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<b>Report To:</b>	<b>Inverclyde Integration Joint Board</b>	<b>Date:</b>	<b>26 June 2023</b>
<b>Report By:</b>	<b>Kate Rocks Chief Officer, Inverclyde Health &amp; Social Care Partnership</b>	<b>Report No:</b>	<b>VP/LS/063/23</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 and IJB Report Format</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 deliver of formal IJB meetings, with a specific recommendation that future meetings are held on a hybrid basis.
- 1.3 The report also advises of an update to the existing IJB report template.

## **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 hybrid basis from the start of the 2023/2024 timetable of meetings; and
  2. that the hybrid meeting protocol set out at Appendix 1 is approved.
- 2.2 It is recommended that the Inverclyde Integration Joint Board notes:-
1. the updated IJB report template set out at Appendix 2 of this report; and
  2. that the revised template will be used from the next meeting of the IJB in September 2023.

**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.
- 3.2 At its meeting on 7 November 2022, the IJB agreed that meetings of the IJB and IJB Audit Committee would continue to be held on a fully remote basis for the remainder of the 2022/23 timetable of meetings. It was also agreed that arrangements would be made for the live streaming of meetings on YouTube. These arrangements were put in place from the 28 November 2022 meeting of the IJB and have been working well. At the 7 November 2022 meeting, IJB members expressed a preference for future meetings to be held on a hybrid basis and it was agreed that officers would bring back proposals to the June 2023 IJB meeting to agree meeting arrangements for the 2023/2024 cycle of meetings.

### **4.0 HYBRID MEETINGS**

- 4.1 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 been holding all of its meetings on a hybrid basis (i.e. part remote and part in-person) since March 2022 at the Council's buildings, in accordance with approved remote and hybrid meeting protocols. The infrastructure is therefore in place within the Council buildings to allow the IJB to hold hybrid meetings.
- 4.2 It is proposed that these hybrid meeting arrangements are now implemented for meetings of the IJB and IJB Audit Committee. Public attendance will be facilitated by permitting physical attendance and the continuation of the live streaming of meetings onto YouTube.
- 4.3 Officers will support IJB with these new arrangements through the adoption of a hybrid meeting protocol, which can be found at Appendix 1.

### **5.0 UPDATED IJB REPORT FORMAT**

- 5.1 At its meeting on 26 September 2022, the IJB noted that a revised IJB report template was being introduced from November 2022. The template has recently been reviewed and the updated version, with tracked changes, is attached at Appendix 2.
- 5.2 The only changes to the template relate to how potential implications are identified. A Fairer Scotland Duty implication has been added. Report officers are often unclear whether to state that an implication which does not apply to a report, for example matters related to Equalities or Data Protection, should be stipulated at paragraph 5.1 of the template as "No" or "Not Applicable". This confusion results in inconsistent reporting and a lack of clarity for IJB members and the public. For this reason that "Not Applicable" column in 5.1 of the template has been removed, so that implications are either applicable or they are not. It would also assist officers for the Equalities, Fairer Scotland Duty and Children & Young People implications to all be considered together at paragraphs 5.1 and 5.6, given their alignment and similar nature.

## 6.0 IMPLICATIONS

6.1 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

## 6.2 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

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments

## 6.3 Legal/Risk

The IJB's Standing Orders regulate the proceedings and business of the IJB. Standing Orders 10.6 and 23 related 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.

## 6.4 Human Resources

The main implication is the impact on officers 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 hybrid meetings, which was not previously required.

## 6.5 Strategic Plan Priorities

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

## 6.6 Equalities

Implementing a hybrid format for IJB meetings would have a positive impact on all who participate in meetings by providing the option to attend in person or remotely and supporting their personal choice.

### (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

## 6.7 Clinical or Care Governance

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

## 6.8 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

## 6.9 Children and Young People

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
X	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights.

## 6.10 Environmental/Sustainability

Summarise any environmental / climate change impacts which relate to this report.

Has a Strategic Environmental Assessment been carried out?

	YES – assessed as relevant and a Strategic Environmental Assessment is required.
X	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

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

## 7.0 DIRECTIONS

7.1	<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	

## 8.0 CONSULTATION

8.1 The Chief Officer has been consulted in the preparation of this report.

## 9.0 BACKGROUND PAPERS

9.1 None.

Classification : Official

**INVERCLYDE INTEGRATION JOINT BOARD  
HYBRID MEETING PROTOCOL**

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## **INVERCLYDE INTEGRATION JOINT BOARD**

### **HYBRID MEETING PROTOCOL**

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

This protocol should be read in conjunction with the IJB's Standing Orders. In the 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 Management**

All members have been provided with the Webex meeting guide for attendees.

- a. At their discretion, members can choose a neutral background for the meeting, but members should note this may affect their connectivity.
- b. All members will receive a Webex or other electronic invitation prior to each meeting. Members should contact the Committee Section at least 24 hours prior to the commencement of a meeting in order to indicate if they wish to attend remotely or if they wish to attend in person.
- c. To support the remote element of the meeting, the Senior Committee Officer's role will be to issue Webex or such other electronic invites, to host the meeting, to manage declarations of interest by moving remotely connected 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 remotely 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 hybrid 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.
- g. It will be necessary for the Chair of each hybrid meeting to physically attend the meeting in person. In the event the Chair is unable to physically attend the Vice-Chair will preside, failing which it will be necessary to hold a fully remote meeting. In the event the Chair or Vice-Chair are only able to attend remotely they should, where possible, provide the Committee Section with 48 hours' notice in order that suitable arrangements can be made to hold a fully remote meeting.

