



ABERDEEN CITY INTEGRATION JOINT BOARD



Date of Meeting	19 November 2019
Report Title	IJB Scheme of Governance - Annual Review
Report Number	HSCP.19.070
Lead Officer	Sandra Ross, Chief Officer
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Consultation Checklist Completed	Yes
Directions Required	No
Appendices	a. Revised Audit and Performance Committee Terms of Reference b. Revised Clinical and Care Governance Committee Terms of Reference c. Revised Roles and Responsibilities Protocol d. Revised Standing Orders

1. Purpose of the Report

- 1.1. To note and approve the revised Aberdeen City Health and Social Care Integration Scheme of Governance documents, which have been amended as part of the annual review.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board (IJB):
- a) Approve the name change of the Audit and Performance Systems Committee to Risk, Audit and Performance Committee.



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- b) Approve the revised Audit and Performance Committee Terms of Reference, as outlined in Appendix A.
- c) Approve the revised Clinical and Care Governance Committee Terms of Reference, as outlined in Appendix B.
- d) Approve the revised Roles and Responsibilities Protocol, as outlined in Appendix C.
- e) Approve the revised Standing Orders, as outlined in Appendix D.
- f) Note that Aberdeen City Council is currently reviewing its Scheme of Governance. A report on this will be submitted to Council in March 2020. Council Officers will evaluate these changes and inform the IJB of any changes that will impact the business of the ACHSCP or the IJB and its sub-committees. This update will be brought to the IJB meeting immediately following the March 2020 Council meeting.

3. Summary of Key Information

- 3.1.** The IJB's Scheme of Governance has been reviewed as part of the annual review of the governance documents of the IJB. The Scheme of Governance documents were last reviewed in 2018.
- 3.2.** To support this year's review, short term Governance Working Groups were formed consisting of the IJB Chief Officer, IJB Chief Finance Officer, along with people from the Aberdeen City Health and Social Care Partnership (ACHSCP), Aberdeen City Council (ACC) and NHS Grampian (NHSG) as well as the Chair and Vice Chairs of the IJB and its sub-committees. The Governance Working Group carried out an initial review and made a number of formatting, clarification and substantive changes to the Scheme of Governance documents. Council and NHS Grampian as well as the Chair and Vice Chairs of the IJB and its sub-committees. The Governance Working Group carried out an initial review and made a number of formatting, clarification and substantive changes to the Scheme of Governance documents.
- 3.3. Roles and Responsibilities Protocol:** The Roles and Responsibilities Protocol set out in Appendix C outlines the delegations reserved to the IJB and sets out the delegations to the IJB and clarifies the remit and responsibilities of the Chief Officer, Chief Finance Officer and Clinical



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Director. The major change to this document is the addition of the Clinical Director to the Section 4 of the Protocol.

3.4. Terms of Reference: The Audit and Performance Systems (APS) Committee and the Clinical and Care Governance (CCG) Committee have been operating for three years. The proposed changes to the terms of reference documents outlined in Appendix A and B have been made to ensure that the Committees remain robust and reflect how they operate in practice. The major changes to the terms of reference are as follows:

3.4.1. APS Committee

- a) The name of the Committee is to be changed to the Risk, Audit and Performance (RAP) Committee;
- b) The IJB Chief Finance Officer shall be the operational lead for the Committee.
- c) Guidance has been developed for reports by officers and the attendance at meetings by advisers.

3.4.2. CCG Committee

- a) The Clinical Director shall be the operational lead of the Committee.

3.5. Standing Orders: The IJB's Standing Orders set out how the IJB operates and how decisions are made. The proposed changes to the Standing Orders are outlined in Appendix C. The major change to this document can be found in Section 27 and is the introduction of deputations by members of the public.

3.6. It should be noted that Aberdeen City Council is currently reviewing its Scheme of Governance. A report on this will be submitted to Council in March 2020. Council Officers will evaluate these changes and inform the IJB of any changes that will impact the business of the ACHSCP or the IJB and its sub-committees. This update will be brought to the IJB meeting immediately following the March 2020 Council meeting.

4. Implications for IJB

4.1. Equalities

There are no direct implications arising from this report.

4.2. Fairer Scotland Duty



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There are no direct implications arising from this report.

4.3. Financial

There are no direct implications arising from this report.

4.4. Workforce

There are no direct implications arising from this report.

4.5. Legal

There are no direct implications arising from this report.

5. Links to ACHSCP Strategic Plan

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

6. Management of Risk

6.1. Identified risks(s)

Good governance and ensuring that the IJB's Committees are delivering on their duties is fundamental to the delivery of the strategic plan and therefore applicable to most of the risks within the strategic risk register.

6.2 Link to risks on strategic or operational risk register:

Risk numbers 1-10 of the strategic risk register.

6.3 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.



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Approvals	
	Sandra Ross (Chief Officer)
	Alex Stephen (Chief Finance Officer)



Appendix A: Risk, AUDIT AND PERFORMANCE SYSTEMS COMMITTEE TERMS OF REFERENCE

1. Introduction

- (1) The Risk, Audit & Performance Systems Committee is identified as a Committee of the Integration Joint Board (IJB). The approved Terms of Reference and information on the composition and frequency of the Committee will be considered as an integral part of the Standing Orders.
- (2) The Committee will be known as the Risk, Audit & Performance Systems Committee (RAPS) of the IJB and will be a Standing Committee of the Board.
- (3) The purpose of the Committee is to provide assurance to the IJB on the robustness of the Partnership's risk management, financial management, service performance and governance arrangements, including for the avoidance of doubt, Services hosted by Aberdeen City's IJB on behalf of other integration authorities.
- (4) The Chief Finance Officer shall be the operational lead for the RAP Committee.

