



**Item No: 10**

**Meeting Date: Wednesday 25<sup>th</sup> November 2020**

## **Glasgow City Integration Joint Board**

**Report By: Sharon Wearing, Chief Officer, Finance and Resources**

**Contact: Allison Eccles**

**Phone: 0141 287 6724**

### **Glasgow City Integration Joint Board - Meeting Recording**

**Purpose of Report:**

The IJB is asked to consider whether IJB meetings should be recorded and published until physical meetings are able to be resumed and are open to the public.

**Background/Engagement:**

The Standing Orders for the Integration Joint Board and Committee meetings make provision for admission to meetings of members of the public and media in an effort to promote transparency and accessibility.

**Recommendations:**

The Integration Joint Board is asked to:

- a) Consider whether IJB meetings should be recorded and made available to the public;
- b) Consider if a time limit should be applied to recorded meetings (4.6); and
- c) Instruct officers accordingly, that is, if members agree we should consider publishing recorded meetings, officers are instructed to investigate and find solutions for the technical considerations outlined at section 5, and develop appropriate guidance for members and officers as outlined at section 6.

**Relevance to Integration Joint Board Strategic Plan:**

The Strategic Plan outlines the commitment of the IJB to engaging meaningfully with those who use or are interested in our services, and to a culture of openness and transparency.

**OFFICIAL**

**Implications for Health and Social Care Partnership:**

<b>Reference to National Health &amp; Wellbeing Outcome:</b>	None
--	------

<b>Personnel:</b>	None
-------------------	------

<b>Carers:</b>	None
----------------	------

<b>Provider Organisations:</b>	None
--------------------------------	------

<b>Equalities:</b>	The decision to record and publish meetings would increase the accessibility of meetings to members of the public at a time when the option to attend in person is unavailable.
--------------------	---

<b>Fairer Scotland Compliance:</b>	None
------------------------------------	------

<b>Financial:</b>	None
-------------------	------

<b>Legal:</b>	None
---------------	------

<b>Economic Impact:</b>	None
-------------------------	------

<b>Sustainability:</b>	None
------------------------	------

<b>Sustainable Procurement and Article 19:</b>	None
--	------

<b>Risk Implications:</b>	None
---------------------------	------

<b>Implications for Glasgow City Council:</b>	None
---	------

<b>Implications for NHS Greater Glasgow &amp; Clyde:</b>	None
--	------

**Direction Required to Council, Health Board or Both**

<b>Direction to:</b>	
1. No Direction Required	<input checked="" type="checkbox"/>
2. Glasgow City Council	<input type="checkbox"/>
3. NHS Greater Glasgow & Clyde	<input type="checkbox"/>
4. Glasgow City Council and NHS Greater Glasgow & Clyde	<input type="checkbox"/>

## OFFICIAL

### 1. Purpose

- 1.1. The Integration Joint Board is asked to consider whether IJB meetings should be recorded and published on the Glasgow City Health and Social Care website until physical meetings are able to be resumed and are open to the public.

### 2. Background

- 2.1. The [Standing Orders](#) for the Integration Joint Board and Committee meetings (section 8) make provision for admission to meetings of members of the public and media in an effort to promote transparency and accessibility.
- 2.2. Since the establishment of the IJB there have been members of the public in attendance at many of the meetings, although in very small number. This has included, for example, press representatives, interested organisations, members of the public with an interest in a particular agenda item etc.

### 3. Recent Meeting Arrangements

- 3.1. Members are aware that IJB meetings have been virtual since March 2019 as a result of the Covid-19 Pandemic. This has meant that it has not been possible to have meetings open to members of the public.
- 3.2. Given that the Pandemic is still live, and meetings need to continue virtually for the time being, members may wish to consider the recording of IJB meetings to enable us to make them available to the public.

### 4. Contextual Considerations

- 4.1. The IJB is transparent in its work and the business of the IJB is published via the website and other routes.
- 4.2. Some other IJBs have begun to share recorded meetings via You Tube.
- 4.3. Glasgow City Council is now publishing recordings of meetings.
- 4.4. NHS Greater Glasgow & Clyde meetings are not open to the public and are not recorded or published.
- 4.5. Officers have looked at recordings from other IJBs and the number of viewings of these is very low.
- 4.6. The length of recorded meetings should be kept to a minimum, if adopted members may wish to consider applying a time limit to meetings.

OFFICIAL

## OFFICIAL

### 5. Technical Considerations

- 5.1 Some investigation into our technical capacity to record and publish meetings will be required, for example, having the right equipment, skills, licenses and the technical ability to transfer large files for publication from our systems.
- 5.2 Officers have begun to look into these technical areas to determine our state of readiness, and/or work which will require to be completed to enable meetings to be published should the IJB agree to do so.

### 6. Meeting Etiquette

- 6.1 Whilst the business of the meeting will remain the same whether or not the meeting is recorded, it is important to consider how to input to recorded proceedings. For example, preparation of input can help make the meeting slicker and less time consuming.
- 6.2 It is important to consider how your Members' will be perceived by the viewer.
- 6.3 Very clear and particular chairing is required for recorded proceedings.
- 6.4 Glasgow City Council adopted webcasting some considerable time ago and has provided guidance notes to elected members on participation on webcast meetings.
- 6.5 The behavior and input from both Members and officers in recorded meetings is equally important and it is proposed that if adopted clear guidance should be developed.

### 7. Recommendations

- 7.1. The Integration Joint Board is asked to:
  - a) Consider whether IJB meetings should be recorded and made available to the public;
  - b) Consider if a time limit should be applied to recorded meetings (4.6) and;
  - c) Instruct officers accordingly, that is if members agree we should consider publishing recorded meetings, to investigate and find solutions for the technical considerations outlined at section 5, and develop appropriate guidance for members and officers as outlined at section 6.

OFFICIAL