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<b>Report To:</b>	<b>Inverclyde Integration Joint Board</b>	<b>Date:</b>	<b>7 November 2022</b>
<b>Report By:</b>	<b>Kate Rocks Chief Officer, Inverclyde Health &amp; Social Care Partnership</b>	<b>Report No:</b>	<b>VP/LS/91/22</b>
<b>Contact Officer:</b>	<b>Vicky Pollock</b>	<b>Contact No:</b>	<b>01475 712180</b>
<b>Subject:</b>	<b>Future Delivery of IJB Meetings</b>		

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## **1.0 PURPOSE AND SUMMARY**

- 1.1  For Decision  For Information/Noting
- 1.2 The purpose of this report is to provide the Inverclyde Integration Joint Board (IJB) with proposals around the future delivery of formal IJB meetings.
- 1.3 Meetings of the IJB and the IJB Audit Committee have been held virtually since June 2020 as a result of the Covid-19 pandemic. Given the passage of time and the move towards a more consistent working environment, it is appropriate for the IJB to review its current meetings arrangements, and to resolve what they should be going forward, in order to provide IJB Members, officers and the public with clarity around the arrangements.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Inverclyde Integration Joint Board agrees:-
1. that meetings of the Inverclyde Integration Joint Board and Inverclyde Integration Joint Board Audit Committee are all held on a fully remote basis for the remainder of the 2022/23 timetable of meetings;
  2. that public attendance be facilitated by arrangements for live streaming of meetings onto YouTube (or such substitute medium as the Council might subsequently use), to begin from the next meetings of the Inverclyde Integration Joint Board and Inverclyde Integration Joint Board Audit Committee;
  3. that press access to Inverclyde Integration Joint Board meetings continues as it does currently, namely by being invited to the Webex/Teams meeting; and
  4. that the remote meeting protocol set out at Appendix 1 is approved.
- 2.2 It is recommended that the Inverclyde Integration Joint Board notes:-

1. the move to Microsoft Teams, and that Inverclyde Integration Joint Board meetings will still use Webex for the time being, but that these will also, in due course, move over to Microsoft Teams; and
2. that officers will bring proposals to the June 2023 meeting of the Inverclyde Integration Joint Board to agree meeting arrangements for the 2023/24 cycle of meetings.

**Kate Rocks**  
**Chief Officer**  
**Inverclyde Health and Social Care Partnership**

### **3.0 BACKGROUND AND CONTEXT**

- 3.1 IJB members will be aware that temporary meeting arrangements were put in place in May/June 2020 to enable the essential and critical business of the IJB to continue during the Covid-19 pandemic. These arrangements have been subject to ongoing review in line with Scottish Government advice and guidance and informed by the experience of the IJB.
- 3.2 At its meeting on 27 June 2022, the IJB agreed that fully remote meetings were to continue, with the main IJB and IJB Audit Committee meetings being held by video conference, with the option of meeting in person for smaller consultations. It was also remitted to officers to consider the logistics of live-streaming meetings and to bring a report to the IJB for consideration.
- 3.3 By necessity, the move to remote meetings was originally taken quickly, and in response to the pandemic and the changing nature of it, coupled with its impact on the IJB and the Inverclyde area. However, what were thought to be short-term and temporary arrangements have now become long-term and more permanent. With the gradual relaxation of UK and Scottish Government Covid-19 related regulations and guidance, and the return to a more normal and consistent way of working, it is suggested that the IJB now needs to consider and decide what its future meeting arrangements should be.

### **4.0 PROPOSALS**

#### **Continuation of Fully Remote meetings**

- 4.1 It is the view of officers that fully remote IJB and IJB Audit Committee meetings have been successful. This approach has continued to help keep IJB members, officers and the public safe, whilst enabling meetings to be conducted in an efficient and effective manner. In addition, holding meetings in this way makes for a more efficient use of officer time, which is particularly important given the current challenges around resource capacity.
- 4.2 It is therefore proposed that meetings of the IJB and IJB Audit Committee continue to be held on a fully remote basis for the remainder of the 2022/23 timetable of meetings. This arrangement will be continually reviewed and officers will bring proposals to the June 2023 meeting of the IJB to agree meeting arrangements for the 2023/24 cycle of meetings.