2. Constitution

- (1) The IJB shall appoint four members to the RAP Committee all of whom shall have voting rights. These members shall be nominated by each partner. Each partner shall nominate two members.
- (2) The IJB may appoint such additional members to the RAP Committee as it sees fit. These may consist of one Patient Representative and one Carer's Representative, neither of whom shall have voting rights.
- (3) A voting member who is unable to attend a meeting must arrange insofar as possible for a suitably experienced substitute, who is a member of the appropriate constituent authority, to attend in their place. This substitute shall have voting rights.
- (4) A non-voting member who is unable to attend a meeting may arrange for a suitable substitute to attend the meeting in their place.



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Appendix A: ~~Risk~~, AUDIT AND PERFORMANCE ~~SYSTEMS~~ COMMITTEE TERMS OF REFERENCE

~~the Committee members. The Committee will consist of four voting members of the IJB, with two members appointed from each partner.~~

3. Chairperson

(1) The Committee will be chaired by a non-office bearing voting member of the IJB and will rotate between NHS Grampian and Aberdeen City Council.

~~(2) Where the Chair is unable to attend a meeting, any substitute attending in their place shall not preside over the meeting.~~

~~(3) The Chair shall be appointed by the IJB for a period not exceeding two years.~~

4. Quorum

(1) Three ~~voting~~ Members of the Committee will constitute a quorum.

5. Attendance at Meetings

~~(1) The principal advisers to the Committee who shall be required to attend as a matter of course shall be:~~

- ~~(a) Chief Officer;~~
- ~~(b) Chief Finance Officer; and~~
- ~~(c) Chief Internal Auditor.~~

~~(2) Other professional advisers and senior officers are required as a matter of course and shall attend meetings at the invitation of the Committee. These persons may include, but are not limited to:~~

- ~~(a) External Audit;~~
- ~~(b) IJB Lead Strategy and Performance Manager;~~
- ~~(c) IJB Lead Transformation Manager;~~
- ~~(d) IJB Business Manager; and~~
- ~~(e) IJB Commissioning Lead.~~

~~(3) The Committee may co-opt additional advisors as required.~~

~~(4) The IJB Chief Finance Officer shall be the Lead Officer for the RAP Committee. Their role is to ensure that committee reports are submitted in a timely manner and monitored prior to the committee date.~~



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Appendix A: Risk, AUDIT AND PERFORMANCE SYSTEMS COMMITTEE TERMS OF REFERENCE

- ~~(1) The Chief Officer, Chief Finance Officer, Chief Internal Auditor and other Professional Advisors and senior officers are required as a matter of course, external audit or other persons shall attend meetings at the invitation of the Committee.~~
- ~~(2) The Chief Internal Auditor will be invited to each meeting and the external auditor will attend at least one meeting per annum.~~
- ~~(3) The Committee may co-opt additional advisors as required.~~

6. Meeting Frequency

- (1) The Committee will meet at least four times each financial year. There should be at least one meeting a year, or part ~~therefore~~thereof, where the Committee meets the ~~E~~external and Chief Internal Auditor without other senior officers present. ~~A further two developmental sessions will be planned over the course of the year to support the development of members.~~
- ~~(2) Except where required by statute, no item of business shall be considered at a meeting unless a copy of the agenda including the item of business and any associated report has been issued and open to members of the public seven days before the Committee date or, by reason of special circumstances which shall be recorded in the minute, the Chair is of the opinion that the item should be considered as a matter of urgency and at such stage of the meeting as the Chairperson shall determine.~~
- ~~(3) In the event that an item of business has to be considered on an urgent basis, a meeting may be called at 48 hours' notice by the Chair following consultation with the Chief Finance Officer. The Urgent Business meeting shall retain all the AP's functions and powers.~~

7. Authority

- (1) The Committee is authorised to instruct further investigation on any matters which fall within its Terms of Reference. It shall report its findings to the IJB when it has done this.

8. Reports by Officers



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Appendix A: Risk, AUDIT AND PERFORMANCE ~~SYSTEMS~~ COMMITTEE TERMS OF REFERENCE

- (1) Reports must be produced in draft to the following officers for consultation in accordance with the published timetable prior to being accepted onto the RAP Committee final agenda:-
- a) Chair of the RAP Committee
 - b) IJB Chief Officer
 - c) IJB Chief Finance Officer
 - d) Chief Officer – Finance, ACC
 - e) Director of Finance, NHSG
 - f) Chief Officer – Governance, ACC
 - g) Clerk to the RAP Committee
- (2) Aberdeen City Council's Leader(s) and Convener of the City Growth and Resources Committee shall be consulted on draft reports relating to the IJB Budget in line with the requirements of the IJB Budget Protocol.

98. Duties

The Committee shall:-

Audit

- (1) Review and approve the annual audit plans (internal and external) -on behalf of the IJB, receiving reports, overseeing and reviewing actions taken on audit recommendations and escalating to the IJB as appropriate reporting to the Board.
- (2) Monitor the annual work programme of Internal Audit, including ensuring IJB oversight of the clinical and care audit function and programme to ensure this is carried out strategically.
- (3) Be aware of, and act on, Audit Scotland, national and UK audit findings and inspections/regulatory advice, and to confirm that all compliance has been responded to in timely fashion.



Appendix A: ~~Risk~~, AUDIT AND PERFORMANCE ~~SYSTEMS~~ COMMITTEE TERMS OF REFERENCE

~~(3)(4)~~ ~~(22)~~—The Committee shall present the minute of its most recent meeting to the next meeting of the IJB for information only.

Performance

~~(4)(5)~~ Review and monitor ~~Prepare and implement~~ the strategy for performance ~~review and monitor~~ the performance of the Partnership towards achieving its policy objectives and priorities in relation to all functions of the IJB. This includes ensuring ~~Ensure~~ that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against the national health and wellbeing outcomes, the associated core suite of indicators and other local objectives and outcomes and for reporting this appropriately to the Committee and Board.

~~(5)(6)~~ Review transformation and service quality initiatives. Monitor the transformation programme considering main streaming, where appropriate.

