



REPORT TO: East Lothian Integration Joint Board

MEETING DATE: 27 June 2019

BY: Chief Officer

SUBJECT: East Lothian IJB Meeting Dates 2019/20

1 PURPOSE

- 1.1 To set the dates of East Lothian Integration Joint Board (IJB) business meetings and development sessions during 2019/20.

2 RECOMMENDATIONS

- 2.1 The IJB is asked to:
- i. approve the dates for business meetings during session 2019/20 (proposals set out in Appendix 1); and
 - ii. approve the dates for development sessions during session 2019/20 (as set out in Appendix 2).

3 BACKGROUND

- 3.1 The IJB is required to approve a schedule of meeting dates for session 2019/20. From August 2017 the frequency of business meetings changed to every two months, with development sessions scheduled in the months in between. The exceptions were February/March when business meetings were scheduled on consecutive months. There were also additional meetings arranged in September (to sign-off the annual accounts) and April and May to deal with agreement of the budget, Directions and other urgent items of business.
- 3.2 As a result of the ongoing requirement for additional meetings, it is proposed that the timing of IJB meetings should be altered. Beginning with session 2019/20 it is proposed that business meetings should continue to be every two months but with three exceptions – a meeting in early/mid September rather than late August, consecutive meetings in February & March and a special budget-setting meeting in May.

- 3.3 Standing Orders allow the IJB to call additional business meetings if necessary. However, this discretion will be used only in exceptional circumstances. In the event that a meeting date requires to be changed, members will be notified as soon as practicable.
- 3.4 The proposed business meeting dates for session 2019/20 are set out in Appendix 1. Members should note that two options have been offered for the meeting date in September 2019 and they will be asked to indicate their preference. The proposed dates for development sessions are listed in Appendix 2.

4 ENGAGEMENT

- 4.1 The proposed meeting dates were discussed with the Chair, Depute Chair and Chief Officers prior to this report being presented to the IJB.

5 POLICY IMPLICATIONS

- 5.1 None.

6 INTEGRATED IMPACT ASSESSMENT

- 6.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

7 DIRECTIONS

- 7.1 The subject of this report does require the creation of a new Direction or the alteration of an existing Direction issued by the IJB.

8 RESOURCE IMPLICATIONS

- 8.1 Financial – none.
- 8.2 Personnel – none.
- 8.3 Other – none.

9 BACKGROUND PAPERS

- 9.1 None.

AUTHOR'S NAME	Fiona Currie
DESIGNATION	Committees Officer, East Lothian Council
CONTACT INFO	fcurrie@eastlothian.gov.uk
DATE	19 June 2019

APPENDIX 1

PROPOSED BUSINESS MEETING DATES FOR SESSION 2019/20

Thursday 5 September 2019, 2pm or Wednesday 11 September 2019, 1pm

Thursday 31 October 2019, 2pm

Thursday 5 December 2019, 2pm

Thursday 27 February 2020, 2pm

Thursday 26 March 2020, 2pm

Thursday 28 May 2020, 2pm (budget-setting)

Thursday 25 June 2020, 2pm

The majority of meetings will be held in the Council Chamber, Town House, Haddington, with occasional meetings held at venues elsewhere in East Lothian.

APPENDIX 2

PROPOSED DATES FOR DEVELOPMENT SESSIONS IN 2019/20

Thursday 29 August 2019, 2pm

Thursday 28 November 2019, 2pm

Thursday 23 January 2020, 2pm

Thursday 30 April 2020, 2pm

Venues for the development sessions will be confirmed in due course.

