

# REPORT

## Outcome from Knowledge and Skills Audit Questionnaire

Edinburgh Integration Joint Board

20 August 2024

<b>Executive Summary</b>	This paper presents the findings from the Edinburgh Integration Joint Board (EIJB) knowledge and skills audit.
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<b>Recommendations</b>	<p>It is recommended that the Edinburgh Integration Joint Board:</p> <ol style="list-style-type: none"> <li>1. Agree to incorporate the topics referenced at paragraph 2 of this report into the remaining development session programme for 2024 and include as priority topics for the 2025 development session programme.</li> </ol>
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### 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	

### Main Report

1. There was a recommendation from the 2022/23 Committees' annual assurance to undertake a skills and knowledge audit of all EIJB members which will be used to help shape the training and development programme for board members. The skills and knowledge audit were circulated to all board members.
2. Twelve returns have been received and the main themes that board members felt they required further training include:
  - a) Internal and external audit arrangements (included in 8 returns)
  - b) Financial management principles (included in 8 returns)
  - c) Procurement and contract management principles (included in 8 returns)

- d) Measuring outcomes and impacts (included in 7 returns)
  - e) Overview of options appraisals (included in 7 returns)
  - f) Overview of transformational processes (included in 6 returns)
3. The current annual meeting schedule for the EIJB (including development sessions, budget working groups and committees) is a significant time commitment for board members with 40 meetings over the course of the year. Acknowledging the significant time commitment required by the board it is proposed the development programme for the remainder of 2024 and 2025 will be reviewed to include the 5 specific areas identified at paragraph 2 without the need for additional development sessions. It should be highlighted that any additional topics requested by board members will likely require additional development sessions to be added to the meeting programme.
4. As part of strengthening the EIJB governance in relation to training and development, from 2025 onwards:
- a) All board members will have an annual appraisal with the Chair / Vice Chair and training and development needs will be captured as part of those discussions. This is deemed [good practice](#) for public bodies.
  - b) All committees will have a focused development session at the beginning of every year to consider the development and training of the committee.
  - c) An overarching skills and knowledge carried out across the board every two years.

## Strategic Priorities

Strategic Priorities	✓	Key points within report that address strategic priorities
Prevention and Early Intervention		
Tackling Inequalities		
Person Centred Care		
Managing our resources effectively	✓	This report highlights areas of training and development for board members and helps ensure that board members have the necessary skills and knowledge to undertake their role effectively.
Making best use of capacity across the system		
Right care, right place, right time		

## National Health and Wellbeing Outcomes

Please note which national health and wellbeing outcomes your report aligns to			✓
1. People are able to look after and improve their own health and		6. People who provide unpaid care are supported to look after their own health	

wellbeing and live in good health for longer.		and wellbeing, including to reduce any negative impact of their caring role on their own health and well-being.	
2. People, including those with disabilities or long-term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.		7. People who use health and social care services are safe from harm.	
3. People who use health and social care services have positive experiences of those services, and have their dignity respected.		8. People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care, and treatment they provide.	
4. Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.		9. Resources are used effectively and efficiently in the provision of health and social care services.	✓
5. Health and social care services contribute to reducing health inequalities.		Not applicable	

## Implications for Edinburgh Integration Joint Board

### **Financial**

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

### **Risk, legal, policy, compliance, governance and community impact**

6. The approach outlined in this paper addresses the recommendation from the Committees' annual assurance statement. The training programme noted within paragraph 2 - 4 of this report will enhance the skills and knowledge of board members. This will mitigate the risk of board and committee members not being adequately trained in their duties.

### **Equality and poverty impact**

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

### **Environment, climate 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

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

## Report Author

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## Appendices

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None