~~(6)(7)~~ Support the IJB in ensuring that the ~~strategic integrated assurance and Board~~ performance framework is working effectively, and that escalation of notice and action is consistent with the risk tolerance set by the Board.

~~(7)(8)~~ Review the Annual Performance Report to assess progress toward implementation of the Strategic Plan. Report to the IJB on the resources required to carry out Performance Reviews and related processes.

~~(8)(9)~~ Instruct Performance Reviews and related processes. Act as a focus for value for money and service quality initiatives.

~~(9)(10)~~ Support the IJB in delivering and expecting cooperation in seeking assurance that hosted services run by partners are working ~~effectively in order to allow Aberdeen City IJB to sign off on its accountabilities for its resident population.~~

Risk & Governance

~~(10)(11)~~ The risk tolerance performance systems scrutiny role of the Committee is ~~established by the~~ underpinned by an Board Assurance Framework which itself is based on the Board's understanding of the nature of risk to its desired priorities and outcomes and its appetite for risk-taking. This role will be reviewed and revised within the context of



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Appendix A: Risk, AUDIT AND PERFORMANCE ~~SYSTEMS~~ COMMITTEE TERMS OF REFERENCE

the Board and Committee reviewing these Terms of Reference and the Assurance Framework to ensure effective oversight and governance of the partnership's activities.

~~(11)(12)~~ Ensure the existence of and compliance with an appropriate risk management strategy including: Reviewing risk management arrangements; receiving biannual Strategic Risk Management updates and undertaking in-depth review of a set of risks and annually review the IJB's risk appetite document with the full Board~~Review risk management arrangements, receive annual Risk Management updates and reports and annually review with the full Board the IJB's risk appetite document.~~

~~(12)(13)~~ Approve ~~and understand~~ the sources of assurance used in the Annual Governance Statement.

~~(13)(14)~~ Review the overall Internal Control arrangements of the Board and make recommendations to the Board regarding signing of the Governance Statement, having received assurance from all relevant Committees.

Financial

~~(14)(15)~~ Consider and approve annual financial accounts and related matters

~~(15)(16)~~ Receive regular financial monitoring reports

~~(16)(17)~~ Act as a focus for value for money.

~~(17)(18)~~ Approve budget virements.

~~(17) Be responsible for setting its own work programme which will include the right to undertake reviews following input from the IJB and any other IJB Committees.~~

910. Review

- (1) The Terms of Reference will be reviewed annually to ensure their ongoing appropriateness in dealing with the business of the IJB.
- (2) As a matter of good practice, the Committee should expose itself to periodic review utilising best practice guidelines.



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Appendix B: CLINICAL AND CARE GOVERNANCE COMMITTEE TERMS OF REFERENCE

1. Introduction

(1) The Clinical & Care Governance Committee is identified as a Committee of the Integration Joint Board (IJB). The approved Terms of Reference and information on the composition and frequency of the Committee will be considered as an integral part of the Standing Orders.

(2) The Committee will be known as the Clinical & Care Governance Committee (CCG) of the IJB and will be a Standing Committee of the Board.

~~(1)(3) The Clinical and Care Governance Committee will provide~~ The purpose of the Committee is to scrutinise reports in order to:

a) Provide assurance to the Integrated Joint Board (IJB) on the systems for delivery of safe, effective, person-centred care in line with the IJB's statutory duty for the quality of health and care services.

b) Provide assurance to the IJB that clinical and care governance is being discharged within the Partnership in relation to the statutory duty for quality of care and that this is being led professionally and clinically with the oversight of the IJB.

~~To provide the strategic direction for development of clinical and care governance within the Partnership and to ensure its implementation. Escalate any risks that require executive action or that pose significant threat to patient care, service provision or the reputation of the Partnership to the IJB.~~

(4) The Clinical Director shall be the operational lead for the CCG Committee.

2. Constitution

(1) The IJB shall appoint four members to the CCG Committee all of whom shall have voting rights. These members shall be nominated by each partner. Each partner shall nominate two members.



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- (2) The IJB may appoint such additional members to the CCG Committee as it sees fit. These may consist of one Public Representative, one Patient Representative and one Carer's Representative, neither of whom shall have voting rights.
- (3) A voting member who is unable to attend a meeting shall arrange insofar as possible for a suitably experienced substitute, who is a member of the appropriate constituent authority, to attend in their place. This substitute shall have voting rights.
- (4) A non-voting member who is unable to attend a meeting may arrange for a suitable substitute to attend the meeting in their place.
- ~~(1) The IJB shall appoint the Committee members. The Committee will consist of four voting members of the IJB, with two members appointed from each partner.~~

3. **Chairperson**

- (1) The Committee will be chaired by a non-office bearing voting member of the IJB and will rotate between NHS Grampian and Aberdeen city Council.
- (2) Where the Chair is unable to attend a meeting, any substitute attending in their place shall not preside over the meeting.
- (3) The Chair shall be appointed by the IJB for a period not exceeding two years.

4. **Quorum**

- (1) Three voting members of the Committee will constitute a quorum.

