



REPORT TO: MORAY INTEGRATION JOINT BOARD ON 24 SEPTEMBER 2020

SUBJECT: MORAY INTEGRATION JOINT BOARD MEETING DATES 2021/22

BY: INTERIM CHIEF OFFICER

1. REASON FOR REPORT

- 1.1 To propose the schedule of meetings of the Moray Integration Joint Board (MIJB), the Audit, Performance & Risk Committee and the Clinical & Care Governance Committee for 2021/22.

2. RECOMMENDATION

- 2.1 **It is recommended that the MIJB endorses the schedule of meetings for the MIJB, the Audit, Performance & Risk Committee and the Clinical & Care Governance Committee for 2021/22.**

3. BACKGROUND

- 3.1 A timetable of meetings for the MIJB for 2020/21 was agreed at its meeting held on 31 October 2019 (para 10 of the Minute refers).
- 3.2 Meetings for Board and Committees are currently scheduled for the last Thursday in the month. Requests from members were received during 2019/20 to avoid scheduling meetings during the summer recess period, and this was incorporated into the schedule for 2020/21.

4. KEY MATTERS RELEVANT TO RECOMMENDATION

- 4.1 A Survey Monkey was issued to Board members in July 2020 regarding frequency and timings of Board and Committee meetings. The questions posed and results are attached at **APPENDIX 1** and the majority response was to retain meetings on the last Thursday in the month. A request was received for MIJB meetings to be held in the afternoon to assist with a diary conflict for a voting member.
- 4.2 On this basis, a proposed timetable of MIJB meetings for 2021/22 including Audit, Performance & Risk Committee and Clinical & Care Governance Committee is attached at **APPENDIX 2**.

- 4.3 The meeting schedule is established with the intention to ensure key dates for formal business are accounted for and to avoid the creation of Special meetings to conduct formal business during development sessions.
- 4.4 Meetings will be conducted via Microsoft Teams whilst the social distancing requirements associated with Covid-19 are in place and due to the long duration, the scheduled “open space” will not take place during this time. In addition the Chair will ensure that there are sufficient comfort breaks.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)) and Moray Integration Joint Board Strategic Plan “Moray Partners in Care 2019 – 2029”

The scheduling of appropriate meetings facilitates good governance arrangements and supports the delivery of the Strategic Plan.

(b) Policy and Legal

In terms of the Standing Orders section 4.1, approved by the Board at its meeting on 28 June 2018 (para 5 of the Minute refers), the Board is to approve annually a forward schedule of meeting dates for the following year.

(c) Financial implications

There are no financial implications directly arising from this report.

(d) Risk Implications and Mitigation

None directly arising from this report.

(e) Staffing Implications

There are no staffing implications directly arising from this report.

(f) Property

There are no implications in terms of Council or NHS property directly arising from this report.

(g) Equalities/Socio Economic Impact

An equalities impact assessment is not required as there is no change to service delivery arising as a result of this report.

(h) Consultations

Consultations have been undertaken with the following partnership members who are in agreement with the content of this report where it relates to their area of responsibility:

- Democratic Services Manager
- Chief Financial Officer

6. CONCLUSION

6.1 The MIJB is asked to endorse the timetable of meetings, as attached at APPENDIX 2.

Author of Report: Jeanette Netherwood
Background Papers: With Author
Ref: MIJB Meeting Dates