



**WEST LOTHIAN INTEGRATION JOINT BOARD
WORKPLAN
MEETING DATE: 21 March 2023**



Month	Item	Lead Officer	Meeting Date	Recurrence	Reason
March 2023	Chief Officer Report	Chief Officer	21 March 2023	Standing item	
	WL IJB Budget and Medium-Term Financial Plan	Chief Finance Officer	21 March 2023		
	Minutes Minutes of previous meeting for approval Minutes of Audit, Risk and Governance Committee, Strategic Planning Group and Health and Care Governance Group for noting	Committee Services	21 March 2023	Standing item	
	Commissioning Plans Update	Head of Strategic Planning and Performance	21 March 2023	Biannual Reports – March and September	
	Quarterly Performance Report	Head of Strategic Planning and Performance	21 March 2023	Quarterly – including Annual Performance Report in June	
	Complaints and Information Requests	Project Officer	21 March 2023	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO) included with C.O.R
	Timetable of meetings for IJB and SPG	Committee Services	21 March 2023	Annually in March	
	Update on implementation of CIPFA Financial Management Code (2019)	Chief Finance Officer	21 March 2023	Annual Update	Moved from January 2023 as advised by CFO this will be part of IJB Budget Report in March
	Chief Officer Report	Chief Officer	18 April 2023	Standing item	
	Chief Financial Officer Budget Update	Chief Finance Officer	18 April 2023	Standing item	
	Minutes Minutes of previous meeting for approval Minutes of Audit, Risk and Governance Committee, Strategic Planning Group and Health and Care Governance Group for noting	Committee Services	18 April 2023	Standing item	

April 2023	Coming Home Report Update	Senior Manager Adult Services	18 April 2023	Update requested by board	
	Communication and Engagement Strategy Update	Head of Strategic Planning and Performance	18 April 2023	Annually in April (Full review in 2023)	
	Primary Care Improvement Plan	Head of Health	18 April 2023		April / June Agenda - follow on from Jan IJB
	Carer Strategy Update	Senior Manager Adult Services	18 April 2023		
	Public Health Update	Public Health Consultant	18 April 2023		
	ASP Update	Senior Manager Adult Services	18 April 2023		
June 2023	Chief Officer Report	Chief Officer	27 June 2023	Standing item	
	Chief Financial Officer Budget Update	Chief Finance Officer	27 June 2023	Standing item	
	Minutes Minutes of previous meeting for approval Minutes of Audit, Risk and Governance Committee, Strategic Planning Group and Health and Care Governance Group for noting	Committee Services	27 June 2023	Standing item	
	Annual Performance Report	Head of Strategic Planning and Performance	27 June 2023	Before 30 June each year	Agreed by Board on 21 November 2018 Include impact of Covid-19 on PIs including Primary Care
	Clinical Governance Report	Clinical Director	27 June 2023	To be presented annually – June each year	Requirement of Integration Scheme and Local Code of Corporate Governance
	Complaints and Information Requests	Project Officer	27 June 2023	Quarterly – Aug, Nov, Feb and May	Quarterly reporting of complaints required by Scottish Public Services Ombudsman (SPSO)
	Self-assessment Questionnaire	Project Officer	27 June 2023	Annual report	
	Workforce Plan Update (including Staff Engagement Strategy)	Head of Strategic Planning and Performance	27 June 2023	Draft report for submission	As requested at meeting on 29 June 2022
	Chief Officer Report	Chief Officer	TBC August 2023	Standing item	
	Chief Financial Officer Budget Update	Chief Finance Officer	TBC August 2023	Standing item	

August 2023	Minutes Minutes of previous meeting for approval Minutes of Audit, Risk and Governance Committee, Strategic Planning Group and Health and Care Governance Group for noting	Committee Services	TBC August 2023	Standing item	
	Carer Strategy Update	Senior Manager Adult Services	TBC August 2023	Annually reported on implementation	Approved by IJB 11 August 2020
	Records Management Report	Project Officer	TBC August 2023	Annual update	To update the IJB
	Self-assessment Questionnaire	Project Officer	TBC August 2023	Annual report	
OTHER TBC	Developing a new Mental Health and Wellbeing Primary Care Service	General Manager Mental Health	TBC		Moved from September 2022 to November 2022 - further delay due to awaiting further information from Scottish Government.
	Civil Contingencies (Scotland) Act 2004 – IJBs as first responders	Chief Officer	TBC September 2023	Annual	
	Annual Review of Support Services	Chief Officer	TBC January 2024		
	Role Descriptions for Members	Project Officer	TBC March 2024		