5. **Attendance at meetings**

- (1) The principal advisers to the Committee are required to attend the Committee as a matter of course and shall be:-



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- (a) Chief Officer;
- (b) Chief Social Work Officer;
- (c) Chair of the Clinical and Care Governance Group;
- ~~(d) Chair of the Health and Safety Committee;~~
- ~~(e) Chair of the Joint Staff Forum;~~
- ~~(f) Clinical Director; and~~
- ~~(g) Professional Nursing Lead;~~
- ~~(h) Social Work Lead~~
- ~~(i) Allied Health Professional Lead; and~~
- ~~(j) IJB Public Representatives.~~

~~(2) Other professional advisors and senior officers are required as a matter of course and shall attend meetings at the invitation of the Committee. These persons may include, but are not limited to:~~

- ~~(a) Chair of the Health and Safety Committee;~~
- ~~(b) Chair of the Joint Staff Forum;~~
- ~~(c) Social Work Lead; and~~
- ~~(d) Allied Health Professional Lead.~~

~~(3) The Committee may wish to co-opt additional advisers as required. This may include advisers from NHS Board Professional Committees, Managed Care Networks and Adult and Child Protection Committees.~~

~~(4) Where a member is unable to attend a particular meeting, a named representative may should attend in their place.~~

~~All other Partnership officers and other persons shall attend where appropriate at the invitation of the Committee.~~

~~(5) The Clinical Director shall be the operational lead for the CCG Committee. Their role is to ensure that committee reports are submitted in a timely manner and monitored prior to the committee date.~~



Appendix B: CLINICAL AND CARE GOVERNANCE COMMITTEE TERMS OF REFERENCE

- (6) The Chief Social Work Officer will provide appropriate professional advice to the Clinical and Care Governance Committee in relation to statutory social work duties in terms of the Social Work (Scotland) Act 1968. In their operational management role, the Chief Officer will work with and be supported by the Chief Social Work Officer with respect to quality of integrated services within the Partnership in order to then provide assurance to the IJB.
- (7) The Professional Leads nominated by NHS Grampian will be supported by NHS Grampian's Medical Director and Director of Nursing and Allied Health Professions through formal network arrangements. In their operational management role, the Chief Officer will work with and be supported by these Professional Leads with respect to quality of integrated services within the Partnership in order to then provide assurance to the IJB.
- (8) _____
- (9) The Chief Officer has delegated responsibilities from both Chief Executives, for the professional standards of staff working in integrated services. The Chief Officer, relevant Lead Professionals and the Chief Social Worker will work together to ensure appropriate professional standards and leadership particularly during times of transition.
- (2) ~~The Committee may wish to co-opt additional advisers as required given the matter under consideration. This may include advisers from NHS Board Professional Committees, Managed Care Networks and Adult and Child Protection Committees.~~
- ~~(3)(1) Where a member is unable to attend a particular meeting, a named representative may attend in their place.~~

6. Frequency of Meetings

- (1) The Committee shall meet at least four times a year each financial year.
- (2) The Chair may, at any time, convene additional meetings of the Committee.



Appendix B: CLINICAL AND CARE GOVERNANCE COMMITTEE TERMS OF REFERENCE

(3) Except where required by statute, no item of business shall be considered at a meeting unless a copy of the agenda including the item of business and any associated report has been issued and open to members seven days before the Committee date or, by reason of special circumstances which shall be recorded in the minute, the Chair is of the opinion that the item should be considered as a matter of urgency and at such stage of the meeting as the Chairperson shall determine.

(4) In the event that an item of business has to be considered on an urgent basis, a meeting may be called at 48 hours' notice by the Chair following consultation with the Chief Finance Officer. The Urgent Business meeting shall retain all the AP's functions and powers.

(5) Two development workshops/activities will be held each year. One of these will be a joint review session with the Clinical and Care governance group.

~~(1) —
Two development workshops/activities will be held each year. One of these will be a joint review session with the Clinical and Care governance group.~~

7. Conduct of Meetings

- (1) A calendar of Committee meetings, for each year, shall be agreed by the members and distributed to members by the clerk.
- (2) The agenda and supporting papers shall be sent to members at least seven days before the date of the meeting by the clerk.
- (3) ~~Administrative Clerking~~ support shall be provided by ~~the Health and Social Care Partnership~~ Aberdeen City Council.

8. Authority

- (1) The Committee is authorised ~~on behalf of the IJB~~ to investigate any matter that falls within its Terms of Reference and obtain professional advice as required. It shall report its findings to the IJB when it has done this.



Appendix B: CLINICAL AND CARE GOVERNANCE COMMITTEE TERMS OF REFERENCE

8. Duties

The Committee shall be responsible for the oversight of clinical and care governance within Aberdeen City Health and Social Care Partnership. Specifically it will:

- (1) Agree the Partnership's clinical and care governance priorities and give direction to clinical and care governance activities.
- (2) Oversee the work of the Clinical and Care Governance Group and Staff Governance Groups – receiving a quarterly report ~~and meeting minutes~~ for consideration and assurance as necessary.
- ~~(3) Review unresolved risks that require executive action or that pose significant threat to patient care, service provision or the reputation of the Partnership.~~
- ~~(3)(4) Monitor~~ Contribute to the regular review of the Partnership's Risk Register from a clinical and care governance/staff governance perspective and escalate any risks to the IJB, NHS Grampian or Aberdeen City Council, as appropriate, ~~any unresolved risks that require executive action or that pose significant threat to patient care, service provision or the reputation of the Partnership.~~
- ~~(4) Oversee and direct the processes within the Partnership to ensure appropriate action is taken in response to adverse events, scrutiny reports/action plans, safety action notices, complaints and litigation. Also ensures that examples of good practice and lessons learned are disseminated within the Partnership and beyond if appropriate, and provide assurance of progress being made around strategic performance.~~
- ~~(5) The Chief Social Work Officer will provide appropriate professional advice to the Clinical and Care Governance Committee in relation to statutory social work duties in terms of the Social Work (Scotland) Act 1968. In their operational management role the Chief Officer will work with and be supported by the Chief Social Work Officer with respect to quality of integrated services within the Partnership in order to then provide assurance to the IJB.~~
- ~~(6) The Professional Leads nominated by NHS Grampian will be supported by NHS Grampian's Medical Director and Director of Nursing and Allied Health Professions through formal network arrangements. In their operational management role, the Chief~~



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~~Officer will work with and be supported by these Professional Leads with respect to quality of integrated services within the Partnership in order to then provide assurance to the IJB.~~

