



REPORT TO: MORAY INTEGRATION JOINT BOARD ON 31 JANUARY 2019

**SUBJECT: MORAY INTEGRATION JOINT BOARD MEETING DATES 2019/20
UPDATE**

BY: PAM GOWANS, CHIEF OFFICER

1. REASON FOR REPORT

- 1.1 To amend the schedule of meetings of the Moray Integration Joint Board (MIJB), the Audit, Performance and Risk Committee and the Clinical & Care Governance Committee for 2019/20.

2. RECOMMENDATION

- 2.1 It is recommended that the MIJB approves the:

- i) proposed amendments to the schedule of meetings for the MIJB; and
- ii) updated schedule of meetings for MIJB, Audit, Performance & Risk Committee and the Clinical & Care Governance Committee for 2019/20 all as shown in Appendix 1 attached.

3. BACKGROUND

- 3.1 The purpose of the meeting timetable is to ensure key dates for formal business are accounted for when setting meeting dates and to avoid, where possible, the creation of Special meetings to conduct formal business during development sessions.
- 3.2 A timetable of meetings for the MIJB for 2019/20 was agreed at its meeting held on 30 August 2018 (para 9 of the Minute refers).

4. KEY MATTERS RELEVANT TO RECOMMENDATION

- 4.1 Subsequent to the meeting of MIJB on 30 August 2018 (para 9 of the Minute refers) queries were raised in relation to:-
- a. MIJB meetings commence at 09:30 with an open session from 09:00 for any members to have informal discussions.
 - b. The date on the timetable of 29 November 2019 was incorrect and should have been Thursday 28 November 2019.
- 4.2 A meeting of the Chair, Vice-Chair, Chief Officer, Chief Financial officer and Corporate Manager identified a need for an additional MIJB meeting to meet governance requirements and timely reporting.
- 4.3 The amendments required are:-
- a. An afternoon MIJB development session on 3 October 2019 (moved from 29 November 2019).
 - b. An additional MIJB be scheduled on the morning of 28 November 2019 (replacing the development session).
- 4.4 An amended timetable of MIJB meetings for 2019/20 including Audit, Performance & Risk Committee and Clinical & Care Governance Committee is attached at **APPENDIX 1**.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)) and Moray Integration Joint Board Strategic Commissioning Plan 2016 – 2019

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

There are no equality issues directly arising from 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:

- Legal Services Manager (Litigation & Licensing)
- Chief Financial Officer
- Caroline Howie, Committee Services Officer

6. CONCLUSION

6.1 The MIJB is asked to endorse the revised timetable of meetings, as attached at APPENDIX 1.

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