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**Item No: 12**

**Meeting Date: Wednesday 24 January 2024**

## **Glasgow City Integration Joint Board**

**Report By: Susanne Millar, Chief Officer**

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### **IJB Meetings**

**Purpose of Report:**

The purpose of this report is to consider and make a decision on progressing a return to face to face meetings of the Integration Joint Board and its Committees.

**Background/Engagement:**

Prior to the Covid-19 pandemic meetings of the Integration Joint Board and Finance, Audit and Scrutiny Committee took place in the Sir Peter Wheatly Boardroom in Commonwealth House, 32 Albion Street, Glasgow, G1 1LH. Meetings of the IJB Public Engagement Committee took place in venues across the three defined localities within the city on a rotational basis.

In [March 2020](#) the IJB approved a report proposing a temporary change to governance arrangements, including the format of meetings, to support the IJB/HSCP to manage the strategic/operational response to the pandemic and to meet Scottish Government guidance on limiting the movement of people. It was agreed that in-person meetings would stop and move to a virtual format, using Microsoft Teams.

**Governance Route:**

The matters contained within this paper have been previously considered by the following group(s) as part of its development.

HSCP Senior Management Team

Council Corporate Management Team

Health Board Corporate Management Team

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	Council Committee <input type="checkbox"/> Update requested by IJB <input type="checkbox"/> Other <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
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<b>Recommendations:</b>	The Integration Joint Board is asked to:  a) Consider and make a decision on the option to move to a return to fully or partly in-person meetings within the Boardroom of Commonwealth House, subject to considerations outlined at 3.3 and 3.4 and; b) Agree whether the decision referred to at a) applies to IJB Committees.
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**Relevance to Integration Joint Board Strategic Plan:**

None.
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**Implications for Health and Social Care Partnership:**

<b>Reference to National Health &amp; Wellbeing Outcome(s):</b>	None.
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<b>Personnel:</b>	The decision taken as a result of this paper will have a direct result on staff that support the IJB and Committee meetings, and on attendees of the meetings.
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<b>Carers:</b>	None.
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<b>Provider Organisations:</b>	None.
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<b>Equalities:</b>	The decision taken must take into account the individual requirements of Members, some of whom might have specific requirements that enable attendance at meetings.
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<b>Fairer Scotland Compliance:</b>	None.
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<b>Financial:</b>	None.
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<b>Legal:</b>	None.
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<b>Economic Impact:</b>	None.
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<b>Sustainability:</b>	None.
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<b>Sustainable Procurement and Article 19:</b>	None.
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<b>Risk Implications:</b>	None.
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<b>Implications for Glasgow City Council:</b>	None.
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<b>Implications for NHS Greater Glasgow &amp; Clyde:</b>	None.
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<b>Direction Required to Council, Health Board or Both</b>	
<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"/>

### 1. Purpose

- 1.1. The purpose of this report is to consider and make a decision on progressing a return to in-person meetings of the Integration Joint Board and its Committees.

### 2. Background

- 2.1. Prior to the Covid-19 pandemic meetings of the Integration Joint Board and Finance, Audit and Scrutiny Committee took place in the Sir Peter Wheatly Boardroom in Commonwealth House. Meetings of the IJB Public Engagement Committee took place in venues across the three defined localities within the city on a rotational basis.
- 2.2. In [March 2020](#) the IJB approved a report proposing a temporary change to governance arrangements, including the format of meetings, to support the IJB/HSCP to manage the strategic/operational response to the pandemic and to meet Scottish Government guidance on limiting the movement of people. It was agreed that in-person meetings would stop and move to a virtual format, using Microsoft Teams. As part of this decision all meetings of the IJB Finance, Audit and Scrutiny Committee (FASC) and the IJB Public Engagement Committee (PEC) were postponed until further notice.
- 2.3. Temporary governance arrangements were extended, following review, on [24th June 2020](#). However, following further review and considering the operational context at the time, the decision was taken in [August 2020](#) to reinstate routine governance arrangements from 1<sup>st</sup> September 2020. This included the decision to reconvene meetings of the FASC and PEC from September 2020 and December 2020 respectively. Temporary governance arrangements ended in September 2020, but all meetings continued to be conducted online via Teams.

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- 2.4. To acknowledge the ongoing inability to enable members of the public to attend Board and Committee meetings, in [November 2020](#) the IJB were invited to consider whether meetings should be recorded and published until physical meetings were able to be resumed and be open to the public. There was no agreement reached to record meetings, but officers were asked to further explore the technicalities of facilitating public access to meetings. Since then, this has been achieved through the provision of links to join the meetings on Teams, subject to advanced request from interested parties and a process for managing access and etiquette of those taking part. This is reiterated by the Chairs prior to the commencement of each meeting through a pre-prepared statement.
- 2.5. Online meetings were always to be a temporary measure. Consideration of governance arrangements and continuation of virtual meetings has continued throughout the intervening period to ensure the demands on the HSCP in managing the pandemic can be met whilst limiting the impact on the IJB's ability to fulfil its role. This included reports to the IJB in [January 2021](#) and [March 2021](#).
- 2.6. IJB Development sessions resumed in an in-person capacity from March 2023 and are therefore not part of the considerations outlined within this paper.

### 3. Option to return to in-person IJB meetings

- 3.1 Since March 2020 all IJB and Committee meetings have been taking place online through Microsoft Teams and attendance at meetings via Teams has become a routine element of the work of the IJB and officers. Since moving to Teams, the HSCP has been carrying out work on the infrastructure within its buildings to support meetings taking place which enable invitees to attend in person or via Teams. The Boardroom in Commonwealth House is able to support a hybrid approach to meetings now and Members are therefore invited to consider whether to return to in-person meetings, either wholly or as part of a hybrid approach.
- 3.2 If Members wish to progress a return to in-person/hybrid meetings it is proposed officers carry out tests to ensure all aspects of an IJB/Committee meeting can be carried out with no negative impact on proceedings, with a view to the next IJB meeting including the new arrangements as approved.
- 3.3 In considering whether to move from fully online meetings to meetings with an in-person element Members are invited to consider the following:
- Whether to move to fully in-person meetings or a hybrid approach (i.e., where attendees still have the option to attend virtually via Teams)
  - The requirement for meetings to be accessible to all Members and acknowledge personal preferences or support requirements in terms of attendance
  - Limiting in-person attendance to IJB Members, officers, support staff and presenters in the first instance to acknowledge the learning around social

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distancing during the pandemic and to accommodate the space restrictions within the Boardroom

- Members of the press and public would continue to be supported to attend through Microsoft Teams
- Whether any change agreed to current arrangements should apply equally to FASC and PEC (noting the PEC may take the decision to return to meetings in venues across localities rather than the Boardroom over time) or whether Committees are to be remitted to consider and decide separately
- How to manage notifications from Members of their intention to attend physically or virtually to assist the Chair to know how many physical attendees are expected and given requirements around quorum, catering and online access/support.

3.4 It is proposed that irrespective of the decision taken, the Chair(s) and Vice Chair(s) have the option to make a decision on whether individual meetings will have an in-person option based on operational priorities that might arise or on whether in-person attendance is projected to be lower than is optimal to justify.

## 4. Recommendations

4.1. The Integration Joint Board is asked to:

- a) Consider and make a decision on the option to move to a return to fully or partly in-person meetings within the Boardroom of Commonwealth House, subject to considerations outlined at 3.3 and 3.4; and
- b) Agree whether the decision referred to at a) applies to IJB Committees.