



## INTEGRATION JOINT BOARD

<b>Report Title</b>	IJB Meeting Schedule
<b>Lead Officer</b>	Judith Proctor, Chief Officer
<b>Report Author (Job Title, Organisation)</b>	Iain Robertson, Committee Services Officer, Aberdeen City Council
<b>Report Number</b>	HSCP/17/093
<b>Date of Report</b>	14 September 2017
<b>Date of Meeting</b>	31 October 2017

### 1: Purpose of the Report

To propose an IJB meeting schedule for 2018-19 and to extend the length of Board meetings for the remaining 2017-18 dates.

### 2: Summary of Key Information

2.1 The time allocated for Board meetings, including workshop sessions is currently three hours between 10:00am - 1:00pm;

2.2. At its meeting on 15 August 2017, the Board instructed officers to develop a proposal to accommodate all items of business and developmental workshop sessions within the allotted time as a number of recent meetings had overrun;

2.3 It is therefore proposed that the remaining 2017-18 IJB meeting dates, outlined below be extended to run from 10:00am - 3:30pm;

**Tuesday, 12 December 2017;**

**Tuesday, 30 January 2018;**

**Tuesday, 6 February 2018; and**

**Tuesday, 27 March 2018.**



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2.4 It is intended that IJB meetings would run as follows:-

**10:00am-12:30pm** IJB Public Business Meeting

**12:30pm-1:00pm** Lunch

**1:00pm-1:30pm** IJB Private Session for Exempt/Confidential Business

**1:30pm-3:30pm** Developmental Workshop Session

2.5 It is also proposed that these timescales be adopted for 2018-19 meeting dates;

2.6 As per the IJB Budget Protocol agreed by the Board at its meeting on 7 March 2017, a dedicated budget meeting has been scheduled for early February to allow the Board to agree a budget before Aberdeen City Council and the NHS Grampian Board set their annual budgets. A provisional budget meeting has been included within the schedule in the event that the Board has to take further budgetary decisions following the annual budget meetings of its two partners.

2.7 Following the previous year's schedule, IJB meetings would continue to be held on Tuesday mornings, in the Health Village on a 6-8 week cycle. No meetings have been set during public holidays or the Council's summer recess period.

2.8 The proposed schedule has been outlined below:-

All meetings would take place between 10:00am – 3:30pm and be held in the Health Village:-

**Tuesday, 22 May 2018**

**Tuesday, 28 August 2018**

**Tuesday, 9 October 2018**

**Tuesday, 11 December 2018**



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**Tuesday, 22 January 2019**

**Tuesday, 5 February 2019 - Budget Meeting**

**Tuesday, 5 March 2019 – \*Provisional Budget Meeting\***

**Tuesday, 26 March 2019**

2.9 It is further proposed that Board members set aside **9 January 2018** and **24 April 2018** for developmental workshop sessions.

### **3: Equalities, Financial, Workforce and Other Implications**

3.1 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 2019, Board members, officers, auditors and stakeholders would be able to plan ahead and effectively prepare for Board meetings;

3.2 There may be additional cost to the Partnership if allotted meeting times were extended by an hour and a buffet lunch was provided. However if developmental sessions following business meetings were fully utilised there may be a financial offset as the need to hold several standalone workshop sessions out with IJB meeting dates would be reduced. Catering and refreshments are generally provided by the Partnership during these sessions.

### **4: Management of Risk**

**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;

By not extending the allotted meeting time, there is a risk that the Board does not give due consideration to all items of business and would not have sufficient time for developmental sessions which aim to increase members knowledge and Board capacity;

**Link to risk number on strategic or operational risk register:** Strategic Risk



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Register (3) Failure of the IJB to function, make decisions in a timely manner etc;

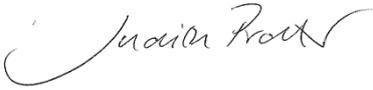
**How might the content of this report impact or mitigate the known risks:** By agreeing a meeting schedule the Partnership would be able to ensure reports captured the views of key stakeholders during the consultation process. The Board would then be in a position to take informed and timely decisions to support the functions and strategic objectives of the Partnership.

### 5: Recommendations

It is recommended that the Integration Joint Board:

1. Agree to extend the meeting times for the remaining 2017-18 meeting dates from 10am-3:30pm and to instruct the Clerk to resend appointments to members and officers;
2. Agree the IJB meeting schedule for 2018-19;
3. Agree to hold developmental workshop sessions on 9 January and 24 April 2018; and
4. Agree that meeting dates be publicised on the Partnership's website.

### 6: Signatures

	Judith Proctor (Chief Officer)
	Alex Stephen (Chief Finance Officer)