

WEST LOTHIAN INTEGRATION JOINT BOARD

WORKPLAN

MEETING DATE: 30 June 2020

Item	Lead Officer	Meeting Date	Recurrence	Reason
Delegated actions taken in terms of Standing Order 16 due to COVID-19	James Millar	30 June 2020		IJB Standing Order 16
Annual Accounts (Unaudited)	Patrick Welsh	30 June 2020	Annually by June each year	Required by Local Authority Accounts (Scotland) Regulations 2014
IJB Performance - Balanced Scorecard – Combine with Review of Performance	Carol Bebbington	30 June 2020	6 monthly update – Dec and June each year	Agreed by Board on 21 November 2018
Review of Performance – Combine with Balanced Scorecard	Carol Bebbington	30 June 2020	To be reviewed annually – by 31 July each year	Required by Public Bodies (Joint Working) (Scotland) Act 2014
Self-assessment Questions	Lorna Kemp	30 June 2020	To be repeated annually	
Review of Records Management Plan	Lorna Kemp	30 June 2020	To be reviewed annually	Required by the Public Records (Scotland) Act 2011 and in keeping with WLC's Records Management Policy (adopted by the Board)
COVID-19 Update	Allister Short	30 June 2020		

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Complaints and Information Requests	Lorna Kemp	August 2020	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO)
Involvement of co-opted or non-Board Members in the Audit, Risk and Governance Committee		August 2020		
Member Induction and Support	Lorna Kemp	August 2020		
Waiting Times Performance	Yvonne Lawton	August 2020	Update to be provided annually – August each year	As requested by the Chair to monitor performance
Carer Strategy	Denise Arbeiter	August 2020		
Carers Update Report	Anne Pike	August 2020		
Clinical Governance Report	Elaine Duncan	September 2020	To be presented annually – June each year – Delayed to Sep.2020	Requirement of Integration Scheme and Local Code of Corporate Governance
Annual Accounts	Patrick Welsh	September 2020	Annually by 30 Sept each year	Required by Local Authority Accounts (Scotland) Regulations 2014
Communication and Engagement Strategy Update	Yvonne Lawton	September 2020		Per Board's decision on 10 March 2020
Care at Home Update Report	Jo MacPherson	September 2020		Per Board's decision on 10 March 2020
Annual Review of Support Services	Lorna Kemp	September 2020	To be repeated annually	
COVID-19 Debrief	Allister Short	September 2020		

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Members' Code of Conduct Annual Report	James Millar	November 2020	Annual report – Nov each year. Review biennially – next review November 2021.	Annual report and separate presentation agreed by IJB on 31 January 2017. Biennial review covered in Local Code of Corporate Governance
IJB Performance - Balanced Scorecard	Carol Bebbington	November 2020	6 monthly update – Dec and June each year	Agreed by Board on 21 November 2018
Public Bodies Climate Change Duties	Lorna Kemp	November 2020	Annually – by 30 November each year	Required by Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015
Risk Register	Kenneth Ribbons	November 2020	To be reviewed annually – December each year	Required by Risk Management Strategy, approved by IJB on 14 March 2017
Chief Social Work Officer's Annual Report	Jo MacPherson	November 2020	To be presented annually – December each year	Requirement of Integration Scheme and Local Code of Corporate Governance, and Guidance on The Role of Chief Social Work Officer Issued by Scottish Ministers – Revised July 2016
Public Protection Biennial Report	Jo MacPherson	November 2020	To be presented biennially – next report Nov 2022	For information - Section 46 of the Adult Support and Protection (Scotland) Act 2007 requires the Conveners of Adult Protection Committees (APCs) to produce a biennial report
Workforce Development Plan	Carol Bebbington	November 2020	To be reviewed annually – next report Nov 2020	Strategic Development Plan agreed 21 November 2018

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Complaints and Information Requests	Lorna Kemp	November 2020	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO)
Chief Social Work Officer's Annual Report	Jo Macpherson	January 2021	To be presented annually – December each year	Requirement of Integration Scheme and Local Code of Corporate Governance, and Guidance on The Role of Chief Social Work Officer Issued by Scottish Ministers – Revised July 2016
Review of Standing Orders (can be merged with Review of Scheme of Delegations)	James Millar	December 2021	To be reviewed biennially – next report Dec 2021	Biennial review agreed by IJB on 20 October 2015
Review of Scheme of Delegations (can be merged with Review of Standing Orders)	James Millar	December 2021	To be reviewed biennially – Dec 2021	Agreed by IJB on 31 January 2017
Communication & Engagement Strategy 2020-2023; Impact on Stakeholders	Lorna Kemp	TBC		
Equality Mainstreaming and Outcomes Report	Lorna Kemp	TBC	To be presented biennially	Required by Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012