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| <b>Report To:</b>       | <b>Inverclyde Integration Joint Board</b>   | <b>Date:</b>       | <b>23 June 2020</b> |
| <b>Report By:</b>       | <b>Corporate Director (Chief Officer),<br/>Inverclyde Health &amp; Social Care<br/>Partnership</b>              | <b>Report No:</b>  | <b>SL/LP/042/20</b> |
| <b>Contact Officer:</b> | <b>Sharon Lang</b>  | <b>Contact No:</b> | <b>01475 712112</b> |
| <b>Subject:</b>         | <b>Inverclyde Integration Joint Board (IJB) and IJB Audit Committee –<br/>Proposed Dates of Future Meetings</b> |                    |                     |

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to request agreement of a timetable of meetings for both the Inverclyde Integration Joint Board (IJB) and the IJB Audit Committee for 2020/21.
- 1.2 Members will note from the 2020/21 timetable that it is proposed to hold six meetings of the Integration Joint Board, allowing for an additional meeting in June, and three meetings of the IJB Audit Committee. To tie in with the arrangements for signing off the annual accounts, it is proposed that the September IJB and IJB Audit Committee be moved to later in the month, on 21 September 2020.
- 1.3 To avoid a potential clash with a number of meetings arranged by NHS Greater Glasgow & Clyde and which are attended by members of the IJB, the meetings in this cycle have been moved from Tuesdays to Mondays.
- 1.4 As in previous years, meetings of the IJB and IJB Audit Committee are scheduled to begin at 2pm and 1pm respectively. The only exception to this is the IJB Audit Committee on 21 September. It is proposed that on that day, members meet with the External Auditors and Chief Internal Auditor at 12 noon (via video conference) without other senior officers present, as provided for in the Committee's Terms of Reference, and that the usual business of the Committee commence at 1pm.

## **2.0 RECOMMENDATION**

- 2.1 It is recommended that agreement be given to the timetable of meetings for the Inverclyde Integration Joint Board and IJB Audit Committee for 2019/20 as detailed in the appendix to the report.
- 2.2 It is recommended that, in the light of the current COVID-19 emergency, the September meetings of the Integration Joint Board and IJB Audit Committee be held via video conferencing and that the arrangements for future meetings be reviewed thereafter, taking account of the public health situation at that time

### 3.0 BACKGROUND

- 3.1 The Standing Orders of the Inverclyde Integration Joint Board (IJB) provide for meetings to be held at such place and such frequency as may be agreed by the Board. The proposal in this report is for six meetings to be arranged for the period from September 2020 to June 2021, with all meetings commencing at 2pm. The additional June meeting of the Board has been formalised in the timetable.
- 3.2 In June 2016, an Audit Committee was established as a Standing Committee of the IJB. The Audit Committee's Terms of Reference provide for the Committee to meet at least three times each financial year and that there be at least one meeting a year, or part thereof, where the Committee meets the External Auditors and Chief Internal Auditor without other senior officers present.
- 3.3 It is proposed that the IJB Audit Committee meets on three of the six dates on which the IJB meets in September, January and March.
- 3.4 It is also proposed that, in the light of the current COVID-19 emergency, the September meetings of the Integration Joint Board and IJB Audit Committee be held via video conferencing and that the arrangements for future meetings be reviewed thereafter, taking account of the public health situation at that time

### 4.0 IMPLICATIONS

#### Finance

- 4.1 There are no financial implications arising from this report.

#### Financial Implications:

##### One Off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report | Virement From | Other Comments |
|-------------|----------------|--------------|----------------------------|---------------|----------------|
| N/A         | N/A            | N/A          | N/A                        | N/A           | N/A            |

##### Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact | Virement From (if Applicable) | Other Comments |
|-------------|----------------|------------------|-------------------|-------------------------------|----------------|
| N/A         | N/A            | N/A              | N/A               | N/A                           | N/A            |

#### Legal

- 4.2 None.

#### Human Resources

- 4.3 None.

#### Equalities

- 4.4 There are no equality issues within this report.

