

REPORT

Annual Cycle of Business

Edinburgh Integration Joint Board

12 December 2023

Executive	This paper presents the updated annual cycle of					
Summary	business for the Edinburgh Integration Joint Board (EIJB).					

It is recommended that the Edinburgh Integration Joint Board:
 a) Agree the annual cycle of business attached at appendix 1.

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. In line with the approach agreed by the EIJB at its meeting on 16 November, this report presents the updated annual cycle of business (ACOB) which is included at appendix 1, highlighting any changes from the previous version.
- 3. The following changes have been made to the ACOB since it was last presented to the EIJB on 16 November and is incorporated into Appendix 1:
 - a) Appointment report will be presented to 12 December meeting,
 - b) Response to the All-Party Motion has been scheduled for 09 February 24 meeting
 - c) Report on Health, Social Care and Homelessness has been scheduled for the 9 February 24 meeting.



- d) Report in Frailty Pathway (previously bed-based review) will be presented to 09 February 24 meeting.
- e) Report on Early Intervention and Prevention Strategy has been scheduled for 22 April 24 meeting.
- f) Chief Officer Annual Report has been moved to meeting on 09 February 24.
- 4. Agendas for future meetings will be kept under review. If EIJB members wish to add agenda items, they should email the EIJB chair in the first instance.

Implications for Edinburgh Integration Joint Board

Financial

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

Legal/risk implications

6. 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

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

Environment and sustainability impacts

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

Quality of care

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

Consultation

10. 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

				20	23	2024							
Cucanina	A country them	Funnish	Dannard Hills	16-Nov-23	12-Dec-23	09-Feb	19-Mar	22-Apr	17-Jun	20-Aug	24-Sep	22-Oct	17-Dec
Grouping	Agenda Item	Frequency	Responsibility	Board	Board	Board	Board	Board	Board	Board	Board	Board	Board
	Conflicts of interest	Every meeting	Committee Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Rolling Action Log (RAL)	Every meeting	Committee Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	EIJB Risk Register	Twice yearly	Operations Manager	✓				✓				✓	
Items of Governance	Calendar of meetings	Annually	Committee Services			✓							
	Board assurance annual report	Annually	Operations Manager								✓		
	Review of Governance Handbook	Annually	Operations Manager	✓								✓	
	Escalation Report	Adhoc	Operations Manager										
	All Party Motion - interface between EIJB & Council	Adhoc	Chief Officer			✓							
	Appointments Report	Adhoc	Committee Services		✓								
	Directions Policy	Annually	Service Director - Strategic Planning							✓			
	Annual Review of Directions	Annually	Service Director - Strategic Planning							✓			
Items of Strategy	Revised Strategic Plan	Adhoc	Service Director - Strategic Planning					✓					
	Previous Consultation on the Future of Care Homes in Edinburgh	Adhoc	Service Director - Operations	1									
	Report on Early Intervention and Prevention Strategy	Adhoc	Service Director - Operations										
	Report on Health, Social Care and Homelessness	One-off	Service Director - Operations			✓							
	Frailty Pathway	One-off	Service Director - Operations			✓							
	Report on a Place to Live	Adhoc	Service Director - Operations			✓							
	Finance Update	Every Meeting	Chief Finance Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Itama of Finance	Financial Plan	Annually	Chief Finance Officer				✓						
Items of Finance	Savings and Recovery Plan	Annually	Chief Finance Officer				✓						
	EIJB Annual Accounts	Annually	Chief Finance Officer								✓		
	Annual Performance Report	Annually	Service Director - Strategic Planning							✓			
Items of	Preparation for Winter 23/24	Annually	Service Director - Operations	✓									
Performance	Evaluation of Winter Plan 22/23	Annually	Service Director - Operations			✓						✓	
	Chief Social Work Annual Report	Annually	Chief Social Work Officer			✓						✓	
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Papers for Noting	Committee Update Report	Every Meeting	Operations Manager	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Annual Cycle of Business	Every Meeting	Operations Manager	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Briefing Paper	Chief Officer Update Report	In line with every meeting	Chief Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