



Audit and Performance Systems Committee

Report Title	Proposed Revision to Meeting Schedule
Lead Officer	Judith Proctor
Report Author	Iain Robertson
Report Number	HSCP/17/035
Date of Report	24 March 2017
Date of Meeting	11 April 2017

1: Purpose of the Report

The report seeks approval to revise the 2017-18 Audit and Performance Systems (APS) Committee meeting schedule to take account of the Integration Joint Board's (IJB) decision to arrange an annual IJB budget meeting on 6 February 2018 which conflicts with an APS Committee meeting date.

2: Summary of Key Information

- 2.1 At its meeting on 28 March 2017, the IJB agreed to schedule an annual budget meeting on 6 February 2018. This date was set to allow the IJB to agree a budget in principle before submission to partner organisations' budget meetings later in the month. This schedule would also align with the requirements of the IJB Budget Protocol
- 2.2 The issue for this Committee is that 6 February 2018 is also an APS Committee meeting date and there is now a scheduling conflict for members and officers who serve both the IJB and the Committee
- 2.3 Therefore it is proposed that the APS Committee meeting date be moved back a week to 13 February to allow members to prepare and focus exclusively on each meeting

3: Equalities, Financial, Workforce and Other Implications

Rearranging meeting dates may pose scheduling difficulties for a number of members and officers. By requesting this change ten months before the APS Committee is due to meet on 6 February 2018, this risk would be mitigated.



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4: Management of Risk

Identified Risk(s):

The IJB budget meeting is due to be held on the same date as an APS Committee meeting. This will mean that Committee members will have to read two sets of papers and prepare for two different meetings and there is a risk that this may have an impact on contribution levels at both meetings.

Link to risk number on strategic or operational risk register: 3 (Strategic)

There is a risk that the IJB fails to function properly within its Integration Scheme, Strategic Plan and Scheme of Delegation particularly in reference to being able to make appropriate decisions in a timely manner and meet its required functions.

How might the content of this report impact or mitigate the known risks:

By moving the meeting date of the APS Committee back a week, Committee members will be able to fully focus on the IJB budget on 6 February and APS Committee matters on 13 February 2018.

5: Recommendations

The Audit and Performance Systems Committee is asked to:

1. Agree the revised schedule attached as Appendix A.



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Appendix A

PROPOSED AUDIT AND PERFORMANCE SYSTEMS COMMITTEE MEETING SCHEDULE 2017-18

11 April 2017 – 10:00am, Town House

20 June 2017 – 10:00am, Town House

12 September 2017 – 10:00am, Town House

21 November 2017 – 10:00am, Health Village

13 February 2018 – 10:00am, Health Village