session in<br>May 2025                          | Nick<br>Fayers/Michelle<br>McPhail | February<br>2025         | R                |                                      | Deferred to session as advised.                 |
| 21.11.24 | 7.1            | IJB & IJBA&RC<br>Timetable and<br>Workplan 2025 | Chief Officer and Corporate Business Manager to consider dates of SPG and to include with Timetable due to be presented to February meeting of Board.                    | Nick<br>Fayers/Michelle<br>McPhail | February<br>2025         | R                |                                      | SPG dates established for 2025-26               |
| 21,11,24 | 7.2            | Standing Orders<br>Review                       | Guidance to be sought from Tim Langley in relation to revised Standing Orders in particular in relation to recording of meetings and frequent non attenders of meetings. | Michelle McPhail                   | February<br>2025         | R                |                                      | Agenda item February<br>series 2025             |



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| 21.11.24 | 7.2            | Standing Orders<br>Review                     | Updated Terms of<br>Reference for the SPG to<br>be added to the Standing<br>Orders for Meetings<br>documentation prior to the<br>Standing Orders being<br>approved. | Michelle McPhail | February<br>2025  | R                |                                      | Completed to be presented to March 2025 |
| 21.11.24 | 10.1           | Chief Social Work<br>Officer Annual<br>Report | Incorrect Chief Social Work Officer Annual Report submitted. Correct version to be submitted to February 2025 meeting.  | Jack Libby       | February<br>2025. | R                |                                      | Completed on agenda<br>February 2025    |