

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	<p>It is recommended that the Edinburgh Integration Joint Board:</p> <p>a) Agree the process for amending the annual cycle of business going forward.</p> <p>b) Agree the updated annual cycle of business attached at appendix 1.</p>
------------------------	--

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 & 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

