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Aberdeen City Health & Social Care Partnership  
*A caring partnership*

To: Members of the Integration Joint Board

Town House,  
ABERDEEN 23 March 2020

## **INTEGRATION JOINT BOARD**

The undernoted items are circulated in connection with the meeting of the **INTEGRATION JOINT BOARD** on **TUESDAY, 24 MARCH 2020 at 10.00 am.**

FRASER BELL  
CHIEF OFFICER - GOVERNANCE

### **BUSINESS**

#### GOVERNANCE

- 1.1 IJB Report Standing orders amendment (Pages 3 - 8)

Should you require any further information about this agenda, please contact Derek Jamieson, tel 01224 523057 or email [derjamieson@aberdeencity.gov.uk](mailto:derjamieson@aberdeencity.gov.uk)

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## INTEGRATION JOINT BOARD

<b>Date of Meeting</b>	24 <sup>th</sup> March 2020
<b>Report Title</b>	Covid-19 – Governance Arrangements
<b>Report Number</b>	HSCP.19.122
<b>Lead Officer</b>	Sandra MacLeod
<b>Report Author Details</b>	<i>Name: Jess Anderson          Job Title: Team Leader, Governance          Email Address:          jeanderson@aberdeencity.gov.uk          Phone Number:</i>
<b>Consultation Checklist Completed</b>	No
<b>Directions Required</b>	No
<b>Appendices</b>	No

### 1. Purpose of the Report

- 1.1 To present recommendations to facilitate and enable decision-making in light of the Covid-19 pandemic and UK and Scottish Government advice for people to restrict social contact.

### 2. Recommendations

2.1 It is recommended that the Integration Joint Board:

- a) Approves a new temporary Standing Order 11 (SO11) (with the existing Standing Order 11 becoming Standing Order 12 and so on) as contained in paragraph 4.1 of this report and Instructs the Chief Officer to make the relevant amendments to the Standing Orders as a result of this change and instructs the Chief Officer, as part of the annual governance review, whether this should become a permanent addition;



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- b) Agrees to suspend Standing Order (8)(2) to make SO11 effective immediately;
- c) Agrees to temporarily remove Standing Order 14(5) with immediate effect, as this will be replaced with the new temporary SO11;

### 3. Summary of Key Information

3.1 The IJB's Scheme of Governance provides that in carrying out her duties the Chief Officer shall "consider and deal with any urgent issues arising". Further, the Chief Officer and Chief Finance Officer have powers delegated to them through the Constituent Authorities respective Schemes of Governance, which allow these Officers to operationally manage services for which both Constituent Authorities have been directed to deliver by the IJB. The recommendations set out above are designed to streamline the IJB's decision making structure. This will better enable staff and Members to adhere to the UK and Scottish Government's guidance and support the operational response to the Covid-19 pandemic whilst allowing business of an urgent nature to be determined. Given the dynamic situation, the governance arrangements will be kept under active review. Further proposals may need to be brought to Members as the situation escalates or de-escalates.

3.2 Additional precautions to take account of government guidance will be put in place for any meetings that continue for example:

- The number of officers in attendance will be minimised;
- Efforts will be made to allow for social distancing within meeting rooms;
- Members will be encouraged to avoid physical contact with each other, officers, and members of the press/public;
- The Scottish Government advice with regard to basic hygiene precautions will be promoted;
- Hand sanitisers will be provided at the entrance/exit of committee rooms and members will be encouraged to use these; and
- Members who are unwell or who are self-isolating may organise a substitute where possible.

#### 4.1. Proposed New Temporary Standing Order 11



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- 4.1.1 The Standing Orders currently provide (at SO14(5)) that a member who is unable to be present for a meeting could still participate remotely. It is recognised that this course of action may be advantageous during the current pandemic. Therefore, a new temporary SO11 is proposed below which would facilitate remote attendance and this would reduce risks to members (and officers) further.
- 4.1.2 Standing Order 8(5) provides that the Standing Orders shall be reviewed annually. The next review is due to take place towards the end of 2020 as part of a larger review of the IJB's Scheme of Governance. The temporary changes to the Standing Orders proposed in this report will also form part of that review.

