

# REPORT

## EIJB Development Session Programme

Edinburgh Integration Joint Board

15 December 2020

### Executive Summary

The purpose of this report is to agree about the focus of development sessions timetabled for 2021. It also seeks agreement to setting up a formal Budget Steering Group.

### Recommendations

It is recommended that the **Edinburgh Integration Joint Board:**

1. Agree the overarching themes for the development session programme;
2. Provide feedback on topics of interest for seven development sessions in 2021;
3. Agree the three strands of the Board's programme across development, engagement and budget setting;
4. Provide feedback on the view of ad-hoc meetings where necessary; and
5. Approve the setting up of a Budget Working group to replace informal Budget development sessions.

### 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 circulated to any of the Edinburgh Integration Joint Board (EIJB) committees prior to submission to the EIJB.

## Main Report

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2. The EIJB agreed a programme of board meetings and development sessions for 2021 at its board on 21 July 2020. The programme for development sessions in 2020, mainly focussed on budget development and governance, with a small number of sessions focused on building knowledge and raising awareness of key issues.
3. Because of the increased governance through the Edinburgh Integration Joint Board (EIJB) committee structure, it is timely to review the development session programme for 2021 to ensure that development sessions are beneficial for Board Members and to also agree a regular format for development sessions in 2021.
4. It is proposed the development session programme in 2021 will focus on areas of genuine development, education on important issues and provide the opportunity for Board Members to undertake deep dives into key areas of interest or priority. An agenda and papers will be circulated for all development sessions no later than three working days from the date of the meeting, with a note circulated within ten working days.
5. Recognising the importance and complexity of budget setting and the focus of the EIJB on engaging regularly with the public, it is proposed these two areas are treated as separate strands of work, rather than as themes within the development session programme. Therefore, it is suggested there will be three overarching strands for the 2021 programme:
  - a. Board development sessions;
  - b. Budget development sessions; and
  - c. EIJB public and community engagement sessions
6. Appendix 1 gives Board Members an indication of what the programme could look like for 2021. Recognising the programme is a significant commitment for Board Members and that this would leave seven development sessions, part of this report is to aid discussion about topics for them. The report also aims to aid discussion and agree the Board's tolerance for ad-hoc additional sessions, should timebound issues arise, which may require input from the EIJB out-with the normal calendar.
7. An exercise was carried out in January 2020, asking Board Members what topics they would like to explore further as part of the development session programme and this feedback is included within appendix 1. Subject to the agreement of this paper, a

doodle poll will go out to all Board Members asking them to specify their preferences and this will be pulled together into an agreed programme for the seven development sessions for 2021. Further consideration will also be given on how technology could be utilised to record sessions for subsequent viewing.

8. It is proposed that there is a more structured approach to the budget development sessions for 2021. It is suggested that proposals are shaped through a formal Budget Working Group which would be minuted and make recommendations in terms of actions and decisions to the EIJB. This would require the agreement of the EIJB with a clear remit for the Budget Working Group. Attached at appendix 2 is draft terms of reference for the Budget Working Group.
9. It is also suggested that more of the business that is deemed developmental will be driven through the existing committee structures (e.g. Strategic Planning Group and Futures) to minimise any extra time commitments for Board Members. It is suggested that development sessions do not focus on current EIJB business and this is taken through the relevant Committee.

## **Implications for Edinburgh Integration Joint Board**

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### **Financial**

10. There are no financial impacts arising from this report.

### **Legal / risk implications**

11. There are no legal or risk implications arising from this report.

### **Equality and integrated impact assessment**

12. An equality and integrated impact assessment are not required for this proposal.

### **Environment and sustainability impacts**

13. There are no environment or sustainability impacts arising from this report.

### **Quality of care**

14. There are no quality of care issues arising from this report.

## Consultation

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15. This purpose of this report is to consult with Board Members on ways to make the development sessions valuable and make best use of the time allocated to the sessions.

