



INTEGRATION JOINT BOARD

Date of Meeting	24 August 2021
Report Title	Proposal for Hybrid meeting format for Integration Joint Board
Report Number	HSCP.21.097
Lead Officer	Sandra Macleod, Chief Officer
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Consultation Checklist Completed	Yes
Directions Required	No
Appendices	None

1. Purpose of the Report

- 1.1. This report provides information on the current available technology to support the Integration Joint Board (IJB) meetings and considers options on a hybrid meeting format.
- 1.2. This report addresses the decision of the IJB on 23 March 2021 (in relation to the report IJB Scheme of Governance – Annual Review - HSCP.21.019) to instruct the Chief Officer to scope the potential for hybrid meetings.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:
 - a) Consider the options within the report;
 - b) Agree to the test of change proposal to hold the 2 November 2021 meeting of the IJB in the Aberdeen City Council Chamber in a hybrid format; and
 - c) Instruct the Chief Officer to provide an update to the 15 December 2021 meeting of the IJB, such update to include both comment from the IJB meeting of 24 August 2021 and feedback from committee



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attendees as to the format / functionality of the hybrid meeting on 2 November 2021.

3. Summary of Key Information

- 3.1. The IJB, due to the Covid 19 pandemic, has held its meetings since 24 March 2021 in a remote, digitally enabled format using Microsoft Teams – with all attendees remotely accessing the meetings. These IJB meetings are recorded and available to public and press thereafter. Prior to Covid all IJB meetings were open to the press and public and did not allow for remote access. The meetings were hosted / held at the Health Village. The Standing Orders for IJB outline the governance for holding of IJB meetings.
- 3.2. As we exit Covid restrictions and adapt to a ‘new normal’, the IJB should consider how best to continue with its meetings. For those members and officers who wish to attend meetings in person and provide the option to access and take part in the meeting remotely, a ‘hybrid option’ has been considered. This hybrid approach would help to address any future Covid or similar challenges as well as support people to engage who otherwise might be unable to attend due to a variety of reasons, including but not limited to caring responsibilities, travel issues and bad weather. This approach would allow for members and officers to participate in the meetings whilst remaining at a workplace or elsewhere and negate the need for travel to the meeting location. Reduced travel also has a positive impact upon the environment.
- 3.3. The IJB does not own any of the potential meeting locations nor does it have the technology to facilitate this; this report outlines the technology available from the constituent partners NHS Grampian (NHSG) and Aberdeen City Council (ACC) to support a hybrid format.
- 3.4. There is no issue with IJB Board meetings being hosted by one partner regularly. Pre-covid, the IJB generally met at the Health Village which is NHSG owned.
- 3.5. The IJB Standing Orders allow for remote access to meetings, and the proposals within this report for a hybrid meeting reflect the undernoted extract from the current IJB Standing Orders:



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Remote Attendance

- 1) A member who is unable to be present for a meeting of the IJB or any of its sub-committees at the venue identified in the notice calling the meeting shall notify the Clerk at least 3 days (or, if this is not possible, as soon as practicable) in advance of the meeting. The Chair (whom failing, the Vice Chair) may direct any Member who is unable to attend to be able to take part remotely in any way which reasonably allows the Members participation. For the avoidance of any doubt, such participation includes voting. A Member remotely participating in this way is referred to in this Standing Order as a "Remote Member".
- 2) Where the Chair is participating remotely, the Vice Chair will take the Chair, except in respect of Standing Order 11.7 where the Chair will take the Chair. a. The Member chairing the meeting must be physically present at the meeting venue, therefore where both the Chair and Vice Chair are participating remotely or have sent apologies, Members present at the meeting venue will appoint a Chair to chair the meeting from amongst their number. b. In the event that no agreement is reached between those Members present, the decision will be taken by means of a procedural motion.
- 3) Remote Members will be counted for the purposes of determining whether there is a quorum.
- 4) A Remote Member will cast their vote as if participating in a roll call vote.
- 5) Any Remote Member who has declared an interest in an item and withdrawn must pause/exit the video/communication link whilst the item is being considered. The Clerk will inform/re-invite the Remote Member (whether by email or otherwise) when to re-start the link and resume their participation.
- 6) Any Remote Member must confirm that they are in a secure private location, and that no-one else is able to hear or view the proceedings from the device being used by that Remote Member before they can participate in the Committee's consideration of any confidential and/or exempt item of business.
- 7) In exceptional circumstances, the Chair (whom failing, the Vice Chair) may direct that a meeting shall be conducted solely by means of the participation of Remote Members. Such a direction may be made during a meeting or otherwise.



