



INTEGRATION JOINT BOARD

Date of Meeting	9 October 2018
Report Title	IJB Meeting Dates 2019-20
Report Number	HSCP/18/081
Lead Officer	Sandra Ross, Chief Officer
Report Author Details	Name: Iain Robertson Job Title: Committee Services Officer Email Address: iairobertson@aberdeencity.gov.uk
Consultation Checklist Completed	Yes
Directions Required	No
Appendices	None

1. Purpose of the Report

- 1.1. To propose Integration Joint Board (IJB) meeting and developmental workshop session schedules for 2019-20.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:

- a) Review and approve the IJB meeting schedule for 2019-20 as set out in para 3.7;
- b) Review and approve the stand-alone developmental workshop schedule for 2019-20 as set out in para 3.9; and
- c) Instruct the Chief Officer to publish the IJB meeting schedule on the Partnership's website.



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3. Summary of Key Information

- 3.1. As per standing order 9(5) the Board is required to approve an annual meeting schedule prior to 1 April of the new meeting year.
- 3.2. At its meeting on 27 March 2018, the Board agreed to review its meeting arrangements when the next annual schedule of meetings was presented to the Board and Members are invited to do so at today's meeting.
- 3.3. It is proposed that the IJB continue to meet on Tuesday mornings, in the Health Village on a 6-8-week cycle. No meetings have been scheduled during public holidays or the Council's summer recess period. No meetings currently clash with Aberdeen City Council or NHS Grampian Board meetings.
- 3.4. As per the decision of the Board on 27 March 2018, all meetings of the IJB are scheduled to run between 10:00am and 3:30pm and may incorporate developmental workshop sessions following the business meeting.
- 3.5. A proposed meeting has been scheduled for 11 June 2019 which would allow the Board to approve the Partnership's Annual Report within four months of Year-End as required by the Scottish Government.
- 3.6. 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 2020 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.
- 3.7. The Board is requested to review and approve the following meeting schedule:-

10:00am, 11 June 2019 - Health Village;
10:00am, 3 September 2019 - Health Village;
10:00am, 19 November 2019 - Health Village;



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10:00am, 21 January 2020 - Health Village;
10:00am, 11 February 2020 (Budget Meeting) - Health Village;
10:00am, 10 March 2020 (**Provisional 2nd Budget Meeting**) - Health Village; and
10:00am, 24 March 2020 - Health Village.

3.8. As per the decision of the Board on 28 August 2018, four stand-alone developmental workshop sessions have been scheduled to facilitate the delivery of external governance support.

3.9. The Board is requested to review and approve the following stand-alone developmental workshop schedule:-

10:00am, 16 April 2019 - Foresterhill Health Centre
10:00am, 13 August 2019 - Seminar Room, Woodend Hospital
10:00am, 8 October 2019 - 4 – W – 01 Marischal College
10:00am, 3 December 2019 - Lewis Room, Royal Cornhill Hospital

4. Implications for IJB

4.1. Equalities – It is proposed that IJB meetings continue to be held in the Health Village which is a modern building and more accessible to equalities groups.

4.2. Fairer Scotland Duty – None directly arising from this report.

4.3. Financial- None directly arising from this report.

4.4. 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 2020, Board members, officers, auditors and stakeholders would be able to plan ahead and effectively prepare for Board meetings.

4.5. Legal- Approval of a meeting schedule would help to ensure that the IJB was able to carry out its statutory duties and functions.



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5. Links to ACHSCP Strategic Plan

- 5.1. Governance documents such as the Integration Scheme; the Board's standing orders and an annual meeting schedule underpin the Board's governance arrangements and help ensure that outcomes within the Partnership's Strategic Plan can be effectively and legally delivered.

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.

Approvals	
	Sandra Ross (Chief Officer)
	Alex Stephen (Chief Finance Officer)