- ~~(7) The Chief Officer has delegated responsibilities from both Chief Executives, for the professional standards of staff working in integrated services. The Chief Officer, relevant Lead Professionals and the Chief Social Worker will work together to ensure appropriate professional standards and leadership particularly during times of transition.~~
- ~~(8) Through the Clinical and Care Governance Committee, the Chief Officer will ensure that clear strategic objectives for clinical and care governance are agreed, delivered and reported through an annual clinical and care governance action plan. This will include actions to ensure the quality of service delivery including that delivered through services procured from the third and independent sector.~~
- ~~(9) Ensure effective IJB oversight of the scrutiny of Serious Incidents in health and social care, including monitoring and reporting systems, timely action, training and improvement activities. This includes a role in monitoring variation in outcomes in relation to Fairer Scotland and health inequalities, ensuring appropriate action is being taken to manage unwarranted variation.~~

9. Reporting Arrangements

- (1) The Clinical and Care Governance Committee will formally provide a copy of its minutes to the IJB for inclusion on the agenda of subsequent IJB meetings. These minutes will be made ~~publically~~publicly available.
- (2) The Committee shall provide the IJB and any other relevant bodies or individuals with a written report on any matters which are agreed as requiring escalation. The Clerk will make the necessary arrangements.
- (3) The Chief Officer will provide assurance to the IJB on the development and completion of the Annual Clinical and Care Governance Workplan~~ner~~.
- (4) The Committee will provide assurance to the IJB and inform the NHS Clinical Governance Committee ~~on the operation of clinical and care~~



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~~governance within the Partnership. The committee will provide an annual report to the NHS Grampian Clinical Governance Committee.~~

- (5) The Committee will have close links with the Aberdeen City Council Public Protection Committee to explore shared risks and responses to adverse events, the preparation of action plans and the sharing of best practice and learning.

~~(6) — (7) The Clinical and Care Governance Group will report to the Clinical and Care Governance Committee.~~

- ~~(7)~~(6) The provisions of standing order 10(4), relating to the access of public and press to meetings and papers shall not apply to this Committee but shall be subject to annual review.

10. Review

- (1) The Terms of Reference will be reviewed annually to ensure their ongoing appropriateness in dealing with the business of the IJB.
- (2) As a matter of good practice, the Committee should expose itself to periodic review utilising best practice guidelines.
- (3) The Committee will conduct a review of its role and function on an annual basis.



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Appendix C- ~~Scheme of Governance~~ Roles and Responsibilities Protocol

1 INTRODUCTION AND INTERPRETATION

- 1.1 The Roles and Responsibilities (hereinafter referred to as the "Protocol") was approved by Aberdeen City Integration Joint Board (hereinafter referred to as the "IJB") on **[27th March 2018]**. The Protocol sets out the powers conferred on the Integration Authority (the Aberdeen City Integration Joint Board) by the Public Bodies (Joint Working) (Scotland) Act 2014 ("the Act") and what is delegated to the IJB from the Partners. It also clarifies the remit and responsibilities of the Chief Officer, the Chief Financial Officer and Clinical Director in respect of the operational management and deliverability of the integrated services as set out in the Scheme.
- 1.2 The Interpretation Act 1978 shall apply to the interpretation of this Protocol as it applies to the interpretation of an Act of Parliament.

2 CORE PRINCIPLES

- 2.1 Aberdeen City Council and NHS Grampian (hereinafter referred to as "the Partners") delegated various functions to the IJB on 1st April 2016 under the Aberdeen City Integration Scheme. The Partners retain overall statutory responsibility for their respective functions delegated to the IJB, as the IJB are responsible for the strategic planning and resources provision for the functions set out in the Scheme.
- 2.2 The matters reserved to the IJB or its committees are mainly the strategic policy, the making of Directions and financial or regulatory issues requiring to be decided by the IJB, while the day to day operational matters are assigned to officers. The remit of officers of the IJB detailed at Section 4 is not exhaustive.
- 2.3 The Chief Officer will have delegated responsibility from the Partners for all matters in respect of the operation, development and implementation of policy unless specifically reserved to the IJB or other Committees, together with such statutory duties as may have been specifically and personally assigned to the Chief Officer. Such delegations are at all times to be exercised in accordance with the relevant law, and any Partner Financial Regulations, approved Schemes of Delegation and Standing Orders.
- 2.4 The Partners will be required to delegate to officers from both organisations specific delegated powers under Partners approved Schemes of Delegation (Delegated Powers), duties or responsibilities to enable them to discharge the operational elements of health and social care to deliver the IJB's Strategic Plan. Any officer using delegated powers will be fully accountable to the Chief Officer



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Appendix C- ~~Scheme of Governance~~ Roles and Responsibilities Protocol

for their own actions and or decisions, who in turn shall be accountable to the Chief Executives of the Health Board and Council respectively.

3 Specific powers reserved for the Integration Joint Board

3.1 The powers which are reserved to the IJB or its committees are comprised of those which must, in terms of statute, be reserved, and those which the IJB has, itself, chosen to reserve. Powers which are not reserved are delegated, in accordance with the provisions of the Integration Scheme and this Protocol.

3.2 The following is a comprehensive list of what is reserved to the IJB or any of its committees:

- a) any other functions or remit which is, in terms of statute or legal requirement bound to be undertaken by the IJB itself;
- b) to establish such committees, sub-committees and joint committees as may be considered appropriate to conduct business and to appoint and remove Conveners, Depute Conveners and members of committees and outside bodies;

~~e) the approval of the annual Budget;~~

~~d) the approval of the Financial Strategy;~~

~~e)c) the approval and the IJB's Integration Scheme;~~

f)d) the approval or amendment of the Standing Orders regulating meetings proceedings and business of the IJB and Committees and contracts in so far as it relates to business services, the engagement of consultants, or external advisors for specialist advice, subject to necessary approvals through the Partners Procurement Standing Orders, Schemes of Delegation and Procurement Regulations;

g)e) the approval or amendment of the Role and Responsibilities Protocol, detailing those functions delegated by the IJB to its officers;

h)f) the decision to co-operate or combine with other Integration Joint Boards in the provision of services other than by way of collaborative agreement;

i)g) the approval or amendment of the Strategic Plan including the Financial Plan;

j)h) to deal with matters reserved to the IJB by Standing Orders, Financial Regulations and other schemes approved by the IJB; and

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k) to issue Directions to the Partners under sections 26 and 27 of the 2014 Act, in line with the Integration Scheme and legislative framework sitting around the CEO's of the Partners.

h) the approval of the Clinical Care Governance Framework.

