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**REPORT TO: MORAY INTEGRATION JOINT BOARD ON 25 NOVEMBER 2021**

**SUBJECT: FUTURE MORAY INTEGRATION JOINT BOARD MEETINGS**

**BY: CORPORATE MANAGER**

**1. REASON FOR REPORT**

1.1. To ask the Board to consider future arrangements for holding meetings of the Moray Integration Joint Board, the Audit, Performance and Risk Committee and the Clinical and Care Governance Committee going forward and to agree the meeting dates for 2022/23.

**2. RECOMMENDATION**

**2.1. It is recommended that the Moray Integration Joint Board (MIJB):**

- i) endorses the schedule of meetings for the MIJB, the Audit, Performance and Risk (APR) Committee and the Clinical and Care Governance (CCG) Committee for 2022/23;**
- ii) agrees how meetings will be held in the future as per the options in section 4;**
- iii) agrees whether to change the start time of meetings to either 9.30am or 2.00pm; and**
- iv) decides whether the Board wish to webcast APR and CCG Committees.**

**3. BACKGROUND**

3.1. A Survey Monkey was issued to Board members in July 2020 regarding frequency and timings of Board and Committee meetings. 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.

3.2. On this basis, a proposed timetable of MIJB meetings for 2022/23 including MIJB development sessions, APR Committee and CCG Committee is attached at **APPENDIX 1**.

- 3.3. Prior to the Covid-19 pandemic all meetings of the MIJB were held in person. Following the lockdowns imposed due to Covid-19 the meetings moved to being held remotely, latterly using the Council's committee meeting system, Connect Remote which allows the main MIJB meetings to be webcast live to members of the public who wish to watch.
- 3.4. Recently there have been some comments received from members requesting MIJB meetings to be held in the morning going forward.

#### **4. Future Options**

##### **Meeting Options**

- 4.1 While social distancing remains in place, meetings will continue to be held on line, however the Board may wish to consider how meetings will take place when restrictions are lifted.
- 4.2 The options are as follows:
- Continue with meetings online
  - To return to face to face meetings when restrictions allow
  - To have a mixture of face to face and online meetings (hybrid meetings)
- 4.3 To continue webcasting the MIJB, the Board will need to use either Connect Remote or use the Council Chamber as the meeting base.

##### **Continue with Meetings Online**

- 4.4 If the Board wish to continue holding the meetings remotely then there will be no change to the current arrangements.

##### **Return to Face to Face Meetings**

- 4.5 This option will only be available when current restrictions are lifted. If the Board wish to continue webcasting the meetings, the meetings will need to take place in the Council Chamber, Headquarters, Elgin.

##### **Hybrid Meetings**

- 4.6 The Council have recently purchased and are currently waiting on the installation of a new hybrid meeting system which would, when restrictions allow, mean Board members can meet face to face and also have members joining remotely. Again, to use this facility the meetings would need to take place in the Council Chamber. It is anticipated the installation will take place early in 2022.

##### **Meeting Dates and Times**

- 4.7 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 and conducting formal business during development sessions.
- 4.8 Previously the MIJB, APR Committee and CCG Committee have started at 10.30am, 1.00pm or 1.30pm to assist members who are travelling to Elgin for the meetings from having to wait for long periods between meetings.

- 4.9 If the Board choose either option 4.4 or 4.6 they may wish to consider moving the meeting start times to 9.30am and 2.00pm. This would bring some consistency to the start times, provide time for a sufficient break between meetings and assist Committee Services with providing a clerk for the MIJB, APR and CCG meetings whilst balancing other commitments.

### **Webcasting**

- 4.10 Meetings of the MIJB have been webcast since 25 March 2021 and the viewing figures are indicated in the table below:

<b>Date of Meeting</b>	<b>All Views</b>	<b>Live Views</b>	<b>Catch Up Views</b>
25/03/21	68	26	42
29/04/21 (Special)	19	1	18
27/05/21	20	6	14
24/06/21	40	44	29
30/09/21	28	13	15

- 4.11 Whilst social distancing restrictions remain in place, webcasting the MIJB meetings ensures that members of the public and press who may have wished to attend the meetings in person can watch the meetings.
- 4.12 The Board may wish to extend the webcasting of meetings to include APR Committee and CCG Committee.

## **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 who are in agreement with the content of this report where it relates to their area of responsibility:

- Tracey Sutherland, Committee Services Officer, Moray Council

**6. CONCLUSION**

**6.1. The MIJB is asked to endorse the timetable of meetings, as attached at APPENDIX 1, and agree on how they wish meetings to be held in the future.**

Authors of Report: Jeanette Netherwood, Corporate Manager, HSCM

Background Papers:

Ref: