

## **REPORT TO ABERDEENSHIRE INTEGRATION JOINT BOARD 12 OCTOBER, 2022**

### **SCHEDULE OF MEETINGS FOR 2023**

#### **1. Recommendations**

- 1.1 It is recommended that the Integration Joint Board (IJB) considers and agrees dates for formal Board meetings for 2023 as detailed in paragraph 4.7 below; and**
- 1.2 That the IJB considers whether they wish to move to a hybrid meeting format, allowing for virtual attendance, with an in-person attendance option at a meeting venue.**

#### **2. Directions**

- 2.1 No direction requires to be issued to Aberdeenshire Council or NHS Grampian as a result of this report.

#### **3. Risk**

- 3.1 The setting of dates for the formal meetings of the Integration Joint Board for the following year is a requirement of the Standing Orders of the Integration Joint Board.

#### **4. Background**

- 4.1 In terms of the Standing Order 4.1 of the Integration Joint Board, formal meetings are required to take place at least six times per year. These dates need to be agreed annually.
- 4.2 Meetings throughout 2022 were held remotely, via Skype or MS Teams. Meetings were live streamed and a recording of the meeting provided online to ensure public accessibility.
- 4.3 With the easing of Covid-19 restrictions, there has been a move towards hybrid meetings, for some Aberdeenshire Council meetings, allowing for virtual attendance, with an in-person attendance option at a meeting venue. Members of the IJB were offered the opportunity to attend a hybrid meeting, with an in-person attendance option, at the last scheduled meeting on 24 August. The vast majority opted to attend virtually, and therefore the meeting was a fully virtual meeting.
- 4.4 Woodhill House, which was previously the meeting venue for IJB meetings, is undergoing alterations to make it feasible for more people to attend in-person meetings. It is therefore considered an appropriate time for the IJB to consider and discuss a move towards re-instating in-person meetings, subject to the retention of a virtual option, and once the necessary alterations are completed at Woodhill House. The views of Members of the IJB on this proposal to move to a hybrid meeting format are welcomed.

- 4.5 There are clear benefits to hybrid meetings, from a sustainability and equalities perspective. Travel time, mileage and costs are reduced for virtual attendees. Hybrid also ensures access to meetings for those who may otherwise be unable to attend in person, whilst allowing the opportunity to attend in person at a meeting venue, for those who wish to.
- 4.6 In the event that numbers wishing to attend a hybrid meeting in person are very low, it is suggested that the Chair should be given the discretion to decide that the meeting should revert to a fully virtual meeting, in order to ensure there is an effective use of resources.
- 4.7 It is proposed that the meetings be scheduled to start at 10.00am and conclude by 2.00pm; this will allow consideration of holding informal briefings or development sessions either in advance, or at the conclusion of, the formal meeting, and on some dates for the IJB Audit Committee meetings to commence at 2.30pm.
- 4.8 The undernoted dates are proposed for consideration:  
Wednesday 1 March, 2023;  
Wednesday 10 May, 2023;  
Wednesday 5 July, 2023;  
Wednesday 23 August, 2023;  
Wednesday 11 October, 2023; and  
Wednesday 6 December, 2023.

## **5 Summary**

- 5.1 Members are requested to consider and approve the proposed meeting dates.
- 5.2 The Chief Officer, along with the Chief Finance Officer and the Legal Monitoring Officers within Business Services of the Council have been consulted in the preparation of this report and their comments have been incorporated within the report.

## **6 Equalities, Staffing and Financial Implications**

- 6.1 An integrated impact assessment is not required because the reason for this report is for the Joint Board to discuss and comment on proposed meeting dates for 2023 and there will be no differential impact, as a result of this report, on people with protected characteristics.
- 6.2 There are no specific staffing or financial implications arising from this report.

**Pamela Milliken, Chief Officer, Aberdeenshire Health and Social Care Partnership**

Report prepared by Alison McLeod  
Date 27 September 2022