

# Midlothian Integration Joint Board



**Thursday 3 May 2018 at 2.00pm**

## **Proposed Midlothian IJB Meeting Schedule and Development Workshops dates for 2018-19**

<b>Item number:</b>	<b>5.12</b>
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### **Executive summary**

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The purpose of this report is to set the dates for the meetings and development workshops of the Midlothian Integration Joint Board, and for the meetings of the Audit and Risk Committee, for 2018/19.

#### ***Board members are asked:***

- ***To approve the schedule of meetings of the Midlothian Integration Joint Board.***
  - ***To approve the schedule of Development Workshops.***
  - ***To approve the schedule of Joint Special Midlothian Integration Joint Board/Development Workshops.***
  - ***To approve the schedule of meetings of the Audit and Risk Committee.***
  - ***To note the approach for Service Visits for the Members of the Midlothian Integration Joint Board.***
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## Proposed Midlothian IJB Meeting Schedule and Development Workshops dates for 2018-19

### 1. Purpose

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To set the dates for meetings and development workshops of Midlothian Integration Joint Board, and for meetings of the Audit and Risk Committee, for 2018/19, in accordance with Standing Order 5.2.

### 2. Recommendations

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- 2.1 To approve the schedule for meetings of the Midlothian Integration Joint Board for 2018/19, as set out in section 3.4 of the report.
- 2.2 To approve the schedule of Development Workshops for the Midlothian Integration Joint Board as set out in section 3.4 of the report.
- 2.3 To approve the schedule of Joint Special Midlothian Integration Joint Board/Development Workshops as set out in section 3.4 of the report.
- 2.4 To approve the schedule for meetings of the Midlothian Integration Joint Board Audit and Risk Committee for 2018/19, as set out in section 3.4 of the report.
- 2.5 To note the approach for Service Visits for the Members of the Midlothian Integration Joint Board as set out in section 3.7 of the report.

### 3. Background and Main Report

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- 3.1 The Midlothian Integration Joint Board is required to approve a schedule of meeting dates for session 2018/19. Over the past two years Board meetings have been scheduled on a bi-monthly basis of Feb/April/June – Aug/Oct/Dec, with Development Workshop sessions scheduled in the months in between Jan/March/May – Sept/Nov. The only exception to this being July when there are no meetings because of Midlothian Council's summer recess.
- 3.2 In order to bring more uniformity to the schedule it is proposed, with the exception of the Aug meeting, to move meetings to the second Thursday of the month and for the March/Sept Development Workshops to double up as Special Board meetings to approve the budget/directions and annual accounts respectively.
- 3.3 The Audit and Risk Committee currently meets quarterly – March/June/Sept/Dec – and it is proposed that this continue with the schedule being adjusted so that it meets on the first Thursday of the month so that it can feed into Board meetings the follow week as/when required.
- 3.4 The proposed schedule of meetings for 2018/19 is therefore as follows:

### **Meetings of the Midlothian Integration Joint Board**

- Thursday 23<sup>rd</sup> August 2018, 2 pm
- Thursday 11<sup>th</sup> October 2018, 2pm
- Thursday 13<sup>th</sup> December 2018, 2pm
- Thursday 14<sup>th</sup> February 2019, 2pm
- Thursday 11<sup>th</sup> April 2019, 2pm
- Thursday 13<sup>th</sup> June 2019, 2pm
- Thursday 22<sup>nd</sup> August 2019, 2 pm
- Thursday 10<sup>th</sup> October 2019, 2pm
- Thursday 12<sup>th</sup> December 2019, 2pm

### **Development Workshops**

- Thursday 15<sup>th</sup> November 2018, 2pm
- Thursday 17<sup>th</sup> January 2019, 2pm
- Thursday 16<sup>th</sup> May 2019, 2pm
- Thursday 14<sup>th</sup> November 2019, 2pm

### **Joint Special Board Meeting/Development Workshops**

- Thursday 13<sup>th</sup> September 2018, 2pm – Annual Accounts
- Thursday 14<sup>th</sup> March 2019, 2pm – Budget/Directions
- Thursday 12<sup>th</sup> September 2019, 2pm – Annual Accounts

### **Midlothian Integration Joint Board – Audit and Risk Committee**

- Thursday 7<sup>th</sup> June 2018, 2pm
- Thursday 6<sup>th</sup> September 2018, 2pm
- Thursday 6<sup>th</sup> December 2018, 2pm
- Thursday 7<sup>th</sup> March 2019, 2pm
- Thursday 6<sup>th</sup> June 2019, 2pm
- Thursday 5<sup>th</sup> September 2019, 2pm
- Thursday 5<sup>th</sup> December 2019, 2pm

3.5 The venues for all meetings will be confirmed once the session information is confirmed.

3.6 Members should note that Standing Orders also allow for additional meetings of the Midlothian Integration Joint Board to be called, if required. This could potentially result in some Development Workshop dates being re-designated as Board meetings, and vice-a-versa, should the need arise. In the event that a meeting date or venue requires to be changed, members will be notified as soon as practicable.

## **Service Visits**

- 3.7 Service visits will be scheduled as required or at the request of members of the Midlothian Integration Joint Board.

## **4. Policy Implications**

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- 4.1 There are no policy implications arising from any decisions made on this report.

## **5. Equalities Implications**

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- 5.1 There are no equalities issues arising from any decisions made on this report.

## **6. Resource Implications**

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- 6.1 There are no resource implications arising from any decisions made on this report.

## **7. Risk**

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- 7.1 There are no risk implications as a result of this report.

## **8. Involving People**

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- 8.1 There are no implications for involving people as a result of this report.

## **9. Background Papers**

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- 9.1 There are no background papers in relation to the content of this report

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<b>DATE</b>	13 March 2018

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**Appendices:** None.