

Midlothian Integration Joint Board



Thursday 13th October 2022, 14.00-16.00

IJB Board Meeting Options

Executive summary

Item number:	5.5
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This report provides the Midlothian Integration Joint Board with an update the current options available for hosting the Board meetings going forward.

Board members are asked to:

- Agree to the recommendation of continuing to host the IJB Board Meeting virtually throughout winter.
 - Review the options available for hosting the IJB Board meetings ongoing and agree which option would be most suitable for the Board.
 - Agree to the associated costs
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IJB Board Meeting Options

1 Purpose

- 1.1** The purpose of this report is to update the Midlothian IJB with available options for hosting the IJB Board meeting ongoing. There are 3 options being proposed in this report:

1. Continue with virtual
2. Develop a hybrid model to allow for both face to face and remote attenders
3. Face to face only

The details for each option are included within this report **(3.2)**. Midlothian IJB is asked to review and agree on a preferred option.

It is recommended that this change takes place from April 2023 to allow Midlothian HSCP to focus on delivery of the Winter Plan throughout the period of November 22 – March 23. It is expected that this winter will be increasingly challenging with significant pressures already being felt across the system.

2 Recommendations

- 2.1** As a result of this report Board Members are asked to:
- Agree to the recommendation of continuing to host the IJB Board Meeting virtually until April 2023.
 - Review the options available for hosting the IJB Board meetings ongoing and agree which option would be most suitable for the Board.
 - Agree to the associated costs

3 Background and main report

3.1 Background

In response to the COVID-19 Pandemic and to ensure the safety of staff and Board members, Midlothian IJB Board meetings were moved to virtual from early 2020 to present.

The way we work now has changed with remote working policies in place with both our partner agencies and the vast majority of all corporate meetings being held virtually.

This report is to review how we host our IJB Board meetings and provide the board with an update on the available alternatives for their consideration.

3.2 Options for consideration

Model	Details	Required Specifications	Positive Outcomes	Risks	Associated Costs
Virtual	The IJB Board meeting continues to be held virtually on Microsoft Teams.	<p>Ensuring each board member has IT equipment to allow for remote attendance at the meeting.</p> <p>Administration of the Board meeting will continue as it is currently managed ensuring that links to attend are made available to Board members, staff and public.</p>	<p>Offers flexibility for members.</p> <p>Reduces travel time and costs.</p> <p>Effective use of time.</p> <p>Reduces risks of Flu/Cold/Covid-19 transmission.</p> <p>No costs associated with hosting the meeting.</p> <p>In line with partners remote working policies.</p>	<p>Virtual meetings can be difficult for some attenders to navigate.</p> <p>Technical IT issues can cause delays or even cancellation of essential meetings.</p> <p>Team building/developing effective relationships can be more challenging in a virtual environment.</p>	£0 – board members are already provided with IT equipment.

Hybrid	The IJB Board meeting is held in a venue – Newbattle Community Campus, where members can either attend in person or attend remotely.	Newbattle Community Campus has a board room with capacity to seat 30. Catering is available on site for refreshments. Suitable IT equipment on site able to run a Midlothian Council connection for Teams to allow for remote attendance.	Brings a flexible model to bring both face to face and remote attenders together. Is inclusive to both face to face and remote attenders. In line with partners remote working policies.	Additional costs to members/public attenders for travel. Additional time required to allow for travel. Careful management needed of the meeting to ensure that remote attenders feel included and able to contribute. Increased risk of Cold, Flu, Covid-19 transmission.	£81 per Board meeting (based on 3 hr meeting at £27 per hour) Additional costs for refreshments. Additional costs for staff travel.
Face to Face only	The IJB Board meeting is held in a venue – Newbattle Community Campus.	Newbattle Community Campus has a board room with capacity to seat 30. Catering is available on site for refreshments.	Removes dependency on IT and risk of IT failure.	Exclusive to those who prefer remote working. Additional travel costs.	£81 per Board meeting (based on 3 hr meeting at £27 per hour) Additional costs for refreshments.

				<p>Additional time required to allow for travel.</p> <p>Increased risk of Cold, Flu, Covid-19 transmission.</p>	Additional costs for staff travel.
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- 3.2** Board members are asked to review the above options and agree which is the preferred option to be taken forward. Associated costs, risks and positive outcomes have been included alongside each option.
- 3.3** As previously detailed, it is recommended that any change to the model commences from April 2023 to allow capacity and flexibility to implement our Winter Plan and focus on supporting staff and services through the winter period of November 2022 – March 2023.
- 3.5** The venue detailed in this report - Newbattle Community Campus is accessible within Midlothian with free car parking, the meeting room is suitable for up to 30 attendees and offers a fully compatible IT service to support Midlothian Council connection. There is a smart board with HDMI cabling which supports Microsoft Teams with suitable audio and camera facilities. The cost per hour is best value compared to other conference venues within Lothian offering the same level of IT facilities.

3.4 Policy Implications

None

3.5 Directions

The contents of this report does not impact any directions.

3.6 Equalities Implications

To ensure equality to all members, the hybrid model offers flexibility to those who work remotely and to those who are comfortable returning face to face. This option would be our recommendation to the Board.

3.7 Resource Implications

There are no resource implications arising from this paper

4 Risk

All risks associated with the related options have been detailed in section **3.2** above.

5 Involving people

N/A

6 Background Papers

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