

Integration Joint Board

Date of Meeting: 29 November 2023

Title of Report: Proposed IJB and Committee/Group Dates

Presented by: Charlotte Craig

The Integration Joint Board is asked to:

- Approve the planned dates

1. EXECUTIVE SUMMARY

The Integration Joint Board produces an annual programme of its governance for approval to ensure it meets the requirements of the Scheme of Integration and support good financial management. The proposed dates are consistent in the approach for committee's and groups and propose five public meetings of the Integration Joint Board over the previous years six.

2. INTRODUCTION

Standing orders noted the following instruction on the meetings of the Integration Joint Board. The IJB has taken into consideration the period of recess for elected members in July which potentially impacts on quoracy.

4. Meetings

4.1 The first meeting of the Integration Joint Board will be convened at a time and place to be determined by the Chairperson. Thereafter Integration Joint Board shall meet at such place and such frequency as may be agreed by the Integration Joint Board.

4.2 The Chairperson may convene special meetings if it appears to him/her that there are items of urgent business to be considered. Such meetings will be held at a time, date and venue as determined by the Chairperson. If the Office of Chairperson is vacant, or if the Chairperson is unable to act for any reason the Vice-Chairperson may at any time call such a meeting.

4.3 If the Chairperson refuses to call a meeting of the Integration Joint Board after a requisition for that purpose specifying the business proposed to be transacted, signed by at least two thirds of the voting members, has been presented to the Chairperson or if, without so refusing, the Chairperson does not call a meeting within seven days after such requisition has been presented, those members who presented the requisition may forthwith call a meeting provided no business shall be transacted at the meeting other than specified in the requisition.

4.4 Adequate provision will be made to allow for members to attend a meeting of the Integration Joint Board or a committee of the Integration Joint Board either by being present together with other members in a specified place, or in any other way which enables members to participate despite not being present with other members in a specified place.

5. Notice of Meeting

5.1 Before each meeting of the Integration Joint Board, or a committee of the Integration Joint Board, a notice of the meeting, specifying the time, place and business to be transacted at it and agreed by the Chairperson, or by a member authorised by the Chairperson to agree on his/her behalf, shall be delivered to every member by electronic means so as to be available to them at least five full working days before the meeting. Failure of service of the notice on any member shall not affect the validity of anything done at a meeting.

5.2 In the case of a meeting of the Integration Joint Board called by members in default of the Chairperson, the notice is to be signed by those members who requisitioned the meeting.

5.3 At all ordinary or special meetings of the Integration Joint Board, no business other than that on the agenda shall be discussed or adopted except where by reason of special circumstances, which shall be specified in the minutes, the Chairperson is of the opinion that the item should be considered at the meeting as a matter of urgency.

6. Quorum

6.1 No business shall be transacted at a meeting of the Integration Joint Board unless there are present, and entitled to vote both Council and NHS Board members and at least one half of the voting members of the Integration Joint Board are present.

6.2 If within ten minutes after the time appointed for the commencement of a meeting of the Integration Joint Board, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed and the minute of the meeting will disclose the fact.

Excerpt Argyll & Bute Integration Joint Board Standing Orders

3. DETAIL OF REPORT

The Integration Joint Board is asked to approve the proposed dates for the forthcoming financial year supporting the planned governance of the board. As far as possible the dates seek to be in a timeous sequence to ensure the ability to communicate across the partnership where this is required.

The Integration Joint Board has previously had a public meeting in both August and September to allow for a bi-monthly approach and avoid elected member recess. Some reflection on the maturity of the IJB's governance, the maintenance of the quality, timeliness of reporting and availability of data. The proposal is that we do not have the back to back board August and September, maintain the period that supports recess and focus on a robust plan for the delivery of the business of the IJB to provide assurance.

Standing orders as noted in the introduction allow for the IJB to call a special board where required.

4. RELEVANT DATA AND INDICATORS

The dates are proposed to ensure the quoracy and function of the Integration Joint Board alongside the governance of partners in a timeous sequence for the consideration of business across the partnership.

5. CONTRIBUTION TO STRATEGIC PRIORITIES

Ensures the good governance of the Integration Joint Board.

6. GOVERNANCE IMPLICATIONS

- 6.1 **Financial Impact** – ensure timeous consideration of budgetary matters.
- 6.2 **Staff Governance** – ensure regular reporting on staff governance in the public domain.
- 6.3 **Clinical and Care Governance** – ensure regular reporting to ensure safe delivery of services.

7. PROFESSIONAL ADVISORY

Advisory has been sought to ensure committees/SPG runs to external timelines and the Chair/Vice Chair/Chief Officer and Head of Finance are able to conduct the business of the IJB.

8. EQUALITY & DIVERSITY IMPLICATIONS

Ensures the public reporting of the public duties of the IJB.

9. GENERAL DATA PROTECTION PRINCIPLES COMPLIANCE

Not applicable to this paper.

10. RISK ASSESSMENT

Addresses in part any strategic risk in respect of governance

11. PUBLIC & USER INVOLVEMENT & ENGAGEMENT

None noted for this report.

12. CONCLUSIONS

The Integration Joint Board is asked to approve the proposed dates with the proposal for an improved planning process delivering the business of the board.

13. DIRECTIONS

Directions required to Council, NHS Board or both.	Directions to:	tick
	No Directions required	x
	Argyll & Bute Council	
	NHS Highland Health Board	
	Argyll & Bute Council and NHS Highland Health Board	

REPORT AUTHOR AND CONTACT

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