



INTEGRATION JOINT BOARD

Date of Meeting	10 October 2023
Report Title	Health and Social Care Partnership Meeting Dates 2024-25
Report Number	HSCP.23.072
Lead Officer	Fraser Bell
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Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	None
Terms of Reference	1. Any functions or remit which is, in terms of statute or legal requirement, bound to be undertaken by the IJB itself.

1. Purpose of the Report

- 1.1. To seek approval of the Integration Joint Board (IJB), on the meeting dates proposed for 2024- 25 in respect of the IJB, the Risk Audit and Performance Committee (RAPC) and Clinical and Care Governance Committee (CCGC).

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 4.6.



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3. Strategic Plan Context

- 3.1 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.
- 3.2 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.

4. Summary of Key Information

- 4.1. As per Standing Orders, Article 11.5, the IJB's annual calendar of meetings shall run from 1 April to 31 March of the following calendar year. A schedule of meetings shall be approved by the IJB prior to 1 April of the new meeting year.
- 4.2. At its meeting on 27 March 2018, the Board agreed to annually review its meeting arrangements.
- 4.3. 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.
- 4.4. All meetings of the IJB are scheduled to run between 10:00am and 1:00pm.
- 4.5. 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.



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- 4.6. 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
6 February 2024 (already scheduled)	Wednesday 24 January at 2pm (<u>note this is a change</u>)	27 February 2024 (already scheduled)
26 March 2024 (BUDGET) (already scheduled)	2 April 2024 (already scheduled)	18 June 2024
7 May 2024	4 June 2024 (unaudited accounts)	1 October 2024
9 July 2024	10 September 2024	17 December 2024
24 September 2024	3 December 2024	25 March 2025
19 November 2024	25 February 2025	
4 February 2025		
18 March 2025 (BUDGET)		

- 4.7. 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.
- 4.8. As per the decision of the Board on 28 August 2018, stand-alone Development Sessions and Topic-Specific Seminars have been scheduled throughout the year.

Meeting Format

- 4.9. The IJB has met in hybrid meetings, where some Members physically attend at a meeting room and others attend remotely via Microsoft Teams since April 2023. This permits members of the press and public to attend the meetings as they happen. Recordings of the meetings are uploaded for public access after the meeting.



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5. Implications for IJB

- 5.1. **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. The decision on meeting dates does not necessitate a Health Inequality Impact Assessment as it does not impact on any protected characteristics.
- 5.2. **Financial** - None directly arising from this report.
- 5.3. **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 2025, Board members, officers, auditors and stakeholders would be able to plan ahead and effectively prepare for Board meetings.
- 5.4. **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.
- 5.5. **Unpaid Carers** – Approval of hybrid meetings ensures flexibility for Carers to choose their method of attendance.
- 5.6. **Information Governance** - there are no direct information governance implications arising from the recommendations.
- 5.7. **Environmental Impacts** - There are no direct environmental implications arising from the recommendations of this report.
- 5.8. **Sustainability** – There are no direct sustainability implications arising from the recommendations of this report.



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6. Management of Risk

- 6.1. **Identified risks(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 risks on strategic or operational risk register:** Strategic Risk Register (5) Reputational Risk - 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.