



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	01.04.24 30.11.24 22.02.24 18.04.24 Sept '24 Nov '24 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 Group (SPG) – Terms of 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	Nick Fayers	June'24 Nov'24 Feb 25	R	19.09.24 MEETING UPDATE – Nick Fayers advised that a meeting with the new IJB Chair and Emma MacSween	On agenda 200325



			would be obtained from IJB voting members from CnES and NHSWI for 1				has been held and the SPG Terms of Reference to be	
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			representation.				presented agreement 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 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	Dec'24 Jan'25		UPDATE 28.10.24 Development	



		Main Partners organisation	Members understanding of the Direction purposes including the rationale for each Direction set.		G sessions scheduled for 23 Jan '25 UPDATE 10.02.25 – Development Session took place on 23.01.25	
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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.	Nick Fayers	Sept'24	B		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



19.09.24	5.1	Board and Committee Governance Revision	Update the Boards Standing Orders in relation to: <ol style="list-style-type: none">1. No Depute Members on IJB A&RC2. Change Proxy to Depute in relation to voting members3. Provide access to IJB A&RC papers for all voting members – substantive & depute	Michelle McPhail	Nov'24	B		UPDATE NOV'24 - Updated the IJB Standing Orders is on the agenda 21.11.24 at item 7.2. COMPLETE / REMOVE
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19.09.24	7.1	Risk Management Strategy	Board Members noted the level of acronyms use, recommended that the document is amended in expanding all acronyms	Nick Fayers	Nov '24	B		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. COMPLETE / REMOVE
19.09.24	7.2	IJB Strategic 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	B		UPDATE 28.10.24 – On the agenda 21.11.24 at item 6.2. COMPLETE / REMOVE



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19.09.24	7.4	National Care Service	Malcolm Burr, Chief Executive of CnES to report to a future meeting of the Board with an update on the National Care Service	Malcolm Burr	As required	G		UPDATE NOV'24 – <u>propose to remove</u> 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 Register	Presentation of a Strategic Plan to the IJB A&RC with the final version to the IJB in November '24	Nick Fayers	Nov'24 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 Report	Note as an agenda item for a fuller discussion at the IJB in November.	Nick Fayers	Nov'24	B		UPDATE 28.10.24 – On the agenda for 21.11.24 at item 7.1. COMPLETE / REMOVE
19.09.24	8.3	Delayed Discharge and Unmet Need	This item was not discussed and present at the next meeting.	Nick Fayers	Nov'24	B		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 Officers Annual Report	Deferred on 19.09.24 – present in November '24	Jack Libby	Nov'24	B		UPDATE 28.10.24 – The Annual Report for 22/23 & 23/24 is on the agenda for 21.11.24 at item 8.1.



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21.11.24	5.1	IJB Membership 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 Timetable and Workplan 2025	Approval of the Timetable and Workplan 2025 to be deferred until February 2025 and to reschedule Development Session in May 2025	Nick Fayers/Michelle McPhail	February 2025	R		Deferred to session as advised.
21.11.24	7.1	IJB & IJBA&RC Timetable and 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 Fayers/Michelle McPhail	February 2025	R		SPG dates established for 2025-26
21,11,24	7.2	Standing Orders 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 2025	R		Agenda item February series 2025



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