



## INTEGRATION JOINT BOARD

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<b>Date of Meeting</b>	3 September 2019
<b>Report Title</b>	IJB Meeting Dates 2020-21
<b>Report Number</b>	HSCP/19/048
<b>Lead Officer</b>	Sandra Ross, Chief Officer
<b>Report Author Details</b>	<i>Name:</i> Derek Jamieson <i>Job Title:</i> Committee Services Officer <i>Email Address:</i> <a href="mailto:derjamieson@aberdeencity.gov.uk">derjamieson@aberdeencity.gov.uk</a>
<b>Consultation Checklist Completed</b>	Yes
<b>Directions Required</b>	No
<b>Appendices</b>	None

### 1. Purpose of the Report

- 1.1. To propose Integration Joint Board (IJB) meeting and developmental workshop session schedules for 2020-21.

### 2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:

- a) Review and approve the IJB, Audit & Performance Systems Committee (APS) and Clinical Care Governance Committee (CCG) schedule for 2020-21;
- b) Note that the stand-alone developmental workshop schedule for 2020-21 will be reported later; and



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- c) Agree for the meeting schedule to be published on the Partnership's website.

### 3. Summary of Key Information

- 3.1. As per Standing Orders, Article 9(5), the Board is required to approve an annual meeting schedule prior to the new financial year.
- 3.2. At its meeting on 27 March 2018, the Board agreed to annually review its meeting arrangements when the next annual schedule of meetings would be presented to the Board and Members are invited to do so at today's meeting.
- 3.3. It is proposed that the IJB continue to meet on Tuesday mornings, in the Health Village on a 6-8-week cycle. No meetings have been scheduled during public holidays or the Council's summer recess period. No meetings currently clash with Aberdeen City Council or NHS Grampian Board meetings.
- 3.4. As per the decision of the Board on 27 March 2018, all meetings of the IJB are scheduled to run between 10:00am and 3:30pm and may incorporate developmental workshop sessions following the business meeting.
- 3.5. A proposed meeting has been scheduled for 23 June 2020 which would allow the Board to approve the Partnership's Annual Report within four months of Year-End as required by the Scottish Government.
- 3.6. As per the IJB Budget Protocol agreed by the Board at its meeting on 7 March 2017, a dedicated budget meeting has been scheduled for 11 February 2020 to allow the Board to agree a budget before Aberdeen City Council and the NHS Grampian Board set their annual budgets. A provisional budget meeting has been included within the schedule in the event that the Board has to take further budgetary decisions following the annual budget meetings of its two partners.
- 3.7. The Board has already approved the following 2020, 2021 dates, all within the Health Village :-



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10:00am, 11 February 2020 (Budget),  
10:00am, 10 March 2020, (Provisional 2nd Budget Meeting) and  
10:00am, 24 March 2020.

- 3.8.** The Board is requested to review and approve the following meeting schedule:-

10:00am, 23 June 2020 – Health Village  
10:00am, 8 September 2020 – Health Village  
10:00am, 1 December 2020 – Health Village  
10:00am, 9 February 2021 – Health Village

- 3.9.** To assist the overall business of the Board, the following dates have been proposed for its Committees.

### Audit and Performance Systems Committee

10:00am, 28 April 2020 – Health Village (Unaudited Accounts)  
10:00am, 2 June 2020 – Health Village (Audited Accounts)  
10:00am, 25 August 2020 – Health Village  
10:00am, 3 November 2020 – Health Village  
10:00am, 26 January 2021 – Health Village

### Clinical and Care Governance Committee

10:00am, 5 May 2020 – Health Village  
10:00am, 28 July 2020 – Health Village  
10:00am, 20 October 2020 – Health Village  
10:00am, 12 January 2021 – Health Village

- 3.10. Approval of the proposed timelines would allow a workflow timeline and pre-agenda meetings as follows.



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20/21	Draft Reports Consultation	Draft Reports Pre-Agenda	Pre-Agenda 9am - 10:30 (Wed)	Final Reports Committee Deadline	Committee Date	Late at Draft	Late at Final
CCG	31.03.20	14.04.20	22.04.20	28.04.20	05.05.20		
	23.06.20	07.07.20	15.07.20	21.07.20	28.07.20		
	15.09.20	29.09.20	07.10.20	13.10.20	20.10.20		
	01.12.20	15.12.20	23.12.20	05.01.21	12.01.21		
APS	24.03.20	07.04.20	15.04.20	21.04.20	28.04.20		
	28.04.20	12.05.20	20.05.20	26.05.20	02.06.20		
	21.07.20	04.08.20	12.08.20	18.08.20	25.08.20		
	22.09.20	06.10.20	14.10.20	27.10.20	03.11.20		
	15.12.20	05.01.21	13.01.21	19.01.21	26.01.21		
IJB	05.02.20	19.02.20	26.02.20	03.03.20	10.03.20		
	19.05.20	02.06.20	10.06.20	16.06.20	23.06.20		
	04.08.20	18.08.20	26.08.20	01.09.20	08.09.20		
	27.10.20	10.11.20	18.11.20	24.11.20	01.12.20		
	13.01.21	20.01.21	27.01.21	02.02.21	09.02.21		

**3.10.** As per the decision of the Board on 28 August 2018, four stand-alone developmental workshop sessions, the content identified by the Board and its Committees, will be scheduled to facilitate the delivery of external governance support.



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### 4. Implications for IJB

- 4.1. **Equalities** – It is proposed that IJB meetings continue to be held in the Health Village which is a modern building and more accessible to equalities groups.
- 4.2. **Fairer Scotland Duty** – None directly arising from this report.
- 4.3. **Financial**- None directly arising from this report.
- 4.4. **Workforce**- It is anticipated that a meeting schedule which is publicly available on the Partnership's website would be beneficial for Aberdeen City Council, NHS Grampian and Partnership workforces. By scheduling IJB meeting dates up to March 2020, Board members, officers, auditors and stakeholders would be able to plan ahead and effectively prepare for Board meetings.
- 4.5. **Legal**- Approval of a meeting schedule would help to ensure that the IJB was able to carry out its statutory duties and functions.

### 5. Links to ACHSCP Strategic Plan

- 5.1. The Strategic Plan sets out the aims, commitments and priorities of the Partnership, in alignment with Community Planning Aberdeen's Local Outcome Improvement Plan (LOIP), NHS Grampian's Clinical Strategy and Aberdeen City Council's Local Housing Strategy. Aberdeen City Health & Social Care Partnership (ACHSCP) and its governance body, the Integration Joint Board, have now been operating for over three years. During this time, real progress has been made to integrate the health and social care services delegated from our partners, Aberdeen City Council and NHS Grampian. The Integration Scheme requires adoption of good governance which has proven essential to delivery of the partnerships services and developments.



### 6. Management of Risk

- 6.1 **Identified risk(s)**: The Board would be unable to take timely and informed decisions without an agreed meeting schedule; this would undermine the effectiveness of the Board's governance arrangements.



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- 6.2 Link to risk number on strategic or operational risk register:** Strategic Risk Register (3) Failure of the IJB to function, make decisions in a timely manner etc
- 6.3 How might the content of this report impact or mitigate the known risks:** By agreeing a meeting schedule the Partnership would be able to ensure reports captured the views of key stakeholders during the consultation process. The Board would then be in a position to take informed and timely decisions to support the functions and strategic objectives of the Partnership.

Approvals	
	Sandra Ross (Chief Officer)
	Alex Stephen (Chief Finance Officer)