

*Scottish Borders Health & Social Care
Integration Joint Board*



Meeting Date: 21 September 2022

Report By:	Iris Bishop, Board Secretary
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IJB BUSINESS PLAN AND MEETING CYCLE 2023	
Purpose of Report:	To provide the Health & Social Care Integration Joint Board with a focused and structured approach to the business that will be required to be conducted over the coming year.
Recommendations:	The Health & Social Care Integration Joint Board is asked to: a) <u>Approve</u> the business plan and meeting cycle for 2023.
Personnel:	Resource/staffing implications will be addressed in the management of any actions/decisions resulting from the business presented to the Health & Social Care Integration Joint Board.
Carers:	Any carers implications will be addressed in the management of any actions/decisions resulting from the business presented to the Health & Social Care Integration Joint Board.
Equalities:	Not necessary.
Financial:	Resource/staffing implications will be addressed in the management of any actions/decisions resulting from the business presented to the Health & Social Care Integration Joint Board.
Legal:	Policy/strategy implications will be addressed in the management of any actions/decisions resulting from the business presented to the Health & Social Care Integration Joint Board.
Risk Implications:	Risk assessment will be addressed in the management of any actions/decisions resulting from the business presented to the Health & Social Care Integration Joint Board.

Background

- 1.1 To deliver against targets and objectives, the Health & Social Care Integration Joint Board must be kept aware of progress on a number of key issues on a regular basis. This is provided through scrutiny of the Quarterly Performance Report.
- 1.2 Health & Social Care Integration Joint Board meeting agendas are mainly focused on strategic, clinical and care governance and financial issues. These are the fundamental pillars of business items for the IJB to focus its attention on.
- 1.3 Standing items are submitted to the Health & Social Care Integration Joint Board in full format with verbal by exception reporting at the meeting. This enables time to be set aside at the meeting for robust scrutiny and debate of substantial business items.
- 1.4 Attached is the proposed Business Cycle for 2023 for the Health & Social Care Integration Joint Board. The business cycle will remain a live document and subject to amendment to accommodate any appropriate changes to timelines, legislative requirements, etc.

Summary

- 2.1 In order to ensure the IJB receives tangible business of a high quality standard the number of meetings for 2023 are proposed to be set at 6 per year which would afford officers time to ensure the delivery of quality reports worthy of robust scrutiny.
- 2.2 The IJB will continue to retain the ability to call Extra Ordinary meetings outwith the normal business cycle should that be necessary.
- 2.3 It is proposed that the Health & Social Care Integration Joint Board now meet formally on no less than 6 occasions throughout 2023.
- 2.4 It is proposed that the Health & Social Care Integration Joint Board undertake 2 Development sessions throughout 2023.
- 2.5 It is proposed the Audit Committee of the Integration Joint Board meet formally on no less than 4 occasions throughout 2023.
- 2.6 It is proposed the Strategic Planning Group meet on 6 occasions throughout 2023.
- 2.7 Both the Scottish Borders Council and the Borders Health Board schedules of meetings have been taken into account in order to maximise attendance.
- 2.8 All Health & Social Care Integration Joint Board meetings, Development sessions and Audit Committee meetings will revert back to taking place in person wherever possible.
- 2.9 In order to maximise the availability of Health & Social Care Integration Joint Board (H&SC IJB) members all IJB meetings, development sessions and Strategic Planning Group meetings have been arranged for Wednesdays. The IJB Audit Committee meetings are scheduled to take place on Mondays. All are as per the schedule listed below:-

Date/Event	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IJB Meeting 10am to 12noon	18		15		17		19		20		15	
IJB Development Session 10am to 12noon				19						18		
IJB Audit Committee 2pm to 4pm			20			19			18			18
Strategic Planning Group 10am to 12noon		1		5		7		2		4		6