4 OPERATIONAL PROTOCOL - SPECIFIC PROVISIONS OF DIRECTIONS TO OFFICERS IN ACCORDANCE WITH THE PARTNERS APPROVED SCHEMES OF DELEGATION

4.1 Chief Officer

4.1.1 The Chief Officer will act as the principal policy adviser to the IJB on matters of general policy and to assist Members to formulate clear objectives and affordable programmes having regard to changing priorities, directions to partners, statutory and financial requirements and community needs and expectations.

4.1.2 The Chief Officer will be held responsible and accountable for the strategic and operational management of all delegated functions including performance of all Services that form part of the Aberdeen Health and Social Care Partnership (the "AH&SCP") delegated by the Partners through and the Integration Scheme and their respective approved Schemes of Delegation, with the exception of Acute Services.

4.1.3 The Chief Officer is the Leader of the IJB's ~~Executive Management Senior Leadership~~ Team and has overall responsibility for the following:-

- a) the delivery of health and social care services as set out in the Integration Scheme;
- b) implementing any Direction issued by the IJB to its Partners;
- c) strategic management of services and resources;
- d) strategy and Policy Development; and
- e) leading Improvement.

4.1.4 The Chief Officer shall discharge his/her duties in accordance with the powers as delegated to them by the Partners under their respective approved Schemes of Governance. In discharging his/her duties and in making any recommendation



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to the IJB, the Chief Officer will demonstrate to the IJB that he/she have followed relevant Partner procedures and sought approval, where this is required.

4.1.5 To discharge their duties, the Chief Officer shall:

- a) ensure that a corporate approach to the management and execution of the IJB's affairs is maintained and that advice to the IJB is given on a co-ordinated basis;
- b) monitor the performance of members of the ~~Executive Management Senior Leadership~~ Team and their direct reports;
- c) give direction on the applicability of this Scheme and where appropriate that any officer shall not exercise a delegated function;
- d) appoint or make recommendations as to the engagement of consultants, external advisors or specialists pursuant to any decision taken by the IJB;
- e) consider and deal with any urgent issues arising;
- f) maintain good internal and external public relations;
- g) the lead the identification, planning and mitigation of risks affecting the IJB;
- h) provide for the provision of business continuity including identification of issues, business continuity planning, liaison with external bodies and putting in place arrangements to deal with business continuity issues;
- i) ensure compliance with duties under the Health and Safety at Work Act 1974 and other legislation relating to health and safety;
- j) be the primary point of contact with the Health and Safety Executive in matters relating to the health and safety of premises or services;
- k) exercise all powers ancillary to or reasonably necessary for the proper performance of the Chief Officer's general duties and responsibilities, in line with Partner Schemes of Delegation;
- l) ensure that any Directions given by the IJB are legally competent;
- m) set a legal budget and manage spend within this;
- n) ensure safe services are delivered; and
- o) comply with service statutory and regulatory requirements in terms of service delivery responsibilities.



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4.2 Chief Finance Officer

- 4.2.1 The Chief Finance Officer has overall responsibility for Finance including Audit; Financial Management; and any Procurement by the Health and Social Care Partnership
- 4.2.2 The financial limits as set by the terms of this Scheme shall be reviewed by the Chief Finance Officer in April each year and any proposed amendment reported to the IJB.
- 4.2.3 The Chief Financial Officer shall discharge his/her duties in accordance with the powers as delegated to them by the Partners under their respective approved Schemes of Delegation. In discharging his/her duties and in making any recommendation to the IJB, the Chief Financial Officer will demonstrate to the IJB that he/she have followed relevant Partner procedures and sought approval, where this is required.
- 4.2.4 The Chief Finance Officer shall:-
- a) act as the Proper Officer responsible for the administration of the financial affairs of the IJB in terms of section 95 of the Local Government (Scotland) Act 1973;
 - b) adhere to IJB and Partner Financial Regulations and relevant Codes of Practice of the Board for the control of all expenditure and income;
 - c) monitor of the IJB's capital and revenue budgets during the course of each financial year and reporting thereon to the IJB;
 - d) determine all accounting procedures and financial record keeping of the IJB, to ensure the IJB is fully compliant with the CIPFA Statement of Recommended Practice;
 - e) subject to the approval of the Chief Officer and in conformity with any Financial Regulations and any approved policy, authorise the transfer of approved estimates from one head of expenditure to another, within a Service estimate, unless it is considered to materially affect the approved budget, in which case authorisation of the IJB will be sought. It is the Financial Regulations of the Partners which set out the rules in Virement;



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- f) arrange the necessary insurances through CNORIS to protect the interests of the IJB (Directors and Officers cover) and make arrangements with CNORIS concerning claims handling and settlement of claims;
- g) have financial oversight of any procurement for the engagement of consultants, external advisors for specialist advice entered into directly by the Health and Social Care Partnership or the Chief Officer (but not procurement carried out on behalf of the Partnership or Chief Officer by a Council or Health Board); and
- h) be the primary point of contact with both internal and external audit and provide information as appropriate.

4.3 Clinical Director

4.3.1 The Clinical Director shall:

- a) be the Clinical Lead of the IJB and the Clinical and Care Governance Committee.
- b) be a member of the Senior Leadership Team within ACHSCP; and
- c) will report directly to the Chief Officer of the IJB.

