

# REPORT

## EIJB Consultation Protocol

Edinburgh Integration Joint Board

27 April 2021

<b>Executive Summary</b>	The purpose of this report is to present the Edinburgh Integration Joint Board (EIJB) with an approach for agreeing consultation submissions.
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<b>Recommendations</b>	<p>It is recommended that the Edinburgh Integration Joint Board:</p> <ol style="list-style-type: none"> <li>1. Agree the EIJB Consultation Protocol (Appendix 1)</li> <li>2. Agree to delegate the responsibility for responding to consultations on behalf of the EIJB to the Chief Officer in consultation with the Chair and Vice Chair where there is a small impact on the business of the EIJB.</li> </ol>
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### Directions

Direction to City of Edinburgh Council, NHS Lothian or both organisations		
	No direction required	✓
	Issue a direction to City of Edinburgh Council	
	Issue a direction to NHS Lothian	
	Issue a direction to City of Edinburgh Council and NHS Lothian	

### Report Circulation

1. This report has not been circulated to any committees prior to submission to the EIJB.

### Main Report

2. As a public body, there may a range of consultation exercises that the EIJB may wish to respond to. Appendix 1 provide a protocol for responding to consultation exercises and provides details on the proposed approval mechanism.

3. If the proposed consultation would have a small impact on the business of the EIJB, this will be signed off by the Chief Officer, in consultation with the Chair and Vice Chair (e.g. IJB as a Category 1 responder).
4. If the consultation request will potentially have a significant impact on the business / operation of the EIJB, or deemed as high profile, the submission will be approved by the EIJB (e.g. Feeley Review). Draft submissions will be presented to the Board for approval prior to submission. However, as consultation deadlines are out-with the control of the EIJB, there may be occasions where the sequencing of Board meetings do not allow for EIJB to agree a submission prior to the deadline. In this instance, the EIJB will be asked to sign off the submission by email. The submission would be presented to the Board for retrospective agreement.

## **Implications for Edinburgh Integration Joint Board**

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### **Financial**

5. There are no financial risks arising from this report.

### **Legal / risk implications**

6. There are no legal or risk implications arising from this report.

### **Equality and integrated impact assessment**

7. There is no requirement to undertake an Equalities Impact Assessment for this report.

### **Environment and sustainability impacts**

8. There are no environment or sustainability impacts arising from this report.

### **Quality of care**

9. The proposals contained in this report would have not negatively on quality of care.

## **Consultation**

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10. There are no requirements to consult on the proposals contained within this report.

## Report Author

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## Background Reports

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None

## Appendices

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Appendix 1      EIJB Consultation Protocol

## Appendix 1 - EIJB Consultation Protocol

1. Where there is a request for views as part of a consultation exercise and it is in the interests of the Edinburgh Integration Joint Board (EIJB) to provide a submission, the request should be submitted to [chiefofficer-eijb@edinburgh.gov.uk](mailto:chiefofficer-eijb@edinburgh.gov.uk) for logging on the consultation log.
2. There will be a review of the consultation request to confirm the approval arrangements. The Operations Manager will co-ordinate the consultation submission. If the proposed consultation would have a small impact on the business of the EIJB, this will be signed off by the Chief Officer, in consultation with the Chair and Vice Chair.
3. If the consultation request will potentially have a significant impact on the business / operation of the EIJB, or is deemed a high-profile consultation exercise, the submission will be approved by the EIJB.
4. Draft submissions will be presented to the Board for approval. However, as consultation deadlines are out-with the control of the EIJB, there may be occasions where the sequencing of Board meetings do not allow for EIJB agreement prior to submission. In this instance, the EIJB will be asked to sign off the submission by email and the submission would be presented to the Board for retrospective agreement.
5. Consultation submissions approved by the Chief Officer will be included as part of the Board papers for awareness. All consultation submissions will be stored on the Edinburgh Health and Social Care Partnership website for information.