
To: Renfrewshire Integration Joint Board

On: 15 September 2017

Report by: Clerk

Heading: Proposed Dates of Meetings of the Joint Board 2017/18

1. Summary

- 1.1 At the meeting of the Joint Board held on 23 June 2017 the IJB delegated authority to the Clerk and Chief Officer, in consultation with the Chair and Vice-chair, to fix the date and start time for the meeting of the IJB and Audit Committee to be held in September 2017; and decided that a report be submitted to the September meeting of the IJB detailing proposed dates of meetings of the IJB in 2017/18.
- 1.2 In terms of this delegation, it was decided that the date and time of the September Audit Committee be 15 September 2017 at 9.00 am and that the IJB meeting be held on 15 September 2017 at 10.00 am.
- 1.3 It is now proposed that the IJB consider its timetable of meeting dates in 2017/18 based on a further four meetings in 2017/18.
- 1.4 Arrangements for ordinary meetings of the IJB are governed by the provisions of Standing Order 5.1 of the IJB's Procedural Standing Orders which state that:-
- “5.1 The IJB shall meet at such place and such frequency as may be agreed by the IJB, but not less than five times within each financial year. The IJB will annually approve a forward schedule of meetings.”
- 1.5 The suggested dates and times are set out below, with meetings being held on Fridays:
- 24 November 2017 at 10.00 am (following the meeting of the Audit Committee)
26 January 2018 at 10.00 am (following the meeting of the Audit Committee)
23 March 2018 at 9.30 am
29 June 2018 at 10.00 am (following the meeting of the Audit Committee).
- 1.6 It is proposed that meetings of the IJB are held in the Abercorn Conference Centre, Renfrew Road, Paisley, unless that venue is unavailable or unsuitable, in which case it be delegated to the Clerk and Chief Officer, in consultation with the Chair and Vice Chair, to determine an alternative venue.

- 1.7 A further report will be presented to the IJB in due course to agree meetings post June 2018.
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2. Recommendations

- 2.1 That the IJB approve the dates and times of meetings for 2017/18 as detailed in section 1.5 of the report; and
 - 2.2 That meetings of the IJB be held in the Abercorn Conference Centre, Renfrew Road, Paisley, unless that venue is unavailable or unsuitable, in which case it be delegated to the Clerk and Chief Officer, in consultation with the Chair and Vice Chair, to determine an alternative venue.
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Implications of the Report

1. **Financial** - none.
 2. **HR & Organisational Development** - none.
 3. **Community Planning** - none.
 4. **Legal** - none.
 5. **Property/Assets** - none.
 6. **Information Technology** - none.
 7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the NHS GC&C website.
 8. **Health & Safety** - none.
 9. **Procurement** - none.
 10. **Risk** - none.
 11. **Privacy Impact** - none.
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List of Background Papers – none.

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