

## **West Lothian Integration Joint Board**

Date: 31 May 2016

Agenda Item: **6**

### **SCHEDULE OF MEETINGS 2016/17**

#### **REPORT BY DIRECTOR**

##### **A PURPOSE OF REPORT**

Meeting dates for West Lothian Integration Joint Board have been set until 23 August 2016. This report outlines a proposed schedule of further meetings until June 2017 following discussions since the Board's last meeting.

##### **B RECOMMENDATION**

The Board is asked to agree the proposed schedule of meetings.

##### **C TERMS OF REPORT**

Standing Orders for the Board stipulate that the Board shall at least annually approve a timetable of ordinary meetings, which shall be held at least six times in each financial year. The Board considered proposed dates at its last meeting. It agreed that a meeting should take place on 23 August, but that further discussions should take place about potential dates before further decisions were made.

As part of those discussions, the requirements of the legislation about approval of the Board's annual accounts have been considered and Audit Scotland has provided information about their timescales for completing and reporting on their audit work. A separate report is on the agenda in relation to those legislative requirements.

Audit Scotland advised that the date by which the annual accounts have to be approved is 30 September each year. However, the legislation only requires that the Board is to "aim" to have that process completed by that date. Audit Scotland has indicated that its report will not be ready in time for the meeting on 23 August. It will be lawful for the audited accounts and auditor's report to be dealt with at the meeting proposed for 18 October, so long as the accounts are published before 31 October.

To ensure compliance with the Board's Standing Orders and provide Board members with as much notice of meeting arrangements as possible, it is proposed that the following dates, in addition to the meeting already set for 23 August, are agreed for Board meetings after August 2016 until June 2017:-

2016:-

- 18 October - 2.00 pm
- 29 November - 2.00 pm

2017:-

- 31 January - 2.00 pm
- 14 March - 2.00 pm
- 20 April - **10.00 am**
- 27 June - 2.00 pm

It is also proposed that the IJB meetings continue to be held in Strathbrock Partnership Centre, Broxburn, as this building meets requirements for accessibility, parking and meeting space.

## **D CONSULTATION**

Dates were drafted after taking into account legislative requirements and available date and time opportunities within NHS Lothian and West Lothian Council meeting calendars. Audit Scotland was consulted.

## **E REFERENCES/BACKGROUND**

Local Authority Accounts (Scotland) Regulations 2014

West Lothian Integration Joint Board Standing Orders

Board meeting on 5 April 2016

## **F APPENDICES**

None.

## **G SUMMARY OF IMPLICATIONS**

<b>Equality/Health</b>	The report has been assessed as having little or no relevance with regard to equality or the Public Sector Equality Duty. As a result, an equality impact assessment has not been conducted.
<b>National Health and Wellbeing Outcomes</b>	None.
<b>Strategic Plan Outcomes</b>	None.
<b>Single Outcome Agreement</b>	None.

**Impact on other  
Lothian IJBs**      None.

**Resource/finance**      None.

**Policy/Legal**      Standing Orders and legislative requirements outlined in report

**Risk**      Non-compliance with Standing Orders and legislative requirements

## **H CONTACT**

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