

meetings. The aim of deputations is to provide a facility for the community and other groups, with a common goal, to submit their views directly to the IJB. Accordingly, deputations should only be accepted from an office bearer or spokesperson of an organisation or group. This will assist in ensuring that deputation requests are generally representative of a group of people, are submitted by the named organisation or group and not just a member, and that individual requests are discouraged.

8. Many deputation requests will only be submitted once the agenda is published. However, sufficient time to submit a request must be balanced with giving appropriate preparation time if necessary. Therefore it is suggested that deputation requests must be submitted to the clerk by 5pm two days before the meeting takes place. This will allow for sufficient time for any pre-meeting consideration.
9. Exceptionally it is proposed that the Chair be given the discretion to waive the requirements in paragraphs 7 and 8, outlined above, if they determine it is appropriate.
10. A request will only be put to the IJB or the committee if it is regarding an item on the agenda. This is to avoid lengthy discussions on areas that the IJB or committee is unable to make a decision on and help ensure there is an identifiable outcome with every deputation.

The Meeting

11. The Board or committee will be asked whether they wish to hear the deputation but must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation or not.
12. A deputation has ten minutes to present their case; they can then be asked questions by the members of the IJB or committee. If there is more than one organisation or group speaking on a particular issue, the Chair can alter the time period given to each deputation. Thereafter the deputation is asked to retire to the public seating area to watch the debate and decision on the matter. The deputation does not take any part in the debate or the discussion of the relevant item.

Future arrangements

13. Hearing deputations at IJB meetings will allow organisations and groups to publicly address IJB members. It will encourage engagement, participation and interest in the role of the IJB. IJB papers are published online which will allow organisations and groups to be able to see the issues being considered and decide whether to make a deputation. This will ensure that the system is transparent and open to all. This option will also provide the opportunity for the deputation to have a real impact assisting the IJB make informed decisions.
14. The procedures above are designed to make the deputation process as easy as possible for those making a request but also mitigate any disruption they could pose to the smooth running of the IJB but it is difficult to determine at this stage what the appetite will be for deputation requests. As an interim measure it is suggested that a pilot be introduced for a six month period which incorporates the procedure outlined

in appendix one but which is subsequently reviewed at the end of the period to determine if it should be continued.

Scope

15. It is suggested that initially deputations should only be permitted at the IJB and its committees. If following the pilot period, it is felt that this was either inappropriate or insufficient these provisions can be reviewed.

Procedure

16. The procedure outlined in the paragraphs above is contained in appendix one. If the pilot exercise is successful it is recommended that this is incorporated into Standing Orders.

Key risks

17. There is a risk that a significant number of deputation requests will be submitted which could detrimentally impact on the decision making of the IJB. By undertaking a pilot period of six months, with a subsequent review, the impact can be assessed.

Financial implications

18. There are no financial implications connected with this report. Deputations could be adopted at no cost.

Involving people

19. Deputations could be an additional element of the IJB in engaging with the public and encouraging participation. It would provide a new avenue for organisations and groups which wish to influence the IJB and provide greater involvement in the IJB's decision making process.

Impact on plans of other parties

20. There is no known impact on the plans of other parties.

Background reading/references

Edinburgh Integration Joint Board's Standing Orders
[City of Edinburgh Council's Procedural Standing Orders](#)

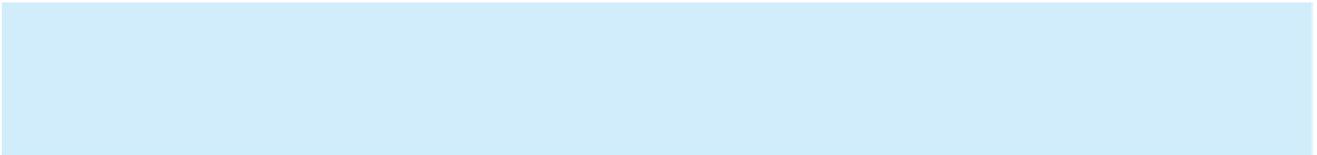
Report author

Alastair D Maclean

Deputy Chief Executive

Contact: Gavin King, Committee Services Manager E-mail:
gavin.king@edinburgh.gov.uk | Tel: 0131 529 4239

Links to priorities in strategic plan



Appendix 1

Deputation Process

- 1.1. Deputation requests must be submitted to the clerk by 5pm two days before the meeting takes place;
- 1.2. Deputations should only be accepted from an office bearer or spokesperson of an organisation or group;
- 1.3. The Chair has the discretion to waive the requirements in the above paragraphs if they feel it is appropriate;
- 1.4. Deputations can only be on an agenda item being considered at that meeting;
- 1.5. The Board or committee will be asked whether they wish to hear the deputation but must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation or not;
- 1.6. Deputations should be allowed 10 minutes to present their case, although this can be reduced by the chair, if there is more than one deputation on the same subject. Following their deputation, questions are permitted from members;
- 1.7. Following questions the deputation is asked to retire to the public seating area to watch the debate and decision on the matter. The deputation does not take any part in the debate or the discussion of the relevant item.