



INTEGRATION JOINT BOARD

Date of Meeting	28 October 2020
Report Title	IJB Meeting Dates 2021-22
Report Number	HSCP.20.044
Lead Officer	Sandra Ross, Chief Officer
Report Author Details	<i>Name:</i> Derek Jamieson <i>Job Title:</i> Committee Services Officer <i>Email Address:</i> derjamieson@aberdeencity.gov.uk
Consultation Checklist Completed	Yes
Directions Required	No
Appendices	None

1. Purpose of the Report

- 1.1. To propose Integration Joint Board (IJB), Risk Audit and Performance Committee (RAPC) and Clinical and Care Governance Committee (CCGC) meeting dates for 2021-22.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:
- (a) Review and approve the Meeting Schedule for 2021-22 as at section 3.8; and
 - (b) Agree that the meeting schedule be published on the Aberdeen City Health and Social Care Partnership (ACHSCP) and Aberdeen City Council (ACC) websites as appropriate.



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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, which runs from 1 April to 31 March annually.
- 3.2. At its meeting on 27 March 2018, the Board agreed to annually review its meeting arrangements.
- 3.3. The IJB will continue to meet on Tuesday mornings, in the Health Village on a 6-8-week cycle, or by Virtual Meeting. No meetings have been scheduled during public holidays or the Council's summer recess period and no meetings currently clash with (known) Aberdeen City Council or NHS Grampian Board meetings.
- 3.4. All meetings of the IJB are scheduled to run between 10:00am and 2:00pm.
- 3.5. A meeting has been proposed for 9 June 2021 to allow approval of the ACHSCP Annual Report within four months of Year-End, as required.
- 3.6. As per the IJB Budget Protocol agreed on 7 March 2017, a dedicated budget meeting has been scheduled to allow the Board to agree a budget following Aberdeen City Council and NHS Grampian Board setting their annual budgets. In line with the IJB Scheme of Governance, additional meeting dates can be set at the Chair's direction.
- 3.7. The Board previously approved the following 2021 IJB Meeting dates:-
10:00am, 23 January 2021
10:00am, 23 March 2021 (Provisional Budget Meeting)



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- 3.8. The Board is requested to review and approve the following Meeting dates for the period April 2021 to March 2022.

Board/Committee	Date
CCG	06.04.2021
RAPC	27.04.2021
IJB	25.05.2021
CCG	01.06.2021
RAPC	22.06.2021
IJB	06.07.2021
IJB	24.08.2021
CCG	07.09.2021
RAPC	28.09.2021
IJB	02.11.2021
CCG	16.11.2021
IJB	15.12.2021
RAPC	21.12.2021
IJB	25.01.2022
CCG	22.02.2022
RAPC	01.03.2022
IJB	29.03.2022

- 3.9 As per the decision of the Board on 28 August 2018, stand-alone developmental workshop sessions are scheduled to facilitate the delivery of governance support.

3 November 2020
10 November 2020
17 November 2020
24 November 2020
8 December 2020; and
14 January 2021.

- 3.10 Additionally, standalone Workshop Sessions occur as and when required.



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4. Implications for IJB

- 4.1. **Equalities** – It is proposed that IJB meetings continue to be held in Virtual – Remote Meeting format until appropriate relaxation in the pandemic situation when meetings can be held within 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 2022, 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.
- 5.2. ACHSCP and its governance body, the IJB, have now been operating for over four years. During this time, real progress has been made to integrate the health and social care services delegated from its partners, Aberdeen City Council and NHS Grampian. The Integration Scheme requires adoption of good governance which has proven essential to delivery of the partnership’s 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)