

Edinburgh Integration Joint Board - Annual Cycle of Business

Grouping	Agenda Item	Frequency	Responsibility	2023							
				28-Feb-23	21-Mar-23	18-Apr-23	13-Jun-23	08-Aug-23	26-Sep-23	17-Oct-23	12-Dec-23
				Board	Board	Cancelled	Board	Board	Board	Board	Board
Items of Governance	Conflicts of interest	Every meeting	Committee Services	✓	✓		✓	✓		✓	✓
	Rolling Action Log (RAL)	Every meeting	Committee Services	✓	✓		✓	✓		✓	✓
	EIJB Risk Register	Twice yearly	Operations Manager						✓		
	Calendar of meetings	Annually	Committee Services					✓			
	Review of Standing Orders	Annually	Committee Services							✓	
	Committee Terms of Reference	Annually	Operations Manager						✓		
	Board assurance annual report	Annually	Operations Manager						✓		
	Review of Governance Handbook	Annually	Operations Manager							✓	
	Escalation Report	Adhoc	Operations Manager	✓							
	Appointments Report	Adhoc	Committee Services	✓			✓				
Items of Strategy	Directions Policy	Annually	Service Director - Strategic Planning								✓
	Annual Review of Directions	Annually	Service Director - Strategic Planning					✓			
	Improvement Plan for Adult Social Work and Social Care	Adhoc	Service Director - Operations				✓				
	Review of Learning Disabilities Services	Adhoc	Service Director - Strategic Planning					✓			
	Strategic Plan	Adhoc	Service Director - Strategic Planning								✓
	Report on Bed Based Review	Adhoc	Service Director - Strategic Planning				✓				
	Consultation on bed based review	Adhoc	Service Director - Strategic Planning								✓
	Liberton High School Business Case	Adhoc	Service Director - Strategic Planning	✓							
	Report on Primary Care Improvement Plan	Adhoc	Service Director - Strategic Planning					✓			
	Report on a Place to Live	Adhoc	Service Director - Strategic Planning					✓			
Report on Carers Strategy	Adhoc	Service Director - Strategic Planning					✓				
Update report on One Edinburgh	Adhoc	Service Director - Operations					✓				
Items of Finance	Finance Update	Every Meeting	Chief Finance Officer	✓	✓		✓	✓	✓	✓	✓
	Financial Plan	Annually	Chief Finance Officer		✓		✓				
	Savings and Recovery Plan	Annually	Chief Finance Officer		✓		✓				
	EIJB Annual Accounts	Annually	Chief Finance Officer						✓		
Items of Performance	Annual Performance Report	Annually	Service Director - Strategic Planning					✓			
	Report of Self Directed Support -request from Full Council	Adhoc	Service Director - Operations				✓				
	Evaluation of Winter Plan 21/22	Annually	Service Director - Operations					✓			
	Chief Social Work Annual Report	Annually	Chief Social Work Officer							✓	
Papers for Noting	Committee Update Report	Every Meeting	Operations Manager	✓	✓		✓	✓	✓	✓	✓
	Annual cycle of business	Every Meeting	Operations Manager	✓	✓		✓	✓	✓	✓	✓