

REPORT

Edinburgh Integration Joint Board and Committee Dates 2025

Edinburgh Integration Joint Board

Tuesday 20 August 2024

Executive Summary

The purpose of this report is to present the proposed schedule of meetings for the Edinburgh Integration Joint Board, Development Sessions, Budget Working Groups and Committees for 2025.

Recommendations

It is recommended that the Edinburgh Integration Joint Board:

1. Agree the proposed schedule of meeting dates for 2024.

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 and NHS Lothian	

Report Circulation

1. This report has not been considered elsewhere.
2. The proposed committee dates have been circulated to the Chair of each committee for consideration.

Main Report

1. In August 2024 the Integration Joint Board approved the revised Board, Committee, Development Session and Working Group dates for the 2024 Calendar Year.
2. Committee dates follow patterns outlined in the terms of reference for each committee which are as follows:
 - a) Audit and Assurance – Quarterly
 - b) Clinical and Care Governance – Quarterly
 - c) Performance and Delivery – Bi monthly – two weeks prior to the IJB
 - d) Strategic Planning Group – Six meetings a year.
3. The only exception to the above is the Performance and Delivery Committee. Last year, the Chair requested two additional meetings – one in April and one in September – to consider the savings reports. Following consultation with the new Performance and Delivery Committee Chair and members, the Committee agreed to continue with the meeting schedule as implemented under the previous Chair.
4. It is proposed that meetings of the Edinburgh Integration Joint Board will now take place in person/hybrid where possible. It is proposed that Development Sessions and Working Groups for 2025 continue to alternate between virtual and in person/hybrid. It is also proposed that Committees continue to operate via Microsoft Teams, with exception to the Clinical & Care Governance Group which at its meeting on the 28 June 2023, agreed to meet in person/hybrid on an alternating basis for future meetings and the Strategic Planning Group which will meet in person/hybrid on an alternating basis at the request of the Chair.

Implications for Edinburgh Integration Joint Board

Financial

1. There are no financial implications to this report.

Legal / risk implications

2. The availability of the schedule of meeting dates contributes to the mitigation of risk by:
 - a) facilitating forward planning for meetings;
 - b) contributing to the governance framework which allows the Board to conduct its business; and

- c) providing a timetable to which Officers can work to ensure that reports are submitted timeously.

Equality and integrated impact assessment

3. There are no equalities implications arising from this report.

Environment and sustainability impacts

4. There are no environment or sustainability implications arising from this report.

Quality of care

5. Not applicable.

Consultation

None.

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Background Reports

None.

Appendices

Appendix 1 Schedule of Meeting Dates



Edinburgh Integration Joint Board
Schedule of Meeting Dates January – December 2025

Date	Time	Meeting
January		
Tuesday 14 January 2025	10am	Budget Working Group
Wednesday 15 January 2025	10am	Strategic Planning Group
Monday 27 January 2025	10am	Clinical and Care Governance Committee
Tuesday 28 January 2025	10am	Development Session
February		
Tuesday 11 February 2025	10am	Performance and Delivery Committee
Wednesday 19 February 2025	2pm	Budget Working Group
Tuesday 25 February 2025	10am	Edinburgh Integration Joint Board
March		
Tuesday 4 March 2025	10am	Audit and Assurance Committee
Wednesday 5 March 2025	10am	Strategic Planning Group
Monday 10 March 2025	10am	Performance and Delivery Committee
Wednesday 12 March 2025	2pm	Budget Q&A
Monday 17 March 2025	10am	Development Session
Tuesday 25 March 2025	10am	Edinburgh Integration Joint Board (Budget)
April		
Tuesday 15 April 2025	2pm	Performance and Delivery Committee
Monday 28 April 2025	10am	Edinburgh Integration Joint Board
May		
Tuesday 6 May 2025	10am	Strategic Planning Group
Tuesday 13 May 2025	10am	Development Session
Wednesday 21 May 2025	10am	Clinical and Care Governance Committee

Wednesday 28 May 2025 10am Performance and Delivery Committee

June

Tuesday 3 June 2025 10am Audit and Assurance Committee

Tuesday 17 June 2025 10m Edinburgh Integration Joint Board

July

Recess - No meetings scheduled.

August

Tuesday 5 August 2025 10am Clinical and Care Governance Committee

Wednesday 5 August 2025 10am Development Session

Tuesday 12 August 2025 10am Performance and Delivery Committee

Tuesday 19 August 2025 2pm Strategic Planning Group

Tuesday 26 August 2025 10am Edinburgh Integration Joint Board

September

Tuesday 2 September 2025 10am Budget Working Group

Tuesday 16 September 2025 10am Audit and Assurance Committee

Wednesday 17 September 2025 10am Performance and Delivery Committee

Tuesday 30 September 2025 10am Edinburgh Integration Joint Board (Annual Accounts)

October

Tuesday 7 October 2025 10am Performance and Delivery Committee

Wednesday 8 October 2025 10am Strategic Planning Group

Tuesday 28 October 2025 10am Edinburgh Integration Joint Board

November

Tuesday 4 November 2025 10am Clinical and Care Governance Committee

Tuesday 11 November 2025 10am Development Sessions

Tuesday 17 November 2025 10am Budget working group

Tuesday 25 November 2025 10am Strategic Planning Group

December

Tuesday 2 December 2025 10am Performance and Delivery Committee

Wednesday 3 December 2025 10am Audit and Assurance Committee

Tuesday 16 December 2025 10am Edinburgh Integration Joint Board