



Dumfries and Galloway
Integration Joint Board

[Date]

This report relates to
Item [X] on the agenda

[Paper Title]

(Paper presented by [Name(s)])

For [Approval, Discussion, Noting]

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|--|---|
| Approved for Submission by | Title and Organisation |
| Author | i.e. person who drafted the report – Name, Title, Organisation |
| Date: | |
| List of Background Papers: | |
| The papers that may be referred to within the report or previous papers on the same or related subjects. | |

Section 1: REPORT CONTENT

Title/Subject: xxxxxxxxxxxxxxxxxxxx
Meeting: Dumfries and Galloway Integration Joint Board
Date: xxxxx
Submitted By: xxxxx
Action: For Approval/Noting/Discussion

1. Introduction

- 1.1 An opening paragraph providing the purpose of the report and the action required, for example, for discussion, for information, for approval

2. Executive Summary

- 2.1 All reports should detail the key points requiring consideration.

3. Recommendations

The Integration Joint Board is asked to:

- 3.1. Delegate authority to [Officer's title] to [detail specific action or outcome together with an outline of action require to achieve it] on behalf of the IJB. All report recommendations should be listed at the start of the report. This should be a list of actions for the Board to note or take decision on.

4. Background

- 4.1. If relevant, a statement providing any contextual information regarding the subject. This may include any underpinning national or local policy or strategy.

5. Main Body Of The Report

- 5.1. Information should be written in plain English. Technical aspects should be described clearly with minimal use of jargon.

6. Conclusions

- 6.1. Based on the information provided, what are the conclusions that lead to the recommendations at the start of the report.

Section 2: COMPLIANCE WITH GOVERNANCE STANDARDS

7. Resource Implications

- 7.1. An estimate of the implications of the subject on resources of the Integration Joint Board or partners including the implications of any recommendations should be provided which includes how the task/project will be undertaken with regard to both financial and staff resources.

The section should include:

- the lead constituent authority and lead officer, if appropriate;
- the budget from which any resource will be allocated or impacted on; and

Any additional financial or staffing requirements and the suggested budget or fund from which resource will be allocated.

8. Impact on Integration Joint Board Outcomes, Priorities and Policy

- 8.1. A statement regarding how the subject links with / contributes to the local integration 9 national outcomes, principles (refer to the IJB Strategic Plan 2016-2019) and also links with any national or local policy.

The Strategic Plan can be found at WWW.Dq-Change.org.uk

9. Legal & Risk Implications

- 9.1. A statement that highlights any legal issues and risk that may arise, relating to the integration authority or the constituent partners.

10. Consultation

- 10.1. A statement which notes whether consultation is necessary and if so how and when this has/will be undertaken.

The table below provides the process/flow for consultation and governance assurance. It identifies timescales by which papers will be submitted, reviewed and approved.

Specific dates will be available from the IJB Management Office by contacting the Executive Assistant to Chief Officer.



11. Equality and Human Rights Impact Assessment

- 11.1 The Integration Joint Board will be a public body, for the purposes of the Equality Act 2010. Officers must ensure that equalities implications have been considered and that an equalities impact assessment is completed, where appropriate.

12. Glossary

- 12.1 Please ensure that all acronyms etc are set out in full. All acronyms must be set out in full the first time they appear in a paper with the acronym following in brackets.

13. Exempt reports

- 13.1. Is this report exempt? Yes / No (if yes please detail reasons for exemption below). The Integration Joint Board may decide, by passing a resolution at any meeting, to exclude the public when it is considering an item of business if it is likely because of the business itself or what might be said, that Exempt Information would be given to members of the public. The resolution to exclude the public will make clear which part of the proceedings of the meeting it applies to and explain why the information is exempt. "Exempt Information" has the meaning ascribed to it in section 50J of the Local Government (Scotland) Act 1973. There are 15 categories of exempt information.