Edinburgh Integration Joint Board - Annual Cycle of Business

Grouping	Agenda Item	Frequency	Responsibility	2023							
				28-Feb-23	21-Mar-23	18-Apr-23	13-Jun-23	08-Aug-23	26-Sep-23	17-Oct-23	12-Dec-23
				Board	Board	Board	Board	Board	Board	Board	Board
Items of Governance	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			✓					
	Review of Standing Orders	Annually	Committee Services			✓					
	Committee Terms of Reference	Annually	Operations Manager			✓					
	Board assurance annual report	Annually	Operations Manager						✓		
	Review of Governance Handbook	Annually	Operations Manager				✓				
	Escalation Report	Adhoc	Operations Manager	✓							
	Appointments Report	Adhoc	Committee Services	✓							
Items of Strategy	Directions Policy	Annually	Executive Director - Strategic Planning			✓					
	Annual Review of Directions	Annually	Executive Director - Strategic Planning				✓				
	Learning Disabilities Strategy	Adhoc	Executive Director - Strategic Planning				✓				
	Strategic Plan	Adhoc	Executive Director - Strategic Planning			✓					
	Liberton High School Business Case	Adhoc	Executive Director - Strategic Planning	✓							
	Consultation on bed based strategy	Adhoc	Executive Director - Strategic Planning							✓	
	Consulation on Strategic Plan	Adhoc	Executive Director - Strategic Planning							✓	
Items of Performance	Finance Update	Every Meeting	Chief Finance Officer	✓	✓	✓	✓	✓	✓	✓	✓
	Financial Plan	Annually	Chief Finance Officer		✓						
	Savings and Recovery Plan	Annually	Chief Finance Officer		✓						
	Annual Performance Report	Annually	Executive Director - Strategic Planning					✓			
	EIJB Annual Accounts	Annually	Chief Finance Officer						✓		
	Winter Plan	Annually	Executive Director - Operations							✓	
	Chief Social Work Annual Report	Annually	Chief Social Work Officer							✓	
Papers for Noting	Committee Update Report	Every Meeting	Operations Manager	✓	✓	✓	✓	✓	✓	✓	✓
	Annual cycle of business	Every Meeting	Operations Manager	✓	✓	✓	✓	✓	✓	✓	✓