### 11. Remote Attendance

- 11.1 Subject to the Member notifying the Clerk at least 2 hours (or, if this is not possible, as soon as practicable) in advance of the meeting and availability of suitable facilities, the Chair (whom failing, the Vice Chair) may direct that any Member who is unable to attend, or cannot reasonably be expected to attend, a meeting in person may participate from a remote location by video or other communication link. For the avoidance of any doubt, such participation includes voting. A Member remotely participating in this way is referred to in this Standing Order as a "Remote Member".
- 11.2 Where the Chair is participating remotely, the Vice Chair will take the Chair, except in respect of Standing Order 11.7 where the Chair will take the Chair.
- 11.2.1 The Member chairing the meeting must be physically present at the meeting venue, therefore where both the Chair and Vice Chair are participating remotely or have sent apologies, Members present at the meeting venue will appoint a Chair to chair the meeting from amongst their number.
- 11.2.2 In the event that no agreement is reached between those Members present, the decision will be taken by means of a procedural motion.
- 11.3 Remote Members will be counted for the purposes of determining whether there is a quorum.
- 11.4 A Remote Member will cast their vote as if participating in a roll call vote.
- 11.5 Any Remote Member who has declared an interest in an item and withdrawn must pause/exit the video/communication link whilst the item is being considered. The Clerk will inform/re-invite the Remote Member (whether



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by email or otherwise) when to re-start the link and resume their participation.

- 11.6 Any Remote Member must confirm that they are in a secure private location, and that no-one else is able to hear or view the proceedings from the device being used by that Remote Member, before they can participate in the IJB's consideration of any confidential and/or exempt item of business.
- 11.7 In exceptional circumstances, the Chair (whom failing, the Vice Chair) may direct that a meeting shall be conducted solely by means of the participation of Remote Members. Such a direction may be made during a meeting or otherwise.

### 4.2 Suspension of SO8(2)

Standing Order 8(2) provides that members can make amendments to the Standing Orders and that these will be effective at the meeting following the one at which the changes were agreed. Members are asked at recommendation 2.1(b) to agree to suspend SO8(2) to permit the changes to the Standing Orders outlined in this report to become effective immediately.

### 4.3 Temporary Removal of SO14(5)

As noted at paragraph 4.1, SO 14(5) provides for a member participating remotely in a meeting of the IJB. The new SO11 goes further and supersedes SO 14(5) by providing more clarity on how remote attendance can be managed. Members are asked at recommendation 2.1(c), to agree to temporarily remove SO14(5), whilst the new temporary SO11 is incorporated into the Standing Orders.

## 5. Implications for IJB

### 5.1 Equalities

There are no equalities implications in respect of this report .

### 5.2 Fairer Scotland Duty

There are no implications for the IJB in respect of the Fairer Scotland Duty arising from this report.



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### 5.3 Financial

There are no financial implications arising out of this report.

### 5.4 Workforce

There are no implications on the workforce arising out the recommendations in this report, which relate only to the governance arrangements for IJB (and its committee) meetings. Where staff are required to attend a meeting of the IJB, the alternative measures set out in paragraph 3.2 will be observed.

### 5.5 Legal

5.5.1 The IJB Standing Orders incorporate the terms of the Local Government (Scotland) Act 1973 and therefore provide for a member to participate remotely at a meeting of the IJB. The new temporary SO11 provides a framework for remote participation.

## 10. Links to ACHSCP Strategic Plan

Ensuring that the Members are fully equipped to undertake their duties and that the IJB is functioning effectively and fulfilling their duties will help ensure that the IJB achieves the strategic priorities as set out in the strategic plan.

## 11. Management of Risk

### 11.1 Identified risks(s)

Good governance and ensuring that the IJB is delivering on its duties is fundamental to the delivery of the strategic plan and therefore applicable to most of the risks within the Strategic Risk Register.

### 11.2 Link to risks on strategic or operational risk register:

Risk numbers 1-10 of the strategic risk register.



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### 11.3 How might the content of this report impact or mitigate these risks:

The regular review aims to maintain the integrity of the IJB's governance system and as such will help to mitigate these risks. Amendments to the Scheme of Governance, like the one outlined in this report ensure that the Scheme remains fit for purpose and relevant.

Approvals	
<i>These will be added once your report has final approval for submission to committee.</i>	Sandra Ross (Chief Officer)
<i>These will be added once your report has final approval for submission to committee.</i>	Alex Stephen (Chief Finance Officer)