#### 4.4.1 Has an Equality Impact Assessment been carried out?

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|---|
|   |
| X |

YES (see attached appendix)

NO – This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

#### 4.4.2 How does this report address our Equality Outcomes

There are no Equalities Outcomes implications within this report.

| Equalities Outcome  | Implications |
|---|--------------|
| People, including individuals from the above protected characteristic groups, can access HSCP services.                           | None         |
| Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.        | None         |
| People with protected characteristics feel safe within their communities.   | None         |
| People with protected characteristics feel included in the planning and developing of services.                                   | None         |
| HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do. | None         |
| Opportunities to support Learning Disability service users experiencing gender based violence are maximised.                      | None         |
| Positive attitudes towards the resettled refugee community in Inverclyde are promoted.  | None         |

#### Clinical or Care Governance

4.5 There are no clinical or care governance issues within this report.

#### National Wellbeing Outcomes

4.6 How does this report support delivery of the National Wellbeing Outcomes

There are no National Wellbeing Outcomes implications within this report.

| National Wellbeing Outcome  | Implications |
|---|--------------|
| People are able to look after and improve their own health and wellbeing and live in good health for longer.  | None         |
| People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community. | None         |
| People who use health and social care services have positive experiences of those services, and have their dignity respected.   | None         |
| Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.   | None         |
| Health and social care services contribute to reducing health inequalities.   | None         |
| People who provide unpaid care are supported to look after their own health and wellbeing, including reducing any negative impact of their caring role on their own health and wellbeing.                   | None         |

|  |      |
|--|------|
| People using health and social care services are safe from harm.   | None |
| People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide. | None |
| Resources are used effectively in the provision of health and social care services.  | None |

## 5.0 CONSULTATIONS

5.1 The Corporate Director (Chief Officer) has been consulted in the preparation of this report.

## 6.0 DIRECTIONS

|     |  |                                       |   |
|-----|--|---------------------------------------|---|
| 6.1 | <b>Direction Required to Council, Health Board or Both</b> | Direction to:                         |   |
|     |  | 1. No Direction Required              | X |
|     |  | 2. Inverclyde Council                 |   |
|     |  | 3. NHS Greater Glasgow & Clyde (GG&C) |   |
|     |  | 4. Inverclyde Council and NHS GG&C    |   |

## 7.0 BACKGROUND PAPERS

7.1 N/A

**TIMETABLE 2020/21**

| <b>IJB/IJB Audit Committee</b>     | <b>Submission Date – 9am</b> | <b>Pre-Agenda Date</b>      | <b>Issue Agenda</b> | <b>Date of Meeting</b>                         |
|------------------------------------|------------------------------|-----------------------------|---------------------|--|
| IJB Audit Committee                | 28 August                    | Monday 7 September – 2.15pm | 11 September        | <b>Monday 21 September – 12 noon, then 1pm</b> |
| Inverclyde Integration Joint Board | 28 August                    | Monday 7 September – 3pm    | 11 September        | <b>Monday 21 September – 2pm</b>               |
| Inverclyde Integration Joint Board | 9 October                    | Monday 19 October – 3pm     | 23 October          | <b>Monday 2 November – 2pm</b>                 |
| IJB Audit Committee                | 18 December                  | Monday 11 January – 2.15pm  | 15 January          | <b>Monday 25 January – 1pm</b>                 |
| Inverclyde Integration Joint Board | 18 December                  | Monday 11 January – 3pm     | 15 January          | <b>Monday 25 January – 2pm</b>                 |
| IJB Audit Committee                | 26 February                  | Monday 8 March – 2.15pm     | 12 March            | <b>Monday 22 March – 1pm</b>                   |
| Inverclyde Integration Joint Board | 26 February                  | Monday 8 March – 3pm        | 12 March            | <b>Monday 22 March – 2pm</b>                   |
| Inverclyde Integration Joint Board | 23 April                     | <u>Tuesday</u> 4 May – 3pm  | 7 May               | <b>Monday 17 May – 2pm</b>                     |
| Inverclyde Integration Joint Board | 28 May                       | Monday 7 June – 3pm         | 11 June             | <b>Monday 21 June – 2pm</b>                    |