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- 8) The Guidance for attending remote meetings via Microsoft Teams is found in Appendix A of the Standing Orders.
- 3.6.** ACC and NHSG colleagues have been consulted and both use Microsoft Teams to hold remote meetings and have connectivity in many meeting rooms for video conferencing which may be adaptable to a hybrid model of meeting. Such meetings rely heavily on not only the technology working properly, but require an ‘expert’ should there be connectivity / sound issues etc. This might be an officer who by their role definition is responsible for the meeting; our ACC Committee Services Officer’s (CSOs) are digitally aware from business user level up to digital champion.
- 3.7.** It is essential to consider the following when proposing a hybrid format:
- who the participants are (elected members, staff, external contacts)?;
 - what IT access do they have or require to join the meeting remotely?;
 - how many people would join the meeting? ;
 - what size of physical meeting space is available for those who want or require to attend in person (subject to the Covid social distancing guidance for staff at that time)?;
 - what technical resources are required in the room to hold the meeting effectively (visibility of remote attendees on a large screen for example):
 - is the meeting to be streamed live:
 - What is the financial cost of this meeting format ?
- 3.8.** NHSG have some technology in place to support hybrid meetings, utilising standard room based video kit to join Teams which works in any size meeting room equipped with video conferencing kit, providing the benefit of large screens and good quality cameras and audio systems.
- 3.9.** NHSG can also join web browser users anywhere and room based systems on a Cisco Meeting Server (CMS) video conferencing bridge. NHSG do not have the facility to provide the public with the opportunity to access the live stream of a meeting.
- 3.10.** ACC has similar functionality to that of NHSG for individual meeting rooms and since September 2020 adapted the Council Chamber (CC) in the Town House to a bespoke system; now fully tested and successfully operating a fully functioning hybrid format of meeting which includes the availability to live



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webcast and record. ACC as part of its governance is required to provide live access to some meetings for full public transparency.

- 3.11. Committee staff are fully trained in the operation of the technology and facilitate all hybrid committees. A master laptop is connected to the system, uses Microsoft Teams and links to a large screen in the CC where those accessing remotely can be seen when speaking (same rules apply as to now, speakers off if not participating).
- 3.12. The CC is large and allows space for social distancing guidance; clear guidance is in place for the use of the CC as requires numbers attending / access restrictions etc.
- 3.13. Whilst both partners offer the facility for remote working, the ACC option offers greater benefits and is proven to work effectively. Whilst the availability of the CC would require to be determined – Tuesday being a popular day for meetings which would require advance calendar planning or requiring that a meeting finished on or before the allocated end time due to a further meeting in the CC.
- 3.14. The most practical option is to test the benefit and functionality of holding a hybrid meeting. The option proposed based upon the availability and proven successful usage of the ACC CC facility is that the 2 November 2021 meeting of the IJB be held in the Aberdeen City Council Chamber (ACC-CC).
- 3.15. Feedback will be sought from the participants of the 2 November 2021 IJB and along with feedback from discussion on this report will be submitted to the 15 December 2021 meeting of the IJB.

4. Implications for IJB

4.1. Equalities, Fairer Scotland and Health Inequality

By providing a Hybrid format for IJB meetings this would have a positive impact on all who might participate in meetings by providing the option to attend in person or remotely and supporting their personal choice.

- 4.2. **Financial** – TBC – if the test of change option is agreed to there may still require to be a formal change to be approved in relation to any additional costs.



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- 4.3. **Workforce** – positive impact on attendees of meeting as to preference to attend the physical meeting. The staffing policies of both partners will be fully considered as to the return / access of staff to buildings at the time of the proposed 2 November 2021 meeting. Currently both constituent authorities recommend home working where possible until review in December 2021.
- 4.4. **Legal** – no direct legal implications. From an internal governance and compliance view participants would be expected, as for any other remote meeting, to comply with the requirements within the Standing Orders / Scheme of Governance.
- 4.5. **Covid-19** – the proposal of hybrid meeting ensures that individuals have a choice in relation to the risk they wish to take around protecting themselves and others from Covid-19. The social distancing guidelines pertinent to the meeting date of 2 November 2021 will be fully considered.
- 4.6. **Unpaid Carers** – no direct implications.
- 4.7. **Other** – no direct implications.

5. Links to ACHSCP Strategic Plan

- 5.1. Fully supports our Strategic Plan and our values of enabling and person centred to provide full choice for accessibility and inclusion.

6. Management of Risk

6.1. Identified risks(s)

6.2. Link to risks on strategic or operational risk register:

Risk 4 - There is a risk that relationship arrangements between the IJB and its constituent organisations (ACC & NHSG) are not managed to maximise the full potentials of integrated & collaborative working. This risk covers the arrangements between partner organisations in areas such as governance; corporate service; and performance.



Risk 6 - There is a risk of reputational damage to the IJB resulting from complexity of function, delegation and delivery of services across health and social care



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6.3. How might the content of this report impact or mitigate these risks:

By adopting a hybrid meeting format which allows live streaming this will allow for fuller inclusivity and choice for all parties and the public with an interest in activities of the ACHSCP.

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