

Date: 23 March 2016

Agenda Item: 12

# **WORKPLAN FOR WEST LOTHIAN IJB 2016**

| <b>Date of IJB meeting</b>      | <b>Meeting to approve reports</b> | <b>Title of Report</b>                        | <b>Lead Officer</b>                           | <b>Action</b> |
|---------------------------------|-----------------------------------|---|---|---------------|
| 5 April                         | 24 March                          |   |   |               |
|                                 |                                   | Process for accounts and governance statement | James Millar / Kenneth Ribbons                |               |
|                                 |                                   | Review of Standing Orders and Code of Conduct | James Millar                                  |               |
|                                 |                                   | Schedule of Meetings 2016/17                  | Jim Forrest                                   |               |
|                                 |                                   | Joint Commissioning Plans                     | Alan Bell                                     |               |
|                                 |                                   | Finance Report                                | Patrick Welsh                                 |               |
|                                 |                                   | IJB Member Induction                          | Marion Barton                                 |               |
|                                 |                                   | Strategic Planning Group                      | Carol Bebbington                              |               |
|                                 |                                   | Audit Committee                               | James Millar                                  |               |
| 31 May                          | 19 May                            |   |   |               |
|                                 |                                   | Engagement Strategy                           | Jane Kellock                                  |               |
|                                 |                                   | Draft Governance Statement                    | James Millar / Kenneth Ribbons                |               |
|                                 |                                   | Draft unaudited accounts                      | James Millar / Patrick Welsh / Carol Mitchell |               |
|                                 |                                   | Risk Management                               | Kenneth Ribbons / Sharon Leitch               |               |
| FOR FUTURE UNSPECIFIED MEETINGS |                                   |   |   |               |
|                                 |                                   | Lothian Hospitals Strategic Plan              |   |               |
|                                 |                                   | Arrangements to liaise /                      |   |               |

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|  |  |  |                |              |
|--|--|--|----------------|--------------|
|  |  | cooperate with other Lothian IJBs                    |                |              |
|  |  | Community Planning Partnership<br>/ IJB relationship |                |              |
|  |  | SW Audit   | Jane Kellock   |              |
|  |  | Provision of Support Services                        |                |              |
|  |  | JIT Evaluation Tool                                  |                |              |
|  |  | NMC Revalidation                                     | Mairead Hughes |              |
|  |  | Performance Monitoring and<br>Reporting              | Alan Bell      | June meeting |

18 March 2016