

# Report

## Calendar of Meetings

### Edinburgh Integration Joint Board

14 July 2017



#### Executive Summary

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1. Standing Orders require the Joint Board and its Committees to agree its calendar of meetings. The current schedule runs until August 2017. Dates for meetings until August 2018 have been calculated as part of the Council diary process and are proposed for approval.

#### Recommendations

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2. To agree the proposed schedule of meetings until August 2018.
3. To note that a report will be submitted in March 2018 with dates for the 2018/19 period.

#### Background

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4. On 29 June 2017 the City of Edinburgh Council agreed its Council Diary until August 2018, this included provisional dates for the Integration Joint Board.
5. A draft list of Joint Board meetings and development sessions was developed in consultation with the Chair and the Chief Officer. Proposals reflect the decision of the Joint Board to change the frequency of Development Sessions from bi-monthly to quarterly. No adverse comments have been received on the proposals.
6. A draft list of Audit and Risk Committee meetings was developed in consultation with the Chair of the Committee, the Interim Chief Finance Officer and the Chief Internal Auditor.
7. These now require to be approved by the Joint Board.

#### Main report

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##### Integration Joint Board

8. The recommended schedule (all starting at 9.30am) is as follows:-

- 11 August 2017 – Business Meeting followed by a Development Session
  - 22 September 2017
  - 13 October 2017
  - 17 November 2017 – Development Session
  - 15 December 2017
  - 26 January 2018
  - 2 March 2018
  - 27 April 2018 – Development Session
  - 18 May 2018
  - 15 June 2018
  - 10 August 2018 – Development Session
9. An additional meeting had been added on 2 March 2018 to account for City of Edinburgh Council's Easter recess period.
10. There is scope to call Special Meetings where business requires.

### **Audit and Risk Committee**

11. The recommended schedule (all starting at 9.30am) is as follows:-
- 11 September 2017
  - 1 December 2017
  - 16 March 2018
  - 1 June 2018
12. Dates from August 2018 will be integrated with the Council diary planning process. Consultation will take place on the draft schedule, and formal approval sought from the Joint Board in early 2018.

### **Key risks**

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13. Forward planning of Joint Board business is undermined because of the absence of a forward calendar.

### **Financial implications**

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14. There are no financial implications as a result of this report.

## Involving people

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15. All members of the Joint Board, and key officers, were consulted on the draft schedule of meetings.

## Background reading/references

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Integration Joint Board Standing Orders

Meeting of City of Edinburgh Council 29 June 2017

## Report author

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