



INTEGRATION JOINT BOARD

Date of Meeting	11 October 2021
Report Title	Health and Social Care Partnership Meeting Dates 2023-24
Report Number	HSCP.22.085
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. To seek approval of the Integration Joint Board (IJB), Risk Audit and Performance Committee (RAPC) and Clinical and Care Governance Committee (CCGC) meeting dates for 2023-24 and the approach to hybrid meetings.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:
- (a) review and approve the Meeting Schedule for 2023-24 as at section 3.6; and
 - (b) note the update regarding the meeting format.



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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, on a 6-8-week cycle. No meetings have been scheduled during public holidays 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. 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.
- 3.6. The Board is requested to review and approve the following Meeting dates for the period 2023 to March 2024:

IJB – Tuesdays at 10am	RAP – Tuesdays at 10am	CCG – Tuesdays at 10am
31 January 2023 (already scheduled)	28 February 2023 (already scheduled)	21 February 2023 (already scheduled)
28 March 2023 (already scheduled) (Budget)	2 May 2023 (unaudited accounts)	18 April 2023
6 June 2023	13 June 2023	1 August 2023
22 August 2023	19 September 2023	31 October 2023
10 October 2023	28 November 2023	27 February 2024
5 December 2023	23 January 2024	
6 February 2024	26 March 2024	
2 April 2024 (Budget)		



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- 3.7. Should members approve the meeting schedules, they will be published on the Aberdeen City Health and Social Care Partnership (ACHSCP) and Aberdeen City Council (ACC) websites as appropriate.
- 3.8. As per the decision of the Board on 28 August 2018, stand-alone developmental workshop sessions will be scheduled throughout the year.

Meeting Format

- 3.9. The IJB has met in the Virtual – Remote Meeting format since the onset of the COVID-19 pandemic in March 2020. The Virtual – Remote Meeting format has proved to be effective and has allowed the IJB to continue its business. It has also enabled access to meetings which some board members may not have otherwise been able to attend. Remote IJB meetings have been recorded and the recording placed online to ensure public access to the discussions and decisions of the IJB.
- 3.10. As the country continues to emerge from the pandemic, the format of meetings has investigated by officers. It is possible to facilitate hybrid meetings, where some Members physically attend at a meeting room and others attend remotely via Microsoft Teams. This would permit members of the press and public to attend the meetings as they happen.
- 3.11. Providing the public with the opportunity to attend IJB meetings ‘live’, either in person or online, would increase the transparency of IJB proceedings and promote public scrutiny of decision making.
- 3.12. The Health Village and Council Chamber are able to host hybrid meetings. The Health Village’s capacity is however more limited. It is the intention of officers to test the appetite for members to attend ‘in person’ via completion of a short questionnaire and this will inform the most appropriate venue should the chair use their discretion to direct that a meeting take place by hybrid means.



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4. Implications for IJB

- 4.1. **Equalities, Fairer Scotland and Health Inequality** - Officers will seek to ensure that meeting recordings are still available online even where meetings are held in the hybrid format to maximise accessibility.
- 4.2. **Financial** - None directly arising from this report.
- 4.3. **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 2024, Board members, officers, auditors and stakeholders would be able to plan ahead and effectively prepare for Board meetings.
- 4.4. **Legal** - Approval of the meeting schedule complies with the IJB Standing Orders and helps ensure transparency with respect to when the IJB and its committees shall meet.

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 five 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.



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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.
- 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.