

# Report

## Calendar of Meetings

### Edinburgh Integration Joint Board

16 September 2016



#### Executive Summary

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1. Standing Orders require the Joint Board to agree its calendar of meetings. The current schedule runs until the end of 2016. This report proposes dates for meetings until August 2017, after which the diary process will sit alongside the Council diary arrangements.

#### Recommendations

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2. To agree the proposed schedule of meetings until August 2017.
3. To note that consultation will be undertaken on the draft calendar of meetings for 2017/18. The Joint Board will be asked to approve the draft schedule, and diary invites will be issued alongside the Council diary arrangements.

#### Background

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4. A draft list of Joint Board meetings and development sessions was circulated for comment with the July Joint Board meeting papers. No adverse comments have been received on the proposals.
5. These now require to be approved by the Joint Board.

#### Main report

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6. The recommended schedule (all starting at 9.30am) is as follows:-
  - 20 January 2017
  - 17 February 2017 – *Development Session*
  - 24 March 2017
  - 14 April 2017 – *Development Session* (Option to hold an additional business meeting prior to start of Development session)

- 16 June 2017
  - 14 July 2017 – *Development Session*
  - 11 August 2017
7. This takes account of the May 2017 local government elections, allowing time for Council appointments to be confirmed.
  8. There is also scope to call Special Meetings where business requires.
  9. Dates from August 2017 will be integrated with the Council diary planning process. Consultation will take place on the draft schedule, and formal approval sought from the Joint Board in early 2017.

## Key risks

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10. Forward planning of Joint Board business is undermined because of the absence of a forward calendar.

## Financial implications

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11. There are no financial implications as a result of this report.

## Involving people

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12. All members of the Joint Board, and key officers, were consulted on the draft schedule of meetings.

## Background reading/references

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The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

## Report author

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**Links to  
priorities in  
strategic  
plan**