#### **Public Access**

- 4.3 The Standing Orders for the IJB make provision for admission to meetings of members of the public and press in an effort to promote transparency and accessibility. The Standing Orders also allow for remote meetings.
- 4.4 A high number of other IJBs are currently proceeding with fully virtual meetings, with proceedings being live-streamed, either through YouTube or Webcasting facilities, or recorded for future upload. Viewings are generally low. Since the IJB was established, public attendance at Inverclyde IJB meetings have been in very small numbers – both in person and virtually. This attendance usually includes press representatives, interested organisations and members of the public with an interest in a particular agenda item.
- 4.5 The IJB is transparent in its work and the business of the IJB is published via the IJB's webpage on the Council's website, and other routes. All IJB meetings since June 2020 have been recorded, however, they have not been uploaded onto the Council's YouTube page. The recordings are available should any member of the public wish to request access to them.
- 4.6 It is also proposed that, in order to ensure public access to meetings, all future IJB and IJB Audit meetings are livestreamed via YouTube. Officers will support IJB members with these

arrangements through the adoption of an updated remote meeting protocol, which can be found at Appendix 1.

### Hybrid Meeting Model

- 4.7 IJB members will be aware that Inverclyde Council provides all administrative support for IJB and IJB Audit Committee meetings, including the use of the Council’s ICT system. The Council has recently agreed that all of its meetings will be held on a hybrid basis (i.e. part remote and part in-person) at the Council’s buildings, in accordance with approved remote and hybrid meeting protocols. Public attendance is facilitated by permitting physical attendance and live streaming of meetings onto YouTube. The Council is currently moving to Microsoft 365, with meetings organised by way of Microsoft Teams. However, Webex will continue to be used for Committee meetings, and therefore IJB meetings, as this has the functionality required for hybrid meetings and to live-stream via YouTube.
- 4.8 While it is proposed that fully remote meetings continue for the remainder of the 2022/23 IJB meeting cycle, IJB members may wish to consider holding development sessions using a hybrid model so that this approach can be tested so IJB members can make an informed decision about meeting arrangements when officers bring a report back to the IJB in June 2023.

### 5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk	X		
Human Resources	X		
Strategic Plan Priorities	X		
Equalities		X	
Clinical or Care Governance		X	
National Wellbeing Outcomes		X	
Children & Young People’s Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection		X	

### 5.2 Finance

There are no financial implications arising from this report and its proposals.

#### 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

### 5.3 Legal/Risk

There is a need for the IJB to ensure that its meetings are suitably accessible to the public and other stakeholders, and at the same time ensure such meetings are conducted in a manner that complies with the relevant regulations and guidelines that have been introduced as a consequence of the Covid-19 pandemic. The proposals in this report, coupled with ongoing review will ensure that these legal requirements are met.

The IJB's Standing Orders regulate the proceedings and business of the IJB. Standing Orders 10.6 and 23 relate to holding meetings remotely and the attendance of the public. Ultimately, it is up to the IJB to decide how it wishes to deliver its meetings in order to ensure transparency and accessibility for members of the public.

### 5.4 Human Resources

The main implication is the impact on officers in connected with the administrative arrangements of IJB meetings. It is assessed that the proposals in this report can be supported by the relevant officers, as they are now. IJB members should, however, be aware of the additional officer support that is needed for holding and live-streaming remote meetings, that was not previously required for in-person meetings.

### 5.5 Strategic Plan Priorities

This report helps deliver Strategic Plan Big Action 6 – we will build on the strengths of our people and our community.

### 5.6 Equalities

The decision to live-stream meetings would

#### (a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required.  The decision to record and live-stream meetings will increase the accessibility of meetings to members of the public where the option to attend in person is unavailable.

#### (b) Equality Outcomes

How does this report address our Equality Outcomes?

<b>Equalities Outcome</b>	<b>Implications</b>
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

### 5.7 Clinical or Care Governance

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

### 5.8 National Wellbeing Outcomes

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

<b>National Wellbeing Outcome</b>	<b>Implications</b>
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

### 5.9 Data Protection

Has a Data Protection Impact Assessment been carried out?

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

X
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NO – Assessed as not relevant as the proposals in this report do not involve data processing which may result in a high risk to the rights and freedoms of individuals.

