

CÙRAM IS SLAINTE NAN EILEAN SIAR

INTEGRATION JOINT BOARD



Meeting date: 21 November 2024

Item: 7.1

Title: Integration Joint Board Timetable & Workplan 2025

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. To support the preparation and presentation of key governance documents and activity throughout the year the Board workplan should be set.

2.2 Background

In governance terms it is prudent to ensure that the workplan is developed and sets out both the schedule of committee meetings alongside the activity required to ensure that the Board undertakes and completes timeously competent business to support planning, delivery and scrutiny.

In 2022 year the IJB agreed to revise its schedule holding 5 full Board meetings and 5 governance committee meetings annually.

2.3 Assessment

Proposed Timetable 2025

In reviewing the draft schedule of meetings, cognisance was taken to the proposed partner body meetings, CnES and Western Isles Health Board.

Meeting / Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
IJB (3 rd Thur)		20.02	20.03 **			19.06 26.06 iii			18.09		20.11	
A&RC (1 st Wed)		05.02 11.02ii	05.03			04.06			03.09		05.11	
Development	23.01	20.02 i			15.05			21.08				
Strategic Planning Group – dates TBC												

- i) Budget setting awareness
 - ii) Moved the date to accommodate the CnES P&R
 - iii) Moved the date to accommodate the CnES A&S – the change will enable later date to present the draft annual accounts
- ** The meeting is to propose and obtain decision on the budget setting for 2025/26

Proposed Workplan for 2025.

At appendix 1 is the proposed workplan for the IJB and its Audit & Risk Committee for 2025, denoting key areas of work to deliver and monitor performance in-year.

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

No risks

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. Meetings 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.

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:

- Item 7.1.1 – IJB & IJBA&RC Workplan 2025

END