

# REPORT

Annual Cycle of Business

## Edinburgh Integration Joint Board

16 November 2023

Executive Summary	This paper presents the updated annual cycle of business for the Edinburgh Integration Joint Board (EIJB).						
Recommendations	It is recommended that the Edinburgh Integration Joint Board:						
	<ul> <li>Agree the process for amending the annual cycle of business going forward.</li> </ul>						
	<ul> <li>b) Agree the updated annual cycle of business attached at appendix 1.</li> </ul>						

# **Directions**

5	No direction required	$\checkmark$
of Edinburgh Council, NHS	Issue a direction to City of Edinburgh Council	
Lothian or both organisations	Issue a direction to NHS Lothian	
	Issue a direction to City of Edinburgh Council & NHS Lothian	

# **Report Circulation**

1. This report has not been considered elsewhere.

# **Main Report**

- 2. The Edinburgh Integration Joint Board (EIJB) introduced an annual cycle of business (ACOB) at its meeting on 23 June which sets out the planned agenda items for the following year.
- 3. Any changes made to the AOCB are agreed with the EIJB Chair and Vice Chair at the Agenda Planning Meeting. Whilst these do not tend to be material changes (they mainly relate to the timing of reports) they are not explicitly agreed by the EIJB itself. It is proposed to move to a system whereby when the ACOB is presented to the EIJB, any changes from the previous version are highlighted along with the rationale for the alteration.



The updated annual cycle of business (ACOB) is included at appendix 1, highlighting any changes from the previous version.

- 4. The following changes have been made to the ACOB since it was last presented to the EIJB and is incorporated into Appendix 1:
  - a) The EIJB meeting on 10 October 2023 has been rescheduled to 16 November 2023.
  - b) Review of Standing Orders, and Committee terms of reference have been incorporated into the governance handbook and this will be presented annually and include revised committee terms of reference and standing orders and will be presented at October meeting annually.
  - c) The Strategic Plan has been moved to the EIJB meeting on 22 April 24 to ensure the Strategic Plan reflects the current financial position the EIJB is facing and allows the incoming Chief Officer the opportunity to influence the shape of the Strategic Plan.
  - d) The report on a Place to Live has been moved from 8 August 2023 to 9 February to allow further work to progress.
  - e) The inclusion of the EIJB Chief Officer briefing paper, which will be provided in line with the publication of the EIJB papers.
- 5. Agendas for future meetings will be kept under review.

# Implications for Edinburgh Integration Joint Board

#### Financial

6. There are no specific implications arising from this report.

#### Legal/risk implications

7. The approach outlined in this paper strengthens Edinburgh Integration Joint Board's members' ownership of the ACOB. This in turn mitigates the risk of the Board not adequately undertaking their duties in line with the agreed terms of reference.

#### Equality and integrated impact assessment

8. There are no specific implications arising from this report.

#### Environment and sustainability impacts

9. There are no specific implications arising from this report.

### **Quality of care**



10. There are no specific implications arising from this report.

# Consultation

11. There are no specific implications arising from this report.

# **Report Author**

# Pat Togher Edinburgh Integration Joint Board

Name: Angela Brydon, Operations Manager,

Email: angela.brydon@edinburgh.gov.uk

# Appendices

Appendix 1 Edinburgh Integration Joint Board Annual Cycle of Business

#### Edinburgh Integration Joint Board - Annual Cycle of Business

				2023		2024							
Grouping	Agenda Item	Frequency	Responsibility	16-Nov-23	12-Dec-23	09-Feb	19-Mar	22-Apr	17-Jun	20-Aug	24-Sep	22-Oct	17-Dec
Grouping				Board	Board	Board	Board	Board	Board	Board	Board	Board	Board
(	Conflicts of interest	Every meeting	Committee Services	1	✓	4	1	4	1	4	1	1	✓
	Rolling Action Log (RAL)	Every meeting	Committee Services	✓	1	1	1	1	1	1	1	1	1
E	EIJB Risk Register	Twice yearly	Operations Manager	1				1				1	
	Calendar of meetings	Annually	Committee Services			1							
Items of Governance	Board assurance annual report	Annually	Operations Manager								1		
F	Review of Governance Handbook (Includes Standing Orders, Committee terms of reference, code of conduct)	Annually	Operations Manager	*								*	
E	Escalation Report	Adhoc	Operations Manager										
4	Appointments Report	Adhoc	Committee Services										
0	Directions Policy	Annually	Service Director - Strategic Planning							1			
F	Annual Review of Directions	Annually	Service Director - Strategic Planning							1			
Items of Strategy	Revised Strategic Plan	Adhoc	Service Director - Strategic Planning					1					
F	Previous Consultation on the Future of Care Homes in Edinburgh	Adhoc	Service Director - Strategic Planning	1									
F	Report on a Place to Live	Adhoc	Service Director - Strategic Planning			1							
F	Finance Update	Every Meeting	Chief Finance Officer	✓	1	1	1	1	1	1	1	1	1
Items of Finance	Financial Plan	Annually	Chief Finance Officer				1						
S	Savings and Recovery Plan	Annually	Chief Finance Officer				✓						
E	EIJB Annnual Accounts	Annually	Chief Finance Officer								4		
							ī	<b>T</b>		<b>i</b>		ī	
	Annual Performance Report	Annually	Service Director - Strategic Planning	-						1		-	
Performance	Evaluation of Winter Plan 21/22	Annually	Service Director - Operations	1								1	ļļ
	Chief Social Work Annual Report	Annually	Chief Social Work Officer	1								1	
							-					-	<u>للمب</u>
	Committee Update Report		Operations Manager	1	1							1	
-	Annual cycle of business	Every Meeting	Operations Manager	· ·	Ŷ	*	<b>↓</b> ₹	<b>↓</b> ₹	<b>₹</b>	. ≁	· ·	<b>↓</b> ₹	
riefing Paper	Chief Officer Update Report	In line with every	Chief Officer	1	1	1	1	*	1	*	1	~	<b>~</b>
riefing Paper		meeting	Chief Officer	1	1	1	1	~	~	~	1	,	<u> </u>