

CÙRAM IS SLAINTE NAN EILEAN SIAR

INTEGRATION JOINT BOARD



Meeting date:	25 January 2024
Item:	8.3
Title:	Integration Joint Board Timetable 2024
Responsible Officer:	Nick Fayers, Chief Officer
Report Author:	Michelle McPhail, Corporate Business Manager, NHSWI

1 Purpose

- Decision

This report relates to a:

- Annual Operation Plan
- NHS Board/Integration Joint Board Strategy or Direction

Competence:

- There are no legal, financial or other constraints associated with the report.

2 Report summary

2.1 Situation

The Integration Joint Board is required to set and agree its schedule of meetings for the year.

2.2 Background

Each year the Integration Joint Board agrees its schedule of meeting dates for the full Integration Joint Board and its governance committee, IJB Audit & Risk Committee.

Last year the IJB agreed to revise its schedule holding 5 full Board meetings and 5 governance committee meetings.

2.3 Assessment

This year a more in-depth review of scheduled dates was carried out, to support the ability of all Voting Members to attend meetings. Last year's attendance was not been fully supported by Comhairle Voting Members.

The review conducted assessed the CnES Elected Members, both appointed and proxy, commitment to Comhairle meetings. However a number of meetings, as yet, have not been confirmed and therefore these will be advised at some point in the year.

The same process was undertaken for the NHS, considering the commitments of Non-Executive Directors.

The current schedule of meetings is:

- Full Board is conducted on the last Thursday each convening month.
- Audit & Risk Committee is held on the second Wednesday of each arranged month.

The result of the assessment identified a number of meeting clashes between the IJB and Comhairle.

Therefore a revised schedule has been proposed:

- IJB to meet on the third Thursday of each convening month, and
- Audit & Risk Committee to meet on the first Thursday of each convening month.

The proposal, however does require a further change to enable the IJB to scrutinise its Annual Accounts.

In June the Draft Annual Accounts are presented and then External Audit present the audited Annual Accounts in September. Given the challenges in auditing processes, June and September meetings will be held as close as possible to the end of the months.

The proposal has been discussed with Asif Haseeb, Audit Scotland (External Auditors) and Stephanie Hume, Azets (Internal Auditors), who have advised that they would be content with the proposed changes.

The proposed schedule of meetings is:

- 5 Integration Joint Board meetings;
- 5 Integration Joint Board Audit & Risk Committee meetings
- 4 development sessions per year.
- Proposed dates for the IJB Strategic Planning Group & the NCS Sub-Committee to be confirmed.

Proposed Timetable 2024

Meeting / Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
IJB		22.02	28.03 ⁱ			27.06			19.09 30.09 ⁱⁱ		21.11	
A&RC		01.02	07.03			12.06			04.09		06.11	
Development		22.02			16.05			15.08				
Strategic Planning Group – dates TBC												

- i) The Chief Officer will be on leave and therefore retained the last Thursday of the month
- ii) Single agenda item – Audited Annual Accounts

2.3.1 Quality/ Patient Care

There is no direct positive or negative impact on quality of care (and services) noted within this report.

2.3.2 Workforce

The report does not make specific reference to staff including resources, staff health and wellbeing.

2.3.3 Financial

The report does not make any financial requirement and therefore does not require review or sign-off by the Chief Finance Officer.

Accountants Name	Signature
Comment from the Chief Finance Officer:	

2.3.4 Risk Assessment/Management

The risk associated with retaining the current schedule of meetings may result in meetings not being quorate and requiring rescheduling, which placed additional pressure of colleagues' diaries and commitment's.

However, if meetings are quorate but with the minimum of voting attendees, the quality of the scrutiny and constructive challenging may be reduced and therefore the Board would need to consider if it is discharging its duties appropriately.

The IJB quorum level is 2 NHS & 2 CnES Voting Member attendance from 4:4 appointed. The Audit & Risk Committee recently increased its membership from 2:2 to 3:3 with a quorum of 2:2.

2.3.5 Equality and Diversity, including health inequalities

State how this supports the Public Sector Equality Duty, Fairer Scotland Duty, and the Board's Equalities Outcomes.

An impact assessment has not been completed because as it has no relevance to the subject of meeting dates. Meeting will continue to be available to all who wish to attend either in person or via Teams meeting facilities.

2.3.6 Climate Emergency and Sustainability Development

State how this report will support or impact on the Scottish Government's policy on Global Climate Emergency and Sustainability Development DL(2021)38.

The report has no direct impact on Climate Emergency and Sustainability Development.

2.3.7 Other impacts

No other relevant impacts.

2.3.8 Communication, involvement, engagement and consultation

The Board has carried out its duties to involve and engage external stakeholders where appropriate:

State how this has been carried out and note any meetings that have taken place.

- Discussed with Chief Officer and Chief Finance Officer
- Discussed with Chair and Vice-Chair of the IJB
- Discussed with Asif Haseeb, Audit Scotland – External Auditors
- Discussed with Stephanie Hume, Azets – Internal Auditors

2.3.9 Route to the Meeting

This has been previously considered by the following groups as part of its development. The report has not been discussed by any other group or committee as it is not a delegated function to any other party.

2.4 Recommendation

- **Decision** – Reaching a conclusion after the consideration of options.

3 List of appendices

The following appendices are included with this report:

- No appendices