### **3. Meeting Procedure**

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

For all members, 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.

- a. Members attending remotely
  - 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 attending remotely should ensure their automatic Webex or other service identifier clearly states their name.
  - Members must not allow exempt or confidential papers to be seen in the video feed.
  - All members attending remotely should have their microphones muted when not talking.
  - Members attending remotely 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 only unmute their microphone when the Chair invites them to speak.
  - Only one person may speak at any one time.
  - If a remotely connected member requires to leave the hybrid 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.

- If a member participating remotely requires to leave the hybrid meeting early, the member must send a message through the chat to everyone facility to ensure this is recorded in the minute.
- Any Officer who leaves the meeting must advise the IJB of their departure by using the chat to everyone facility.

b. Members participating by phone

- Members participating by phone should, if possible, mute their telephone microphone when not speaking.
- Any member participating by phone who requires to leave the hybrid meeting temporarily must state this when departing from and re-joining the meeting.
- Any member participating by phone who requires to leave the hybrid meeting early must state this when departing from the meeting.
- Members participating by phone should only speak when invited to do so by the Chair.

c. Members attending in person (Council Chambers)

- Members attending in person must indicate that they wish to speak by pressing their light.
- A Member must wait to be invited to speak by the Chair.
- All Members in the Chambers will require to project their voice and speak clearly.
- Only the Chair may attend the Chambers with their laptop for the purpose of monitoring the chat function.

b. Officers attending remotely or in person will also require to comply with the above protocol.

#### **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 attending remotely must use the chat facility on Webex or such other electronic system 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 hybrid meeting. The Senior Committee Officer will move any member attending remotely 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 physical attendance or remotely accessing the meeting and able to hear or see the proceedings once the exclusion has been agreed by the meeting. The Legal

Adviser to the IJB will confirm this to the Chair prior to any private business being conducted.

- b. Members who are joining the meeting remotely 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 who is attending the meeting remotely loses connection, they should try to re-join the meeting. If unsuccessful, members should call the join by phone number provided in the electronic 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 re-join 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.

Classification : Official

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 remote 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. In the event of a fully remote meeting, 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. Members of the public can attend the meeting in person.
- b. When meetings are held fully 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.

Classification : Official



AGENDA ITEM NO:

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**Report To:**

**Date:**

**Report By:**

**Report No:**

**Contact Officer:**

**Contact No:**

**Subject:**

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**1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2

**2.0 RECOMMENDATIONS**

2.1

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

Classification : Official

### 3.0 BACKGROUND AND CONTEXT

3.1

### 4.0 PROPOSALS

4.1

### 5.0 IMPLICATIONS

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

SUBJECT	YES	NO
Financial		
Legal/Risk		
Human Resources		
Strategic Plan Priorities		
Equalities, <del>Fairer Scotland Duty &amp; Children and Young People</del>		
Clinical or Care Governance		
National Wellbeing Outcomes		
<del>Children &amp; Young People's Rights &amp; Wellbeing</del>		
Environmental & Sustainability		
Data Protection		

Commented [VP1]: Previous N/A column deleted.

### 5.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments

### 5.3 Legal/Risk

### 5.4 Human Resources

Classification : Official

## 5.5 Strategic Plan Priorities

### 5.6 Equalities

#### (a) Equalities

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

<input type="checkbox"/>
<input type="checkbox"/>

YES – Assessed as relevant and an EqIA is required.

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. Provide any other relevant reasons why an EqIA is not necessary/screening statement.

#### (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.	
Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.	
People with protected characteristics feel safe within their communities.	
People with protected characteristics feel included in the planning and developing of services.	
HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do.	
Opportunities to support Learning Disability service users experiencing gender based violence are maximised.	
Positive attitudes towards the resettled refugee community in Inverclyde are promoted.	

#### (c) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

<input type="checkbox"/>
<input type="checkbox"/>

YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.

NO – Assessed as not relevant under the Fairer Scotland Duty for the following reasons: Provide reasons why the report has been assessed as not relevant.



Classification : Official

**(d) Children and Young People**

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

YES – Assessed as relevant and a CRWIA is required.

NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights.

**5.7 Clinical or Care Governance**

**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.	
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	
People who use health and social care services have positive experiences of those services, and have their dignity respected.	
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	
Health and social care services contribute to reducing health inequalities.	
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.	
People using health and social care services are safe from harm.	
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.	
Resources are used effectively in the provision of health and social care services.	

**5.9 Children and Young People**

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

YES – Assessed as relevant and a CRWIA is required.

Commented [VP2]: Moved to 5.6 c

Classification : Official

~~NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights.~~

### 5.9 Environmental/Sustainability

Summarise any environmental / climate change impacts which relate to this report.

Has a Strategic Environmental Assessment been carried out?

YES – assessed as relevant and a Strategic Environmental Assessment is required.

NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

### 5.10 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.

NO – Assessed as not relevant as this report does 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	
		2. Inverclyde Council	
		3. NHS Greater Glasgow & Clyde (GG&C)	
		4. Inverclyde Council and NHS GG&C	

## 7.0 CONSULTATION

7.1

## 8.0 BACKGROUND PAPERS

8.1