

**WEST Lothian INTEGRATION JOINT BOARD**

**WORKPLAN**

**MEETING DATE: 9 November 2021**

Item	Lead Officer	Meeting Date	Recurrence	Reason
Public Bodies Climate Change Duties	Lorna Kemp	November 2021	Annually – by 30 November each year	Required by Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015
Risk Register	Kenneth Ribbons	November 2021	To be reviewed annually – December each year	Required by Risk Management Strategy, approved by IJB on 14 March 2017
Workforce Development Plan	Yvonne Lawton	November 2021	To be reviewed annually – next report Nov 2022	Strategic Development Plan agreed 21 November 2018
Complaints and Information Requests (part of CO report)	Lorna Kemp	November 2021	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO)
Review of Standing Orders (can be merged with Review of Scheme of Delegations)	James Millar	November 2021	To be reviewed biennially – next report Dec 2023	Biennial review agreed by IJB on 20 October 2015
Covid-19 Update (part of CO report or standalone as appropriate)	Alison White	November 2021	Standing item, either as part of Chief	

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			Officer Report or as a stand-alone report	
Home First Update	Fiona Wilson	November 2021		
Budget Update	Patrick Welsh	November 2021		
Baseline data for Primary Care Performance Indicators	Elaine Duncan	November 2021		
National Care Service Consultation	Alison White	November 2021		Agreed 21 September 2021
Update on Temporary Closure of St Michael's Hospital	Fiona Wilson	November 2021		Agreed 21 September 2021
West Lothian Carer Strategy Progress Update	Yvonne Lawton	November 2021		Agreed 21 September 2021
Members' Code of Conduct Annual Report & review	James Millar	January 2021	Annual report – November each year. Review biennially – next review November 2023.	Annual report and separate presentation agreed by IJB on 31 January 2017. Biennial review covered in Local Code of Corporate Governance
Review of Scheme of Delegations (can be merged with Review of Standing Orders)	James Millar	January 2021	To be reviewed biennially – next report Dec 2023	Agreed by IJB on 31 January 2017
Chief Social Work Officer's Annual Report	Jo Macpherson	January 2022	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
Complaints and Information Requests	Lorna Kemp	January 2022	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO)

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Community Wellbeing Hubs Annual Report		January 2022		
Strategic Inspection Action Plan	Alison White	January 2021	Biannual reporting (May/June and November/December)	
Quarterly Performance Report	Yvonne Lawton	January 2021	Quarterly – including Annual Performance Report in June	Agreed 10 November 2020
Membership Review (SPG and AR&G)		March 2022		
Role Descriptions for Members		March 2022	Annually in March	
Commissioning Plans Update	Yvonne Lawton	March 2022	Biannual Reports – March and September	
Quarterly Performance Report	Yvonne Lawton	March 2022	Quarterly – including Annual Performance Report in June	Agreed 10 November 2020
Communication and Engagement Strategy Update	Lorna Kemp	April/May 2022	Annually in April (Full review in 2023)	Agreed by Board 21 January 2020
Review of Strategic Planning Structure Update	Yvonne Lawton	April 2022		Agreed by Board 20 April 2021
Strategic Inspection Action Plan		June 2022	Biannual reporting (May/June and November/December)	
Clinical Governance Report	Elaine Duncan	June 2022	To be presented annually – June each year	Requirement of Integration Scheme and Local Code of Corporate Governance

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Annual Performance Report	Yvonne Lawton	June 2021	Before 30 June each year	Agreed by Board on 21 November 2018
Complaints and Information Requests	Lorna Kemp	June 2022	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO)
Self-assessment questionnaire	Lorna Kemp	June 2022	Annually in June	
Self-assessment results	Lorna Kemp	August 2022	Annually in August	
Commissioning Plans Update		September 2022	Biannual Reports – March and September	
Annual Accounts	Patrick Welsh	September 2022	Annually by 30 Sept each year	Required by Local Authority Accounts (Scotland) Regulations 2014
Carer Strategy Update		September 2022	Annually report on implementation	Approved by IJB 11 August 2020
Complaints and Information Requests	Lorna Kemp	September 2022	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO)
Public Protection Biennial Report	Jo MacPherson	November 2022	To be presented biennially – next report Nov 2024	For information - Section 46 of the Adult Support and Protection (Scotland) Act 2007 requires the Conveners of Adult Protection Committees

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				(APCs) to produce a biennial report
Strategic Inspection Action Plan	Yvonne Lawton	November 2022	Biannual reporting (May/June and November/December)	
Quarterly Performance Report	Yvonne Lawton	November 2022	Quarterly – including Annual Performance Report in June	Agreed 10 November 2020
Members' Code of Conduct Annual Report & review	James Millar	November 2022	Annual report – November each year. Review biennially – next review November 2023.	Annual report and separate presentation agreed by IJB on 31 January 2017. Biennial review covered in Local Code of Corporate Governance
Public Bodies Climate Change Duties	Lorna Kemp	November 2022	Annually – by 30 November each year	Required by Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015
Risk Register	Kenneth Ribbons	November 2022	To be reviewed annually – December each year	Required by Risk Management Strategy, approved by IJB on 14 March 2017
Workforce Development Plan	Yvonne Lawton	November 2022	To be reviewed annually – next report Nov 2023	Strategic Development Plan agreed 21 November 2018
Complaints and Information Requests	Lorna Kemp	November 2022	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO)
Communication & Engagement Strategy 2020-2023; Impact on Stakeholders	Lorna Kemp	TBC		

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Equality Mainstreaming and Outcomes Report	Lorna Kemp	TBC	To be presented biennially – before 30 April	Required by Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
External Reports		TBC	Biannual reports, first date TBC	
Digital Strategy Update	Yvonne Lawton	TBC		As agreed at IJB meeting of 29 June 2021