

Agenda Item

19



Title/Subject: IJB Programme of Meetings 2020

Meeting: Integration Joint Board

Date: 6 December 2019

Submitted By: Senior Service Manager

Action: For Decision

1. INTRODUCTION

- 1.1 The purpose of this report is to propose a timetable of meetings of the Falkirk Integration Joint Board (IJB) for 2020.

2. RECOMMENDATION

The Integration Joint Board is asked to:

- 2.1 agree the proposed timetable of meetings for 2020.

3. PROPOSED MEETING DATES

- 3.1. The IJB Board meeting dates have followed a pattern of meeting on the first Friday of the month at 9.30am, incorporating a recess in July and August. There are alternative meetings for business and Board development.
- 3.2. In reviewing the actual pattern of meetings over the past 3 years, there have been special meetings convened in March and November to mainly accommodate the Council budget setting meetings. These special meetings have been in addition to the agreed set business meetings.
- 3.3. In setting these special meetings, it has been increasingly difficult to accommodate diaries. It also creates additional demands on the Board members. It is therefore proposed to make changes to the meeting cycle to better plan for these known requirements.
- 3.4. If this is supported by the Board, the proposed meeting dates for 2020, starting at 9.30am are:

IJB Board	Board Development
20 March	7 February
5 June	1 May
4 September	11 September
20 November	6 November



- 3.5. The draft forward planner for the Board is attached at Appendix 1. This aims to map out the work of the Board to ensure that all statutory deadlines are met and that reports are considered at an appropriate stage in the financial year. This will be subject to change to reflect emerging priorities and issues.
- 3.6 The Audit Committee approved its programme of meetings and indicative work plan at its meeting on 23 September 2019, however since then new dates are in the process of being identified for June and December. The Clinical and Care Governance Committee approved its programme of meetings on 7 November 2019. The IJB programme of meetings for 2020 is set out in Appendix 2.
- 3.7 The draft Board development programme will be developed, utilising feedback from members and the information in the indicative work plans. The Board may also wish to consider how the involvement of the HSCP Leadership Team and the Strategic Planning Group could be incorporated.
- 3.8 In line with existing arrangements it is proposed that venues continue to be hosted on a rotational basis between the Health Board and Council. Venues will be confirmed once the Board has considered the proposed meeting dates.

4. CONCLUSION

- 4.1. The IJB is asked to consider the meeting arrangements set out in this report. This report also provides an indicative work plan for the Board for 2020. It is recognised that this may be subject to fluctuation.

Resource Implications

There are no implications arising from this report.

Impact on IJB outcomes and priorities

There are no implications arising from this report.

Legal and risk implications

There are no legal and risk implications arising from this report.

Consultation

Consultation is not required.

Equalities Assessment

An equalities assessment is not required.

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Approved for submission by: Patricia Cassidy, Chief Officer

Author: Suzanne Thomson, Senior Service Manager

Date: 20 November 2019

List of Background Papers:

IJB Audit Committee Programme of Meetings and Work plan 2020 report: 23 September 2019

IJB CCGC Programme of Meetings report: 7 November 2019

IJB Forward Planner 2020

20 March		05 June	04 September	20 November
Standing items:	Chief Officer	Chief Officer	Chief Officer	Chief Officer
	Chief Finance Officer reports tbc	Chief Finance Officer reports tbc	Chief Finance Officer reports tbc	Chief Finance Officer reports tbc
	Budget 2020 - 2021			
	Partnership Funding	Partnership Funding	Partnership Funding	Partnership Funding
	Performance Monitoring	Performance Monitoring	Performance Monitoring	Performance Monitoring
Report items:	Falkirk Community Hospital	Integration Scheme	Annual Performance Report	CSWO Report
	Carers Strategy: progress	Primary Care Improvement Plan		IJB Programme of meetings 2021
	MSG report and self-evaluation: progress report	Annual Assurance Statements: <ul style="list-style-type: none"> • Audit Committee • CCG Committee • Strategic Planning Group • Joint Staff Forum • Falkirk ASP Committee • UCPB 		Winter Plan
	Market Facilitation Plan	Participation and Engagement Strategy		
	Day Services for Older People			
	Equality Outcomes and Mainstreaming report			

IJB Programme of Meetings for 2020

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Integration Joint Board Meetings			20 March			5 June			4 Sept		20 Nov	
Audit Committee			6 March			tbc June			25 Sept			4 Dec
Clinical & Care Governance Committee		28 Feb			22 May			28 August			27 Nov	
IJB Board Development Session		7 Feb			1 May				11 Sept		6 Nov	