



# Report

## Calendar of Meetings

### Edinburgh Integration Joint Board

29 March 2019

#### Executive Summary

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1. Standing Orders require the Edinburgh Integration Joint Board (EIJB) to agree its calendar of meetings. The current schedule runs from August 2018 to August 2019.
2. This report proposes dates for EIJB meetings until December 2020.

#### Recommendations

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3. The Edinburgh Integration Joint Board is asked to:
  - a. agree the proposed schedule of meetings for the EIJB until December 2020;
  - b. agree the proposed schedule of meetings for the EIJB development sessions until December 2020;
  - c. Agree that EIJB and development sessions will be held out-with the Council Chambers; and
  - d. Agree to suspend the webcasting of EIJB meetings and undertake a review of this whilst also enabling EIJB to meet in a more diverse range of settings across the City.

#### Background

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4. The current schedule of meetings from August 2018 to August 2019 was agreed by the EIJB on 18 May 2018.

5. It is proposed that the EIJB dates from August 2019 are as follows:
  - a. Tuesday 27 August from 14.00 – 17.00
  - b. Tuesday 29 October from 14.00 - 17.00
  - c. Tuesday 17 December from 14.00 - 17.00
  - d. Tuesday 25 February from 14.00 - 17.00
  - e. Tuesday 28 April from 14.00 - 17.00
  - f. Tuesday 23 June from 14.00 - 17.00
  - g. Tuesday 25 August from 14.00 - 17.00
  - h. Tuesday 27 October from 14.00 – 17.00
  - i. Tuesday 15 December from 14.00 – 17.00
6. It is proposed that the EIJB development sessions from August 2019 are as follows:
  - a. Tuesday 24 September from 14.00 – 17.00
  - b. Tuesday 26 November from 14.00 – 17.00
  - c. Tuesday 7 January from 14.00 – 17.00
  - d. Tuesday 21 January from 14.00 – 17.00
  - e. Tuesday 28 January from 14.00 – 17.00
  - f. Tuesday 24 March from 14.00 – 17.00
  - g. Tuesday 26 May from 14.00 – 17.00
  - h. Tuesday 29 September from 14.00 – 17.00
  - i. Tuesday 24 November from 14.00 – 17.00
7. As the annual accounts require to be signed off by the EIJB in September, it is recommended that this business item is heard at the beginning of the September development session.
8. It will be noted that the dates of the meetings see the EIJB moving from meeting on a Tuesday rather than a Friday. The rationale for the change of day supports

the EIJB and its officers in managing the communication messages which arise from the significant decisions the EIJB makes as a Public Body. It can be challenging to proactively manage communications with key stakeholders, staff and communities over the days of the weekend which follow EIJB meetings. Generally, few if any Council and Health Boards across Scotland hold formal meetings on a Friday. Given this is the case, a number of significant and influential policy organisations relating to Public Bodies do meet on a Friday to correspond to this. These include: CoSLA, SOLACE, Health and Social Care Scotland, EIJB Chairs and Vice Chairs meetings. At times over the year and because of the clash with EIJB meetings, the Edinburgh perspective hasn't been represented at these meetings. Having reviewed all Scottish Integration Boards, only two other Integration Boards meet on a Friday.

9. The current arrangement and location of the EIJB meetings and development sessions have been suggested as reinforcing an over-formality in the conduct of business and give a perception of the EIJB is a Council committee rather than a very different, autonomous body. Therefore, it is proposed that EIJB and development sessions are, where possible held out-with the Council Chambers and in a more diverse range of venues across the city. Potentially this enables better visibility of the Board to the people, communities and staff served by and working in the broader partnership. The use of the Council Chamber is charged to the EIJB and it would be possible to undertake this change at the same or a lower cost than the EIJB is charged currently.
10. The decision to pilot webcasting of the EIJB was agreed at the EIJB on 18 May and the decision was to "to agree that Joint Board meetings would be webcast live and archived on a pilot basis for a period of one-year subject to review".
11. It is also proposed that the pilot is suspended to allow the EIJB and development sessions to be held out-with the Council Chambers and the review to take place, noting that there is potential for mobile webcasting or audio recording of the EIJB to be implemented as a longer-term solution.
12. The point about current webcasting and location was also highlighted in the review of governance of the EIJB by GGI for consideration and review.
13. Where it is necessary, the Chair can call special EIJB meetings and these dates take account of the Council recess periods.

## Key risks

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14. Due to the amount of business being managed at the EIJB, there is a risk that the meeting frequency is insufficient. However, with the introduction of the subcommittees as suggested in the GGI paper that was agreed at EIJB on 14

December 18, this should ensure the right level of business is going to the EIJB for scrutiny.

## Financial implications

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15. There are no financial implications arising from this report.

## Implications for Directions

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16. There are no implications for directions arising from this report.

## Equalities implications

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17. There are no equalities implications arising from this report.

## Sustainability implications

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18. There are no sustainability implications arising from this report.

## Involving people

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19. All relevant parties have been consulted on the proposed dates for the EIJB and development sessions.

## Impact on plans of other parties

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20. There are no impacts on the plans of other parties arising from this report.

## Background reading/references

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21. [Public Bodies \(Joint Working\) \(Scotland\) Act 2014](#)  
22. [Edinburgh Integration Joint Board – Standing Orders](#)

## Report author

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Appendices

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None