## Report Author

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## Background Reports

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1. None

## Appendices

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|            |   |
|------------|---|
| Appendix 1 | 2021 Development Session Programme            |
| Appendix 2 | Budget Working Group Draft Terms of Reference |

Appendix 1 - Development Session Programme

|                                   | 2020       |     | 2021 |     |            |     |     |      |                   |     |      |     |     |     |    |
|-----------------------------------|------------|-----|------|-----|------------|-----|-----|------|-------------------|-----|------|-----|-----|-----|----|
|                                   | Nov        | Dec | Jan  | Feb | Mar        | Apr | May | June | July              | Aug | Sept | Oct | Nov | Dec |    |
| Edinburgh Integration Joint Board |            | 14  |      | 2   | 24<br>(BS) | 27  |     | 22   | Council<br>Recess | 17  |      | 26  |     | 7   |    |
| Budget sessions                   |            |     | 25   | 25  | 9<br>(Q&A) |     |     |      |                   |     | 14   |     | 23  |     |    |
| EIJB development sessions         |            | 17  | 12   |     | 17         |     | 18  |      |                   |     |      |     | 5   | 2   | 14 |
| Public engagement sessions        | 17 &<br>19 |     |      |     |            |     |     |      |                   |     |      |     |     |     |    |

Development Session topics suggested in January 2020

|  |   |
|--|---|
| 1. Mental Health and Substance Misuse Services                                   | 2. Inclusive Edinburgh  |
| 3. Public Protection   | 4. Public engagement in the planning process and the real influence of citizens/patients/carers in determining policy and policy choices; |
| 5. Benchmarking performance and learning solutions from others beyond Edinburgh; | 6. Climate change and our response to the climate emergency and Carbon Neutral 2030   |
| 7. Governance of Board and improve its effectiveness                             | 8. Health Inequalities and poverty  |
| 9. Engagement with dentists, optometrists etc.                                   | 10. Poverty Commission  |
| 11. Transformation   | 12. Outputs from Independent Review of Adult Social Care Review   |

## Appendix 2 – Budget Working Group Terms of Reference

### **Budget Working Group Terms of Reference**

#### **1. Constitution of the Working Group**

The budget working group will be established by the Edinburgh Integration Joint Board (EIJB), to review and consider budget proposals developed by officers.

#### **2. Purpose and function**

The budget working group will:

- a) consider the financial plan and settlements from the IJB's partners
- b) support the EIJB to understand the budget challenges faced by the EIJB
- c) assist members to make informed financial planning decisions
- d) set priorities for future financial planning
- e) provide a forum for the Chief Officer and Chief Finance Officer to hear members' views on financial planning.

#### **3. The working group is:**

- a. a non-statutory working group of the EIJB and had no executive powers other than those specifically delegated in the terms of reference
- b. Authorised by the EIJB in investigate any activity within its terms of reference, to seek any information it required from relevant officers to provide information to support the work of the working group
- c. Authorised by the EIJB to invite individuals with relevant experience and expertise to support its functions.

#### **4. The working group shall have the power to establish in exceptional circumstances, sub-groups and / or task and finish groups for the purpose of addressing specific tasks or areas of responsibility if approved by the EIJB.**

#### **5. The terms of reference including the reporting procedures of any sub-groups and / or task and finish groups much be approved but the EIJB on an annual basis.**

### **Membership**

#### **6. All EIJB members will be appointed to the budget working group with the Chair of the EIJB appointed as Chair of the working group. The Vice Chair will assume the role of the Chair in the formal absence of the Chair. Substitutes are not permitted.**

#### **7. Relevant officers will also attend to aid discussions in consultation with Chair and Vice Chair.**

8. The quorum of the working group is at least one half of the voting members of the EIJB.
9. Members and attendees are able to attend in person, by telephone or via videoconferencing. Members attending by electronic means will be counted towards the quorum.

#### **Committee Administration**

10. The Committee shall meet at regular times of the year to enable effective budget setting for the EIJB or at such times where additional budget discussions are required.
11. The Chair may at any time convene additional meetings of the working group to consider business that requires urgent attention.
12. The agenda will be set in advance by the Chair in consultation with the Chief Officer and Chief Finance Officer, reflecting the budget setting cycle for the year.
13. The agenda and papers will be made available no later than three working days before the date of the meeting.
14. A nominated individual from the Chief Officers Office will attend to take an action note of the discussion and key decision points and will include recording those present, and absent. The draft action note will be made available to all attendees within 10 working days.