



Report

Calendar of Meetings

Edinburgh Integration Joint Board

24 May 2019

Executive Summary

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

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; and
 - c. Agree that webcasting will continue utilising the mobile unit which is available allowing the EIJB to meet in a more diverse range of settings across the City.

Background

4. The current schedule of meetings from August 2018 to August 2019 was agreed by the EIJB on 18 May 2018.
5. A calendar of meetings report went to the EIJB on 29 March 2019 and an amendment was submitted by Councillor Webber requesting that:
 - a. Webcasting should continue due to the important role web casting of the meetings plays in public involvement.

- b. The proposed schedule would make it impossible to webcast formal meetings and causes timetabling clashes.
 - c. Turnover of elected members on the EIJB has been a significant risk and it was important to have a stable membership and it is put at risk where members cannot attend on a regular basis.
- 6. The amendment submitted instructed officers to:
 - a. Continue with existing arrangements for formal EIJB meetings to ensure webcasting is possible.
 - b. Present a revised calendar to December 2020 within one cycle to the EIJB taking cognisance of NHS Lothian and Council committee schedules and relevant national meetings scheduled, ensuring that formal meetings continue to be webcast and members are able to attend meeting.
- 7. There was a full discussion at the EIJB on 29 March regarding the meeting dates and it was agreed that a revised report would come back to the next meeting taking into account the views raised at the meeting. The report should also include detailed costings associated with webcasting and clerking services.

Main report

- 8. Taking into account the discussion at the EIJB on 29 March 2019, some of the Board dates or development session with the exception of two have been changed by a week or two to avoid both Governance, Risk or Best Value Committee (GRBV) or Corporate Policy and Strategy which are held in the morning of some of the previous dates to allow for any run over of either of those committees into the afternoon.
- 9. Taking account of the Council and NHS committee cycle. It is proposed that the EIJB dates from August 2019 are as follows:
 - a. Tuesday 20 August from 10.00 – 13.00
 - b. Tuesday 03 September from 10.00 – 13.00 (annual accounts only)
 - c. Tuesday 22 October from 10.00 - 13.00
 - d. Tuesday 10 December from 10.00 - 13.00
 - e. Tuesday 4 February from 10.00 - 13.00
 - f. Tuesday 28 April from 10.00 - 13.00
 - g. Tuesday 16 June from 10.00 - 13.00

- h. Tuesday 28 August from 10.00 - 13.00
 - i. Tuesday 22 September from 10.00 – 13.00 (annual accounts only)
 - j. Tuesday 27 October from 10.00 – 13.00
 - k. Tuesday 15 December from 10.00 – 13.00
10. It is proposed that the EIJB development sessions from August 2019 are as follows:
- a. Tuesday 03 September from 10.00 – 13.00
 - b. Tuesday 19 November from 10.00 – 13.00
 - c. Thursday 16 January from 10.00 – 13.00
 - d. Tuesday 21 January from 10.00 – 13.00
 - e. Tuesday 28 January from 10.00 – 13.00
 - f. Tuesday 03 March from 10.00 – 13.00
 - g. Tuesday 19 May from 10.00 – 13.00
 - h. Tuesday 22 September from 10.00 – 13.00
 - i. Tuesday 24 November from 10.00 – 13.00
11. 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 and this is noted above.
12. It will be noted that the dates of the meetings see the EIJB moving to 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.
13. 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 has not been represented at these meetings. Having reviewed all Scottish Integration Boards, only two of the other 31 Integration Boards meet on a Friday.

14. 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 that 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 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.
15. Work has been done to identify venues where the EIJB and development sessions can be held. It is proposed that the EIJB and development sessions rotate between the following venues: the Eric Liddle Centre, 15 Morningside Road and the City of Edinburgh Methodist Church, 25 Nicholson Square. However, there may occasions where alternative venues have be used due to availability but this will be minimised as far as possible. These have been provisionally secured for the board meetings in August (Eric Liddle Centre) and October (City of Edinburgh Methodist Church).
16. To take into account the discussion regarding webcasting at the last meeting on 29 March 2019, it was recognised that that webcasting of meetings should continue. As part of the Council's contract with the current webcast provider Public-i there is an option to utilise mobile webcasting, which will be an initial cost of £1000 and a recurring annual cost of £8500. The EIJB currently pay an annual cost of £1200 for webcasting in the City Chambers. A mobile solution will give us the ability to meet in community settings, raise the profile, visibility and work of the EIJB in communities. This also gives the opportunity to webcast other events both for staff (town hall events, staff sessions etc) and service users.
17. Public-i also offer an connect anywhere option which also provides live mobile broadcasting using a web-based application and runs with existing hardware (laptop, camera and audio) and streamed through an internet connection. Costs are being sought for this option however because there is no significant cost for hardware it is anticipated this will be less than £8500 per year. There are other web casting providers. Other options also include the use of Youtube live or alternatively a microphone only system could be used to provide audio only. All options would provide allow the EIJB to meet out with the Council Chambers.
18. Where it is necessary, the Chair can call special EIJB meetings and these dates take account of the Council recess periods.

Key risks

19. 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 Good Governance Institute (GGI) paper that was agreed at EIJB on 14 December 2018, this should ensure the right level of business is going to the EIJB for scrutiny.

Financial implications

20. If the EIJB want to utilise the full mobile webcasting with Public-i, this will cost £8500 per year, however the EIJB currently pays £1200 per year for the current webcasting provision. Costs are also being sought for one of the other Public-i options that still offers webcasting, but with less hardware costs. If the EIJB decide to move from the Council Chambers, a suitable solution will be sourced that will be cost effective and covered within existing budgets. There are real community benefits to having the EIJB meeting in different community settings.
21. The EIJB pays Committee Services a budget of £45,000 per year to provide clerking responsibilities for the EIJB, sub groups, committees and agenda planning meetings as well as publication and distribution of agenda, minutes and report, legislative advice and governance support.

Implications for Directions

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

Equalities implications

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

Sustainability implications

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

Involving people

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

Impact on plans of other parties

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

Background reading/references

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

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Appendices

None