

# Report

## Deputations

### Edinburgh Integration Joint Board

18 November 2016



#### Executive Summary

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1. The Edinburgh Integration Joint Board (IJB) at its meeting on 20 November 2015 agreed to pilot deputations at the IJB and its committees for 12 months using the procedure outlined in appendix one. This report reviews the pilot period and proposes that the current approach is maintained and incorporated into the IJB Standing Orders in its annual review in January 2017.

#### Recommendations

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2. To agree to maintain the current procedure for deputations to the IJB until it is incorporated as part of the next annual review of Standing Orders in January 2017.

#### Background

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3. The Edinburgh Integration Joint Board (IJB) at its meeting on 20 November 2015 agreed to pilot deputations at the IJB and its committees for 12 months using the procedure outlined in appendix one.
4. The IJB noted a report would be submitted following the pilot period to review the procedure.
5. Deputations aim to encourage greater public participation in the democratic process. They allow groups and organisations to put their point of view directly to decision makers and influence the issues that matter to them.

#### Main report

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##### Review of pilot period

6. The Joint Board has received one deputation in the 12 month period since agreeing to pilot deputations at Board and Committee meetings. There have been no requests to make deputations to the Committees of the IJB.
7. A number of deputation requests have been received but did not meet the requirements to be considered by the IJB as there was not a relevant agenda item being considered at the meeting. Feedback from those individuals was that this

element of the rules surrounding deputations should be altered. It is not recommended that this rule is removed. This rule ensures that deputations are on a relevant subject, within the Joint Board's remit and is accompanied by professional advice which allows the IJB to make an informed decision.

### **Standing Orders**

8. It is proposed that the deputations procedure outlined in Appendix 1 is incorporated into the Standing Orders for the proceedings and business of the IJB. The Standing Orders are due for annual re-evaluation by the Joint Board in January 2016 and any amendments would be made at this point. It is proposed that the current deputations procedure is maintained in the interim.
9. The procedures are designed to make the deputation process as easy as possible for those making a request but also mitigate any disruption to the smooth running of the IJB. The IJB retains the authority to review the procedure and Standing Orders at any point in the future and as such the option to modify arrangements remains.

### **Key risks**

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10. There is a risk that a significant number of deputation requests will be submitted which could detrimentally impact on the decision making of the IJB. The IJB retains the authority to modify arrangements at any point in the future.

### **Financial implications**

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11. There are no financial implications connected with this report. Deputations can be maintained at no cost.

### **Involving people**

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12. Deputations are an essential element in engaging with the public and encouraging participation in a transparent decision making public body. It provides an avenue for organisations and groups which wish to influence the IJB and provide greater involvement in the IJB's decision making process.

### **Impact on plans of other parties**

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13. There is no known impact on the plans of other parties.

### **Background reading/references**

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**Minute of the Integration Joint Board – 20 November 2015**  
**Edinburgh Integration Joint Board's Standing Orders**

## Report author

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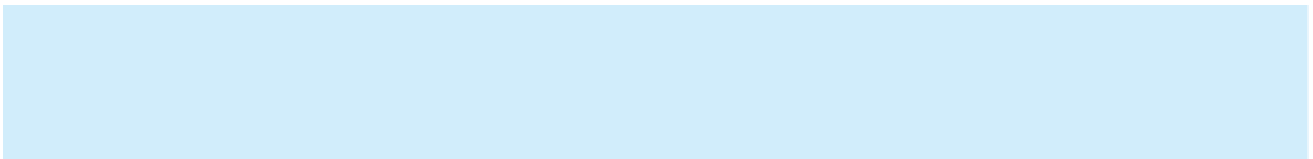
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## Links to priorities in strategic plan

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## Appendix 1

### Deputation Process

- 1.1. Deputation requests must be submitted to the clerk by 5pm two days before the meeting takes place;
- 1.2. Deputations should only be accepted from an office bearer or spokesperson of an organisation or group;
- 1.3. The Chair has the discretion to waive the requirements in the above paragraphs if they feel it is appropriate;
- 1.4. Deputations can only be on an agenda item being considered at that meeting;
- 1.5. The Board or committee will be asked whether they wish to hear the deputation but must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation or not;
- 1.6. Deputations should be allowed 10 minutes to present their case, although this can be reduced by the chair, if there is more than one deputation on the same subject. Following their deputation, questions are permitted from members;
- 1.7. Following questions the deputation is asked to retire to the public seating area to watch the debate and decision on the matter. The deputation does not take any part in the debate or the discussion of the relevant item.