
Report To:	Inverclyde Integration Joint Board	Date:	26 June 2023
Report By:	Kate Rocks Chief Officer, Inverclyde Health & Social Care Partnership	Report No:	VP/LS/060/23
Contact Officer:	Vicky Pollock	Contact No:	01475 712180
Subject:	Inverclyde Integration Joint Board (IJB) and IJB Audit Committee – Proposed Dates of Future Meetings		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to seek agreement of a timetable of meetings for both the Inverclyde Integration Joint Board (IJB) and the IJB Audit Committee for 2023/24.

1.3 Members will note from the 2023/24 timetable that it is proposed to hold six meetings of the IJB, allowing for an additional meeting in late June and three meetings of the IJB Audit Committee.

2.0 RECOMMENDATIONS

2.1 It is recommended that agreement be given to the timetable of meetings for the IJB and the IJB Audit Committee for 2023/24, as detailed in the appendix to the report.

Kate Rocks
Chief Officer
Inverclyde Health and Social Care Partnership

3.0 BACKGROUND AND CONTEXT

- 3.1 The Standing Orders of the IJJB provide for meetings to be held at such place and such frequency as may be agreed by the IJJB. The proposal in this report is for six meetings to be arranged for the period from September 2023 to June 2024, with all meetings commencing at 2pm.
- 3.2 In June 2016, an Audit Committee was established as a Standing Committee of the IJJB. The Audit Committee's Terms of Reference provide for the Committee to meet at least three times each financial year and that there must be 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 IJJB Audit Committee meets on three of the six dates on which the IJJB meets, in September, March and June, as requested by the IJJB Audit Committee in March 2022.

4.0 PROPOSALS

- 4.1 It is anticipated that the arrangements for signing off the annual accounts will revert to September 2023, having previously been considered at Special Meetings in November 2021 and 2022 during the Covid pandemic. It is therefore proposed that the IJJB and IJJB Audit Committee meet on 25 September 2023 for this purpose and that on this day members of the Audit Committee meet with the External Auditors and Chief Internal Auditor at 12 noon, without other senior officers present as provided for in the IJJB Audit Committee's Terms of Reference, and that the usual business of the IJJB Audit Committee commence at 1pm.
- 4.2 To avoid a potential clash with a number of meetings arranged by NHS Greater Glasgow & Clyde, and which are attended by members of the IJJB, the meetings for the IJJB and IJJB Audit Committee are on Mondays.
- 4.3 Meetings of the IJJB Audit Committee and IJJB are scheduled to begin at 1pm and 2pm respectively. The only exception to this is the IJJB Audit Committee on 25 September 2023, as detailed at paragraph 4.1 above.
- 4.4 A report on the future delivery of IJJB meetings will be considered as a separate agenda item.
- 4.5 It is proposed that the IJJB notes the content of this report and agrees the IJJB and IJJB Audit Committee timetable of meetings for 2023/2024 as attached in the appendix to this report.

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.

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 are no legal/risk implications arising from this report.

5.4 Human Resources

There are no Human Resource implications arising from this report

5.5 Strategic Plan Priorities

There are no Strategic Plan Priorities implications arising from this report.

5.6 Equalities

There are no equality issues within this report.

(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.

(b) Equality Outcomes

How does this report address our Equality Outcomes?

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

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?

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

6.0 DIRECTIONS

6.1 Direction Required to Council, Health Board or Both	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 has been consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

8.1 None.

TIMETABLE 2023/24

IJB/IJB Audit Committee	Submission Date – 9am	Pre-Agenda Date	Issue Agenda	Date of Meeting
IJB Audit Committee	Friday 1 September	Monday 11 September – 2pm	Friday 15 September	Monday 25 September – 12 noon, then 1pm
Inverclyde Integration Joint Board	Friday 1 September	Monday 11 September – 3pm	Friday 15 September	Monday 25 September – 2pm
Inverclyde Integration Joint Board	Friday 20 October	Monday 30 October – 3pm	Friday 3 November	Monday 13 November – 2pm
Inverclyde Integration Joint Board	Friday 15 December	Monday 8 January – 3pm	Friday 12 January	Monday 22 January – 2pm
IJB Audit Committee	Friday 1 March	Monday 11 March – 2pm	Friday 15 March	Monday 25 March – 1pm
Inverclyde Integration Joint Board	Friday 1 March	Monday 11 March – 3pm	Friday 15 March	Monday 25 March – 2pm
Inverclyde Integration Joint Board	Friday 19 April	Monday 29 April – 3pm	Friday 3 May	Monday 13 May – 2pm
IJB Audit Committee	Friday 31 May	Monday 10 June – 2pm	Friday 14 June	Monday 24 June – 1pm
Inverclyde Integration Joint Board	Friday 31 May	Monday 10 June – 3pm	Friday 14 June	Monday 24 June – 2pm