



REPORT TO: East Lothian Integration Joint Board

MEETING DATE: 24 February 2022

BY: Chief Officer

SUBJECT: IJB and Audit & Risk Committee Meeting Dates 2022/23

1 PURPOSE

- 1.1 To set the dates of East Lothian Integration Joint Board (IJB) business meetings and development sessions, and meeting dates for the Audit & Risk Committee during session 2022/23.

2 RECOMMENDATIONS

- 2.1 The IJB is asked to:
- i. approve the dates for IJB business meetings during session 2022/23 (proposals set out in Appendix 1);
 - ii. approve the dates for IJB development sessions during session 2022/23 (as set out in Appendix 2);
 - iii. approve the dates for the Audit & Risk Committee meetings during session 2022/23 (Appendix 3); and
 - iv. approve a change to the date of the Audit & Risk Committee meeting in June 2022.

3 BACKGROUND

- 3.1 The IJB is required to approve a schedule of meeting dates for session 2022/23. From June 2019 the frequency of business meetings was set at every two months, with development sessions scheduled in the months in-between. There were 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.
- 3.2 Under its Standing Orders, the IJB may call additional business meetings, however, this discretion will be used only in exceptional circumstances. In the event that a meeting date has to be changed,

members will be notified as soon as practicable. The IJB must also approve the meetings dates for the Audit & Risk Committee.

3.3 The proposed IJB meeting and development session dates for session 2022/23 are set out in Appendices 1 and 2, and the meeting dates for the Audit & Risk Committee are detailed in Appendix 3.

3.4 The Audit & Risk Committee is scheduled to meet on Tuesday 7th June 2022, however, it is proposed to move this meeting to Wednesday 29th June at 10.00am. Following the local government elections on 5th May, there are likely to be changes to the voting membership of the IJB, as appointed by East Lothian Council. The IJB is scheduled to meet on 23rd June at which point it will approve any necessary changes to its membership and that of the Audit & Risk Committee. The Committee cannot meet until this process has been completed and this means a change to the scheduled meeting date.

4 ENGAGEMENT

4.1 The Chairs, Depute Chair and Chief Officers were consulted on these proposals 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.

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DATE	16 February 2022

APPENDIX 1

PROPOSED IJB BUSINESS MEETING DATES FOR SESSION 2022/23

Thursday 15th September 2022, 2.00pm

Thursday 27th October 2022, 2.00pm

Thursday 8th December 2022, 2.00pm

Thursday 23rd February 2023, 2.00pm

Thursday 23rd March 2023, 2.00pm

Thursday 25th May 2023, 2.00pm (budget-setting)

Thursday 22nd June 2023, 2.00pm

NB: Meetings are currently being held remotely via MS Teams.

APPENDIX 2

PROPOSED DATES FOR IJB DEVELOPMENT SESSIONS IN 2022/23

Thursday 25th August 2022, 2.00pm

Thursday 24th November 2022, 2.00pm

Thursday 26th January 2023, 2.00pm

Thursday 27th April 2023, 2.00pm

Additional arrangements for the development sessions will be confirmed in due course.

**PROPOSED AUDIT & RISK COMMITTEE MEETING DATES FOR SESSION
2022/23**

Tuesday 13th September 2022, 2.00pm

Tuesday 6th December 2022, 2.00pm

Tuesday 14th March 2023, 2.00pm

Tuesday 6th June 2023, 2.00pm

NB: Meetings are currently being held remotely via MS Teams.