WEST LOTHIAN INTEGRATION JOINT BOARD WORKPLAN

Item	Lead Officer	Meeting Date	Recurrence	Reason / Notes
Tuesday 11 February 2025				
Chief Officer Report	Chief Officer	11 February 2025	Standing Item	
2024/2024 Forecast Outturn	Chief Finance Officer	11 February 2025	Standing Item (Feb / Mar / Aug / Sept / Dec)	
Financial Regulations	Chief Finance Officer	11 February 2025		
IJB Strategic Delivery Plans (including interim performance)	Head of Strategic Planning and Performance	11 February 2025	Biannual (Dec/Feb / Jun)	
Chief Social Work Officer Report	Chief Social Worker	11 February 2025	Annual (Feb)	
SDS Improvement Board Activity	Senior Manager, Adult Services	11 February 2025		
Tuesday 25 March 2025				
Chief Officer Report	Chief Officer	25 March 2025	Standing Item	
2024/2024 Forecast Outturn	Chief Finance Officer	25 March 2025	Standing Item (Feb / Mar / Aug / Sept / Dec)	
Timetable of Meetings 2025/2026	Committee Services	25 March 2025	Annual	
2025/2026 Budget	Chief Finance Officer	25 March 2025	Annual	
Interim Performance Report	Head of Strategic Planning and Performance	25 March 2025	Quarterly (Interim Performance Report Mar / Sept) Included within Delivery Plans – Dec / Jun)	
Strategic Plan Review	Head of Strategic Planning and Performance	25 March 2025		

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Item	Lead Officer	Meeting Date	Recurrence	Reason / Notes
Call for Views: Draft Debt Recovery (Mental Health Moratorium) (Scotland) Regulations	General Manager, Mental Health & Addictions Services	25 March 2025		For information
Thursday 1 May 2025				
Chief Officer Report	Chief Officer	1 May 2025	Standing Item	
Monday 30 June 2025				
Chief Officer Report	Chief Officer	30 June 2025	Standing Item	
Complaints and Freedom of Information Requests	Project Officer	30 June 2025	Quarterly (Feb, Jun, Sept, Dec)	To be included in the Chief Officer Report. Quarterly reporting submitted to Scottish Information Commissioner (ISO)
IJB Strategic Delivery Plans (including interim performance)	Head of Strategic Planning and Performance	30 June 2025	Biannual (Dec / Jun)	
IJB Annual Performance Report	Head of Strategic Planning and Performance	30 June 2025	Annual	To be published before 31 July 2025
Unaudited Annual Accounts	Chief Finance Officer	30 June 2025	Annual	
Carers Strategy Annual Update	Senior Manager, Adult Services	30 June 2025	Annual	

WEST LOTHIAN INTEGRATION JOINT BOARD WORKPLAN

Item	Lead Officer	Meeting Date	Recurrence	Reason / Notes
Wednesday 13 August 2025				
Chief Officer Report	Chief Officer	13 August 2025	Standing Item	
2024/2024 Forecast Outturn	Chief Finance Officer	13 August 2025	Standing Item (Feb / Mar / Aug / Sept / Dec)	
Wednesday 24 September 2025				
Chief Officer Report	Chief Officer	24 September 2025	Standing Item	
Complaints and Freedom of Information Requests	Project Officer	24 September 2025	Quarterly (Feb, Jun, Sept, Dec)	To be included in the Chief Officer Report. Quarterly reporting submitted to Scottish Information Commissioner (ISO)
2024/2024 Forecast Outturn	Chief Finance Officer	24 September 2025	Standing Item (Feb / Mar / Aug / Sept / Dec)	
Interim Performance Report	Head of Strategic Planning and Performance	24 September 2025	Quarterly (Interim Performance Report Mar / Sept) Included within Delivery Plans – Dec / Jun)	
Annual Accounts	Chief Finance Officer	30 June 2025	Annually by 30 Sept each year	

WEST LOTHIAN INTEGRATION JOINT BOARD WORKPLAN

Item	Lead Officer	Meeting Date	Recurrence	Reason / Notes
Wednesday 3 December 2025				
Chief Officer Report	Chief Officer	3 December 2025	Standing Item	
Complaints and Freedom of Information Requests	Project Officer	3 December 2025	Quarterly (Feb, Jun, Sept, Dec)	To be included in the Chief Officer Report. Quarterly reporting submitted to Scottish Information Commissioner (ISO)
2024/2024 Forecast Outturn	Chief Finance Officer	3 December 2025	Standing Item (Feb / Mar / Aug / Sept / Dec)	
IJB Strategic Delivery Plans (including interim performance)	Head of Strategic Planning and Performance	3 December 2025	Biannual (Dec / Jun)	
Wednesday 4 February 2026				
Chief Officer Report	Chief Officer	4 February 2026	Standing Item	
Complaints and Freedom of Information Requests	Project Officer	4 February 2026	Quarterly (Feb, Jun, Sept, Dec)	To be included in the Chief Officer Report. Quarterly reporting submitted to Scottish

WEST LOTHIAN INTEGRATION JOINT BOARD WORKPLAN

Item	Lead Officer	Meeting Date	Recurrence	Reason / Notes
				Information Commissioner (ISO)
2024/2024 Forecast Outturn	Chief Finance Officer	4 February 2026	Standing Item (Feb / Mar / Aug / Sept / Dec)	
Tuesday 24 March 2026				
Chief Officer Report	Chief Officer	24 March 2026	Standing Item	
Interim Performance Report	Head of Strategic Planning and Performance	24 March 2026	Quarterly (Interim Performance Report Mar / Sept) Included within Delivery Plans – Dec / Jun)	