4.3.2 The Clinical Director will be expected to provide leadership, advice and support to:

- a) the ACHSCP Senior Leadership Team;
- b) staff working within ACHSCP services, and particularly medical practitioners and those working across primary and community care and within services hosted by or on behalf of the ACHSCP; NHS Grampian Medical Director and Medical Directorate colleagues and clinicians; in relation to clinical and care safety.
- c) GPs and other NHS external contractors working within Aberdeen City and in partnership with those across all 3 Grampian ACHSCPs as required; and



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a) d) the Integration Joint Board as a formal advisor to the Board on clinical and care matters.



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Appendix D: STANDING ORDERS

1. Introduction

- (1) The Aberdeen City Integration Joint Board ("the IJB") comprises voting representatives of Aberdeen City Council ("the Council") and the Grampian NHS Board ("the NHS Board") ("the constituent authorities") with non-voting advisory representatives.
- (2) These standing orders are made under The Public Bodies (Joint Working) (Scotland) Act 2014 and subordinate legislation and any provision, regulation or direction issued by Scottish Ministers shall have precedence over anything written here in the event of any conflict.

2. Membership

- (1) The IJB shall include the following voting members:-
 - (a) Four councillors nominated by the Council; and
 - (b) Four members nominated by the NHS Board, of whom three shall be non-executive directors and one an executive director;
- (2) The IJB shall include the following non-voting members, with those at ~~(fe)~~, ~~(gf)~~ and ~~(hg)~~ to be appointed by the NHS Board:-
 - ~~(ea)~~ The Council's Chief Social Work Officer;
 - ~~(db)~~ The IJB Chief Officer ~~for Integration~~;
 - ~~(ec)~~ The IJB Chief Finance Officer ~~of the IJB~~ appointed under S95 of the Local Government (Scotland) Act 1973;
 - ~~(fd)~~ A registered medical practitioner on the list of primary medical services performers prepared by the NHS Board;
 - ~~(eg)~~ A registered nurse employed by the NHS Board or by a person or body with which the NHS Board has a contract; and
 - ~~(hf)~~ A registered medical practitioner employed by the NHS Board and not providing primary medical services;
 - (g) A Public Health Consultant employed by the NHS Board.
- (3) The IJB must appoint, in addition, at least one member from each of the following groups:-
 - (ia) Staff of the constituent authorities providing services under integration functions, of whom one shall be a trade union representative and one a partnership representative;
 - (jb) Third sector bodies carrying out activities related to health or social care in the Council area;



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- (kc) Service users living in the Council area; and
- (ld) People providing unpaid care in the Council area.

- (4) The IJB may appoint such additional members as it sees fit but such members shall not be councillors or non-executive NHS Board members, ~~and shall include one trade union representative and one partnership representative.~~

3. Appointment of Chair and Vice Chair

- (1) The Chair shall be appointed by one of the constituent authorities for an appointing period not exceeding two years.
- (2) The Council and the NHS Board shall alternate which of them shall appoint the Chair in each successive appointing period.
- (3) The constituent authority which does not appoint the Chair must appoint the Vice Chair for that appointing period.
- (4) The constituent authority may change the person appointed by that authority as Chair or Vice Chair during the appointing period for the remaining period.
- (5) The constituent authorities may only appoint from their membership set out under paragraph 2(1)(a) and (b) above. An appointee of the NHS Board must be a non-executive member.

4. Term of Office of Members

- (1) The term of office of IJB members shall be such period as the IJB shall determine which shall not exceed three years.
- (2) A member appointed under paragraphs 2 (2) (ea) - (ec) above shall remain a member for as long as they hold the office in respect of which they are appointed.
- (3) At the end of a term of office set out under paragraph (1) above, a member may be reappointed for a further term of office.
- (4) This paragraph is subject to paragraphs 6 (resignation of members) and 7 (removal of members) below.

5. Disqualification

- (1) A person is disqualified from being a member of an integration joint board where the conditions specified in Article 8, paragraph (2) of the



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Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 are met, relating to conviction of a criminal offence, removal or dismissal for disciplinary reasons from paid employment or office with a Health Board or local authority, insolvency, removal from a register maintained by a regulatory body unless voluntary, or being subject to a sanction under section 19(1)(b) – (e) of the Ethical Standards in Public Life etc (Scotland) Act 2000. The definitions of “insolvency”, “regulatory body” and “voluntary” are those given in the Order referred to in this paragraph.

6. Resignation of Members

- (1) A member may resign their membership of the IJB at any time by giving the IJB notice in writing.
- (2) A voting member of the IJB must inform the constituent authority which nominated them.
- (3) This section does not apply to the ~~Council's Chief Social Work Officer, the Chief Officer, Aberdeen Health and Social Care Partnership, and the Chief Finance Officer~~ non-voting members listed in section 2 a to g.
- (4) Other ~~non-voting~~ non-voting members of the Board shall hold office during each three-year period until they are replaced by the appropriate nominating body.

7. Removal of Members

- (1) If a member has not attended ~~for~~ three consecutive meetings of the IJB and/or its sub-committees, and such absence is not due to illness or other reasonable cause as the Board may determine, the IJB may remove that member from office by providing them with one month's notice in writing.
- (2) If a member acts so as to bring the IJB into disrepute or in a way which is inconsistent with the proper performance of the IJB's functions or the Code of Conduct for Members of the ACHSCP, the IJB may remove that member from office with effect from such date as it may specify in writing.



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- (3) If a member is disqualified during a term of office for a reason referred to in paragraph 5(1) above, they are to be removed from office immediately.
- (4) Where a Council nominated or NHS Board member ceases for any reason to be a councillor during the term of office, they are to be removed from office with effect from the day on which they cease to be a councillor.
- (5) Subject to the above paragraphs, a constituent authority may remove a member which it nominated by providing one month's notice in writing to the member and to the IJB.

