



REPORT TO: East Lothian Integration Joint Board

MEETING DATE: 22 February 2024

BY: Chief Officer

SUBJECT: IJB and Audit & Risk Committee Meetings Dates 2024-25

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 2024/25.

2 RECOMMENDATIONS

- 2.1 The IJB is asked to
- i. approve the dates for IJB business meetings during session 2024/25, as set out in Appendix 1;
 - ii. approve the dates for IJB development sessions during session 2024/25, as set out in Appendix 2; and
 - iii. approve the dates for the Audit & Risk Committee meetings during session 2024/25, as set out in Appendix 3.

3 BACKGROUND

- 3.1 The IJB is required to approve a schedule of meeting dates and development sessions for each session (Appendices 1 and 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.
- 3.2 The IJB must also approve a schedule of meeting dates for the Audit & Risk Committee (Appendix 3.)
- 3.3 Meetings continue to take place online but it is hoped that there will be a return to in-person meetings during 2024. Further details of the venue(s) and arrangements for these meetings will be confirmed in due course.

4 ENGAGEMENT

- 4.1 The Chairs, Depute Chairs and Chief Officers were consulted on the proposed meeting and development session dates in this report. There was also consultation with the clerking teams within NHS Lothian, Edinburgh and Midlothian Councils to avoid clashes with other NHS Board and IJB meetings.

5 POLICY IMPLICATIONS

- 5.1 There are no policy implications as a result of this report.

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	7 February 2024

PROPOSED IJB MEETING DATES – SESSION 2024/25

- Thursday 26th September 2024, 2.00pm
- Thursday 24th October 2024, 2.00pm
- Thursday 19th December 2024, **1.00pm***
- Thursday 20th February 2025, 2.00pm
- Thursday 20th March 2025, 2.00pm
- Thursday 22nd May 2025, 2.00pm
- Thursday 26th June 2025, 2.00pm

*To avoid a clash with the Midlothian IJB meeting arranged on that date.

APPENDIX 2

PROPOSED IJB DEVELOPMENT SESSION DATES – SESSION 2020/25

- Thursday 22nd August 2024
- Thursday 28th November 2024
- Thursday 23rd January 2025
- Thursday 24th April 2025

All development sessions will be scheduled for 2.00-4.00pm. Additional arrangements will be confirmed in due course.

**PROPOSED AUDIT & RISK COMMITTEE MEETING DATES – SESSION
2024/25**

- Tuesday 24th September 2024, **3.00pm***
- Tuesday 3rd December 2024, 2.00pm
- Tuesday 18th March 2025, 2.00pm
- Tuesday 3rd June 2025, 2.00pm

*To avoid a clash with the Edinburgh IJB meeting arranged on that date.