**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 CONSULTATION**

7.1 The Chief Officer and Chief Financial Officer have been consulted in the preparation of this report.

**8.0 BACKGROUND PAPERS**

8.1 None.

## **INVERCLYDE INTEGRATION JOINT BOARD REMOTE MEETING PROTOCOL**

This protocol and procedure rules provide guidance for the conduct of any remote online meeting of the IJB and the IJB Audit Committee.

This protocol should be read in conjunction with the IJB's Standing Orders. In this event of a conflict between (i) this protocol and these procedure rules, and (ii) the IJB's Standing Orders, then this protocol and these procedural rules shall prevail while they remain in force and effect.

### **1. Advance Questions**

- a. All members are encouraged to support the meeting arrangements by asking questions of clarification or detail in advance of the meeting. This may assist members on points of clarification before the meeting and to allow IJB members to focus on the key issues and items for decision. Questions can of course be asked at the meeting. However, it would also assist if any members who wish to speak on a particular agenda item could indicate their wish to speak to the Chair in advance of the start of the meeting where possible.

### **2. IJB Meeting**

- a. All members have been provided with the Webex meeting guide for attendees.
- b. At their discretion, members can choose a neutral background for the meeting but members should note this may affect their connectivity.
- c. To support the videoconferencing meeting, the Senior Committee Officer's role will be to issue Webex invites, to host the meeting, to manage declarations of interest by moving Members to the lobby and re-admitting them to the meeting at the appropriate time and expelling the public and press from the meeting at the appropriate juncture. It will also be the Senior Committee Officer's role to make contact with any member who loses connectivity by sending a text message to that member with a number which will permit that member to re-join the meeting by phone if they are unable to reconnect by video. A note of the number will also be provided on the hard copy of the agenda/papers issued to members.
- d. The Chair will, at the beginning of the meeting, briefly recap the protocol for participation in the meeting. A roll call of attendees will then be taken by the Senior Committee Officer and declarations of interest will be requested. If a Member joins the meeting after the roll call, he/she is requested to use the chat function to notify everyone.
- e. The normal quorum requirements for meetings as set out in the IJB's Standing Orders shall apply to remote meetings.
- f. Members should not leave the meeting during any item of business. Failure of the remote meeting connection is dealt with later in this note.



### **3. Meeting Procedure**

a. Members are kindly asked to follow the procedure below during the meeting:

- The meeting link will be opened 15 minutes prior to its commencement and Members are asked to join the meeting as early as possible prior to the stated commencement time.
- All members should ensure their automatic Webex identifier clearly states their name.
- Members should be careful not to allow exempt or confidential papers to be seen in the video feed.
- All members on video should have their microphones muted when not talking.
- Any members participating by phone should, if possible, mute their telephone microphone when not speaking.
- Members should use the chat facility on Webex to indicate to the Chair that they wish to speak. This can be facilitated by sending a message to all participants. The chat facility "to everyone" is part of the public record.
- Members should unmute their microphone when the Chair invites them to speak.
- Only one person may speak at any one time.
- When referring to a specific report, page or paragraph, please mention the report, page or paragraph so that all members have a clear understanding about what is being discussed at all times.
- If a member requires to leave the remote meeting temporarily for any reason other than connection failure, the member must send a message through the chat to everyone facility to ensure their temporary absence can be noted and the member must send a similar message when returning to the meeting to ensure this is recorded in the minute.
- Any member participating by phone who requires to leave the remote meeting temporarily must state this when departing from and re-joining the meeting.
- If a member requires to leave the remote meeting early, the member must send a message through the chat to everyone facility to ensure this is recorded in the minute.
- Any member participating by phone who requires to leave the remote meeting early must state this when departing from the meeting.
- Any Officer who leaves the meeting must advise the IJB of their departure by using the chat to everyone facility.

### **4. Discussion**

- a. The Chair will introduce each item on the agenda and manage the business on the agenda.
- b. Normal procedures will be followed in terms of questions, discussions, motions, amendments etc. As stated above, members must use the chat facility on Webex to indicate to the Chair that they wish to speak. The Chair will regularly monitor the chat function to ensure that members are engaged. This function will not be available to

members who are not on the video feed. The Chair will therefore ask those members individually at each item if they wish to speak.

