



INTEGRATION JOINT BOARD

Report Title	IJB Meetings Review
Lead Officer	Judith Proctor, Chief Officer
Report Author (Job Title, Organisation)	Iain Robertson, Committee Services Officer, Aberdeen City Council
Report Number	HSCP/17/129
Date of Report	20 February 2018
Date of Meeting	27 March 2018

1: Purpose of the Report

- 1.1. To review IJB meeting arrangements from 31 October 2017 onwards; and to recommend a course of action for Board meetings during 2018-19.

2: Summary of Key Information

- 2.1. At its meeting on 31 October 2017, the Board agreed to increase the allotted time for meetings from three hours (10:00am-1:00pm) to five and half hours (10:00am-3:30pm). This decision was taken to ensure that all IJB business could be fully considered and still allow adequate time for workshop sessions to support Board development.
- 2.2. The Board agreed that the following structure would be followed:-
- 10:00am - 12:30pm – Public Business Meeting;
 - 12:30pm – 1:00pm – Lunch;
 - 1:00pm – 2:00pm – Exempt/Confidential Business Meeting;
 - 2:00pm - 3:30pm – Developmental Workshop Session.
- 2.3. Members should note that authority for ordering and organising catering for Board members rests with the Chief Officer.
- 2.4. The IJB has held four meetings since the new meeting arrangements were introduced and in three out of four meetings the additional time has been required. The exception to this trend was the Annual Budget meeting on 13 February 2018 in which only one substantive item was on the agenda. The



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number of substantive items on IJB agendas since October has been listed below:-

31 October 2017 – 13 substantive items on the agenda;
12 December 2017 – 10 substantive items on the agenda;
30 January 2018 – 16 substantive items on the agenda;
13 February 2018 – one substantive item on the agenda.

2.5. The additional allotted time for IJB meetings has also allowed the Board to participate in workshop sessions on items which have supported Board development or provided a briefing to inform future decision making. The list of developmental items on the IJB agenda from October has been detailed below:-

31 October 2017 – Role of the Chief Social Work Officer;
12 December 2017 – IJB Budget Protocol;
30 January 2018 – Regional Delivery Plan and IJB Financial Strategy;
13 February 2018 – Medium Term Financial Strategy.

3: Equalities, Financial, Workforce and Other Implications

3.1. There are no significant implications arising directly from the content of this report.

4: Management of Risk

Identified risk(s): By not allowing adequate time for all IJB business to be thoroughly considered, there is a risk that informed decisions are not taken. There is also a risk that if sufficient time was not allotted for meetings then developmental workshop sessions may have to be postponed which would detrimentally impact on Board development and possibly impair future decision making.

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

How might the content of this report impact or mitigate the known risks: By allotting sufficient time for meetings and workshops, all IJB business and workshop



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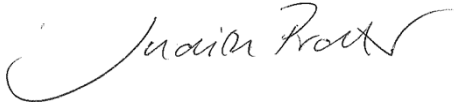
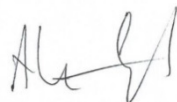
sessions can be thoroughly considered. This should increase the Board's capacity to make informed decisions and ensure that challenging issues are deliberated fully.

5: Recommendations

It is recommended that the Integration Joint Board:

1. Agree to retain the existing meeting arrangements for Board meetings; and
2. Request a further review of IJB meeting arrangements on 11 December 2018 which would accompany the proposed schedule of Board meetings for 2019-20.

6: Signatures

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