

REPORT

Annual Cycle of Business

Edinburgh Integration Joint Board

09 February 2024

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

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

Directions

Direction to City	No direction required	✓
of Edinburgh	Issue a direction to City of Edinburgh Council	
Council, NHS 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

- The following changes have been made to the ACOB since it was last presented to the EIJB on 12 December 23 and is incorporated into Appendix 1:
 - a) Calendar of meetings report has been moved to 22 April 24 meeting due to volume of business presented to the 09 February 24 meeting.
 - b) A place to live report has been delayed to the 22 April 24 to undertake further work which will not be completed in time for the 09 February meeting 24.
 - c) Appointments report added to the agenda to appoint a new Non Executive Director to the EIJB.
 - d) Primary Care Year End report 23/24 has been added to the agenda for



the April Board meeting.

- e) Winter Plan Evaluation report has been moved to the August board meeting to ensure better alignment with future planning.
- 3. 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

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

Legal/risk implications

5. 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

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

Environment and sustainability impacts

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

Quality of care

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

Consultation

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

Report Author

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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 (Budget)	22-Apr	17-Jun	20-Aug	24-Sep (Accounts)	22-Oct	17-Dec
				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	✓				✓				✓	
	Calendar of meetings	Annually	Committee Services					✓					
Items of	Board assurance annual report	Annually	Operations Manager								✓		
Governance	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		✓	1							
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	Directions Policy	Annually	Service Director - Strategic Planning							✓			
Items of Strategy	Annual Review of Directions	Annually	Service Director - Strategic Planning							✓			
	Revised Strategic Plan	Adhoc	Service Director - Strategic Planning					✓					
	Previous Consultation on the Future of Care Homes in Edinburgh	One-off	Service Director - Operations	✓									
	Early Intervention and Prevention Strategy	Adhoc	Service Director - Operations					✓					
	Health, Social Care Contribution to addressing the City's Housing Emergency	One-off	Service Director - Operations			✓		<u> </u>					
	Commissioning Plan for Older Peoples Pathway	One-off	Service Director - Operations			✓							
	Carers Finance	One-off	Chief Finance Officer			✓							
	Primary Care Year End report 23/24	One-off	Service Director – Operations			✓							
	Report on a Place to Live	Adhoc	Service Director - Operations					✓					
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	Finance Update	Every Meeting	Chief Finance Officer	√	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Financial Plan	Annually	Chief Finance Officer				✓						
Items of Finance	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							✓			
	Preparation for Winter 24/25	Annually	Service Director - Operations	✓								✓	
	Evaluation of Winter Plan 22/24	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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