- c. Members who wish privacy for any reason can choose to disable temporarily, or for the whole duration of the meeting, their own video function but in this situation the chat function remains available to them for their participation in the progress of the meeting. If members disable their video function temporarily to retrieve papers or to relocate their seating/access location this will not constitute leaving the meeting unless they are not able to hear meeting progress or participate in the meeting in which case they should instead notify everyone they are temporarily leaving the meeting as noted above.
- d. When the Chair is satisfied that there has been sufficient debate, the Chair will progress to making a decision.
- e. Every effort shall be made by Voting Members of the IJB to ensure that as many decisions as possible are made by consensus. However, if there is a vote on an agenda item, the vote will be taken by roll call and the number of votes for or against the motion or abstaining from voting will be recorded.
- f. The Legal Adviser to the IJB will call out the name of each Voting Member present with:
  - Voting Members stating “motion” or “amendment” to indicate their vote when their name is called or otherwise to “abstain”;
  - the Legal Adviser to the IJB will clearly state the result of the vote and the Chair will then move onto the next agenda item.
- g. In the case of equality of votes, the Chair shall not have a second or casting vote.
- h. Where there is an equality of votes, if the members still wish to pursue the issue voted on the Chair may either adjourn consideration of the matter to the next meeting of the IJB or to a special meeting of the IJB to consider the matter further or refer the matter to dispute resolution as provided for in the Integration Scheme. Otherwise, the matter shall fall.

## **5. Declarations of Interest**

- a. Any member who declares an interest in any item of business which would normally require them to leave the room, must also leave the remote meeting. The Senior Committee Officer will move that member to the “lobby” and readmit the member at the appropriate time.

## **6. Exclusion of Public and Press**

- a. Where a confidential or “exempt” item is under consideration, the Senior Committee Officer and Legal Adviser to the IJB will ensure that there are no members of the public

or press in remote attendance or remotely accessing the meeting and able to hear or see the proceedings once the exclusion has been agreed by the meeting.

- b. Members must ensure that there are no other persons present who are not entitled to be (either hearing or seeing) consideration of such items, and/or recording the proceedings.

## **7. Connection Failure**

- a. If any member loses connection they should try to re-join the meeting. If unsuccessful, members should call the join by phone number provided in the Webex meeting invitation. The Senior Committee Officer, immediately upon becoming aware that a member has lost connectivity, will notify the Chair and will attempt to contact the member with a note of the phone number to enable the member to rejoin the meeting by audio. A note of the phone number will also be provided to members on the hard copy of the agenda and papers issued.
- b. When it appears there has been a remote meeting connection failure affecting a member or members, the Chair should immediately determine if the meeting is still quorate:
  - If it is, then at the discretion of the Chair, having regard to the nature of the item of business either:
    - (i) the business of the meeting may continue; or
    - (ii) the meeting will be paused for a maximum period of 5 minutes to allow reconnection of the member or members affected, during which time no business will be considered or transacted, the presumption being that when either the affected members have reconnected or 5 minutes have expired the meeting will continue to deal with business, provided it remains quorate.
  - If there is no quorum, then:
    - (i) the meeting will be paused for a maximum period of 5 minutes to allow reconnection of the member or members affected, during which time no business will be considered or transacted;
    - (ii) if the affected member or members reconnect to the meeting and the meeting is once again quorate, the meeting will continue to deal with the business;
    - (iii) if after 5 minutes the meeting is still not quorate, the meeting shall adjourn for a further period specified by the Chair, expected to be no more than 15 minutes to allow the reconnection to be re-established; and
    - (iv) if, after such an adjournment, the meeting is still not quorate then the meeting shall be further adjourned to an appropriate date and time.

The presumption is that a quorate meeting will continue to deal with business.

- c. If the connection is successfully re-established, then the remote member(s) will be deemed to have returned at the point of re-establishment.
- d. If a member has a connection failure and is able to re-join the meeting, the member must use the chat to everyone facility to advise the IJB and to indicate the items for which they were not present.
- e. If the connection to the Chair is lost, the Vice-Chair will exercise discretion in terms above. If the Vice-Chair is not present (or connection is lost), the remaining members will elect a replacement Chair for the purpose only of exercising the Chair's discretion in terms above.

## **8. Attendance of the Public**

- a. When meetings are held remotely the public will therefore be unable to physically attend the meeting. Members of the public will be able to view all IJB and IJB Audit Committee meetings which will be live streamed on the Council's website.