Edinburgh Integration Joint Board

REPORT

Edinburgh Integration Joint Board and Committee Dates 2024

Edinburgh Integration Joint Board

Tuesday 8 August 2023

Executive Summary	The purpose of this report is to present the proposed schedule of meetings for the Edinburgh Integration Joint Board, Development Sessions, Budget Working Groups and Committees for 2024.

Recommendations	It is recommended that the Edinburgh Integration Joint Board:
	1. Agree the proposed schedule of meeting dates for 2024.

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 considered elsewhere.

2. The proposed committee dates have been circulated to the Chair of each committee for consideration.

Main Report

1. In October 2022 the Integration Joint Board approved the revised Board, Committee, Development Session and Working Group dates for the 2023 Calendar Year.

2. Committee dates follow patterns outlined in the terms of reference for each committee which are as follows:

    a) Audit and Assurance – Quarterly

    b) Clinical and Care Governance – Quarterly

    c) Performance and Delivery – Bi monthly – two weeks prior to the IJB

    d) Strategic Planning Group – Six meetings a year.

3. The only exception to the above is the Performance and Delivery Committee. Last year, the Chair requested two additional meetings – one in April and one in September – to consider the savings reports. Following consultation with the new Performance and Delivery Committee Chair and members, the Committee agreed to continue with the meeting schedule as implemented under the previous Chair.

4. Following discussions between the Interim Chief Officer, Chair and Vice Chair it is proposed that meetings of the Edinburgh Integration Joint Board will now take place in person/hybrid. It is proposed that Development Sessions and Working Groups for 2024 continue to alternate between virtual and in person/hybrid. It is also proposed that Committees continue to operate via Microsoft Teams, with exception to the Clinical & Care Governance Group which at its meeting on the 28 June 2023, agreed to meet in person/hybrid for future meetings.

Implications for Edinburgh Integration Joint Board

Financial

1. There are no financial implications to this report.

Legal / risk implications

2. The availability of the schedule of meeting dates contributes to the mitigation of risk by:

    a) facilitating forward planning for meetings;

    b) contributing to the governance framework which allows the Board to conduct its business; and

c) providing a timetable to which Officers can work to ensure that reports are submitted timeously.

Equality and integrated impact assessment

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

Environment and sustainability impacts

4.   There are no environment or sustainability implications arising from this report.

Quality of care

5.   Not applicable.

Consultation

None.

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Background Reports

None.

Appendices

Appendix 1   Schedule of Meeting Dates

Edinburgh Integration Joint Board

Schedule of Meeting Dates January – December 2024

Day/Date	Time	Meeting
January		
Thursday 18 January 2024	10am	Board Development Session
Monday 22 January 2024	10am	Budget Working Group
Wednesday 24 January 2024	10am	Performance and Delivery Committee
Tuesday 30 January 2024	10am	Strategic Planning Group
February		
Friday 9 February 2024	10am	Edinburgh Integration Joint Board
Monday 26 February 2024	10am	Budget Working Group
Wednesday 28 February 2024	10am	Clinical and Care Governance Group
March		
Tuesday 5 March 2024	10am	Audit and Assurance Committee
Tuesday 5 March 2024	1pm	Budget Q&A
Wednesday 6 March 2024	10am	Performance and Delivery Committee
Monday 11 March 2024	10am	Board Development Session
Wednesday 13 March 2024	10am	Strategic Planning Group
Tuesday 19 March 2024	10am	Edinburgh Integration Joint Board (Budget)
April		
Wednesday 10 April 2024	10am	Performance and Delivery Committee
Monday 15 April 2024	1pm	Governance Group
Monday 22 April 2024	10am	Edinburgh Integration Joint Board

May

Tuesday 21 May 2024   10am   Clinical and Care Governance Group

Wednesday 22 May 2024   10am   Board Development Session

Wednesday 29 May 2024   10am   Strategic Planning Group

Thursday 30 May 2024   1pm   Governance Session

June

Monday 3 June 2024   10am   Audit and Assurance Committee

Wednesday 5 June 2024   10am   Performance and Delivery Committee

Monday 17 June 2024 10am   10am   Edinburgh Integration Joint Board

July

Recess - No meetings scheduled.

August

Tuesday 6 August 2024   1pm   Governance Session

Wednesday 7 August 2024   10am   Performance and Delivery Committee

Wednesday 14 August 2024   10am   Strategic Planning Group

Tuesday 20 August 2024   10am   Edinburgh Integration Joint Board

Wednesday 28 August 2024   10am   Clinical and Care Governance Group

September

Tuesday 3 September   10am   Budget Working Group

Tuesday 10 September 2024   10am   Audit and Assurance Committee

Wednesday 11 September 2024   10am   Performance and Delivery Committee

Tuesday 17 September 2024   10am   Board Development Session

Tuesday 24 September 2024   10am   Edinburgh Integration Joint Board (Annual Accounts)

October

Wednesday 2 October 2024 — 10am — Strategic Planning Group

Wednesday 9 October 2024 — 10am — Performance and Delivery Committee

Tuesday 22 October 2024 — 10am — Edinburgh Integration Joint Board

Wednesday 30 October 2024 — 10am — Clinical and Care Governance Group

November

Tuesday 12 November 2024 — 1pm — Budget Working Group

Tuesday 19 November 2024 — 10am — Board Development Session

Wednesday 27 November 2024 — 10am — Strategic Planning Group

December

Tuesday 3 December 2024 — 10am — Audit and Assurance Committee

Wednesday 4 December 2024 — 10am — Performance and Delivery Committee

Wednesday 11 December 2024 — 10am — Board Development Session

Tuesday 17 December 2024 — 10am — Edinburgh Integration Joint Board

Wednesday 18 December 2024 — 10am — Governance Group