



REPORT TO: East Lothian Integration Joint Board

MEETING DATE: 27 February 2020

BY: Chief Officer

SUBJECT: IJB and Audit & Risk Committee Meeting Dates 2020/21

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 2020/21.

2 RECOMMENDATIONS

- 2.1 The IJB is asked to:
- i. approve the dates for IJB business meetings during session 2020/21 (proposals set out in Appendix 1);
 - ii. approve the dates for IJB development sessions during session 2020/21 (as set out in Appendix 2); and
 - iii. Approve the dates for the Audit & Risk Committee meetings during session 2020/21 (Appendix 3).

3 BACKGROUND

- 3.1 The IJB is required to approve a schedule of meeting dates for session 2020/21. From June 2019 the frequency of business meetings were 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 Standing Orders allow the IJB to call additional business meetings if necessary. However, this discretion will be used only in exceptional circumstances. In the event that a meeting date requires to be changed, members will be notified as soon as practicable. Standing Orders also require the IJB to approve the meetings dates for the Audit & Risk Committee.

- 3.3 The proposed IJB meeting and development session dates for session 2020/21 are set out in Appendices 1 and 2, and the meeting dates for the Audit & Risk Committee are detailed in Appendix 3. The proposed IJB meeting in December 2020 will require members to choose between two possible dates.

4 ENGAGEMENT

- 4.1 The proposed meeting dates were discussed with the Chairs, Depute Chair and Chief Officers 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	17 February 2020

APPENDIX 1

PROPOSED BUSINESS MEETING DATES FOR SESSION 2020/21

Thursday 17th September 2020, 2.00pm

Thursday 29th October 2020, 2.00pm

Thursday 3rd December 2020 or Thursday 10th December 2020, 2.00pm

Thursday 25th February 2021, 2.00pm

Thursday 25th March 2021, 2.00pm

Thursday 27th May 2021, 2.00pm (budget-setting)

Thursday 24th June 2021, 2.00pm

The majority of meetings will be held in the Council Chamber, Town House, Haddington, with occasional meetings held at venues elsewhere in East Lothian.

APPENDIX 2

PROPOSED DATES FOR DEVELOPMENT SESSIONS IN 2020/21

Thursday 27th August 2020, 2pm

Thursday 26th November 2020, 2pm

Thursday 28th January 2021, 2pm

Thursday 22nd April 2021, 2pm

Venues for the development sessions will be confirmed in due course.

**PROPOSED AUDIT & RISK COMMITTEE MEETING DATES FOR SESSION
2020/21**

Tuesday 15th September 2020, 10.00am

Tuesday 8th December 2020, 10.00am

Tuesday 16th March 2021, 2.00pm

Tuesday 8th June 2021, 2.00pm

These meetings will take place in the Council Chamber or other meeting room
in Haddington