8. Standing Orders

- (1) All meetings of the IJB and its committees shall be regulated by these standing orders, which the IJB may amend as it so determines except that all requirements of The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 in relation to standing orders shall be met.
- (2) Any amendments to these standing orders shall be effective from the meeting following the one at which the changes were agreed.
- (3) Except where prohibited by statute, it shall be competent for any member at any time during a meeting to move the suspension of the whole or any specified part of these standing orders. Such a motion shall, if seconded, be put to the vote immediately without discussion.
- (4) A two thirds majority of voting members in attendance shall be required to suspend standing orders. For the avoidance of doubt, if the figure is not a whole number it shall be rounded up.
- (5) Standing orders shall be reviewed by the Board on an annual basis.
- (6) Non-material amendments can be made to Standing Orders by the Chief Officer, following consultation with the Chair and Vice Chair of the IJB, without the requirement to report to Board. Members shall be notified once such amendments have been completed.

9. Calling Meetings

- (1) The Chair may call a meeting of the IJB at such times as they see fit.
- (2) A request for a special meeting of the IJB to be called may be made by a requisition signed by at least five of the voting members, which shall



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specify the business proposed to be transacted and which shall be presented to the Chair.

- (3) If the Chair refuses to call a meeting requisitioned under the above paragraph or does not call a meeting within seven days after the making of the request, the members who signed the requisition may call the meeting.
- (4) The business to be transacted at any requisitioned meeting shall be limited to the business specified in the requisition.
- (5) The IJB's annual calendar of meetings shall run from 1 April to 31 March of the following calendar year. A schedule of meetings shall be approved by the Board prior to 1 April of the new meeting year.

10. Notice of Meetings

- (1) Prior to each meeting of the IJB or one of its committees, a notice of meeting specifying the time, place and business to be transacted at it signed by the Chair or a member authorised to act on the Chair's behalf, shall be sent electronically to every member or sent to the usual place of residence of every member, so as to be available to them at least ~~five~~ seven calendar days before the meeting.
- (2) A failure to serve notice of a meeting on a member in accordance with the paragraph above shall not affect the validity of anything done at the meeting.
- (3) In the case of a meeting of the IJB called by members, the notice is to be signed by the members who requisitioned the meeting in accordance with paragraph 9(4) above.
- (4) The provisions of the Local Government (Access to Information) Act 1985 shall apply to meetings of the IJB.
- (5) In the event that an item of business has to be considered on an urgent basis, a meeting of the Board may be called at 48 hours' notice by the Chair ~~in consultation~~ following consultation with the Vice Chair and Chief Officer. The Urgent Business meeting would retain all the IJB's functions and powers, and these standing orders would apply.
- (6) If the office of Chair is vacant or the Chair is unable to act for any reason the Vice Chair may at any time call an Urgent Business meeting ~~in~~ consultation ~~following consultation~~ with the Chief Officer.

11. Business



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- (1) The notice of meeting shall include an agenda of items of business which shall be considered in the order in which they are listed except where the Chair, at his or her discretion, may determine otherwise.
- (2) Except where required by statute, no item of business shall be considered at a meeting unless a copy of the agenda including the item of business and any associated report has been open in advance to inspection by members of the public in terms of the Local Government (Scotland) Act 1973 or, by reason of special circumstances which shall be recorded in the minute, the Chair is of the opinion that the item should be considered as a matter of urgency and at such stage of the meeting as the Chairperson shall determine.

12. Reports by Officers

- (1) Reports must be produced in draft to the following officers for consultation in accordance with the published timetable prior to being accepted onto the IJB final agenda:-

- a) Chair of the IJB
- b) Vice Chair of the IJB
- c) Chief Officer, ACHSCP
- d) Chief Finance Officer, ACHSCP
- ~~e) Head of Operations, ACHSCP~~
- ~~f) Head of Strategy and Transformation, ACHSCP~~
- g) Chief Social Work Officer, ACC
- h) Chief Executive, ACC
- i) Chief Executive, NHSG
- j) Chief Officer – Finance, ACC
- k) Director of Finance, NHSG
- l) Chief Officer – Governance, ACC
- m) Clerk to the IJB

- (2) Aberdeen City Council's Leader(s) and Convener of the City Growth and Resources Committee shall be consulted on draft reports relating to the IJB Budget in line with the requirements of the IJB Budget Protocol.

13. Quorum

- (1) No business is to be transacted at a meeting of the IJB unless at least one half of the voting members is present, being two voting members of each constituent authority.



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14. Conduct of Meetings

- (1) At each meeting of the IJB, or one of its committees, the Chair of the Board or Committee, if present, shall preside.
- (2) If the Chair is absent from a meeting of the IJB the Vice Chair shall preside.
- (3) If the Chair and Vice Chair are both absent from a meeting of the IJB, a voting member chosen at the meeting by the other voting members attending the meeting shall preside.
- (4) No Vice Chairs shall be appointed to IJB committees. In the event that the Chair of a committee is absent, a voting member chosen at the meeting by other voting members attending the meeting shall preside.
- (4) If it is necessary or expedient to do so a meeting of the IJB, or of a committee, may be adjourned to another date, time or place.
- (5) A member who is unable to be present for a meeting of the IJB or any committee at the venue identified in the notice calling the meeting shall be able to take part remotely in any way which allows their participation.
- (6) The provision of paragraph 14(5) shall not apply when the Board or committee had entered private session in which exempt or confidential business would be considered.
- (7) No filming, recording or use of cameras shall be permitted without the Board's prior consent.
- (8) Following the introduction of an item of business by the Chair, all members shall be entitled to ask questions and discuss the item as openly as possible.
- (9) When, in the opinion of the Chair, members have had a reasonable opportunity to consider the item of business, the Chair shall move to a determination of the matter.
- (10) Every effort shall be made by members to ensure that as many decisions as possible are made by consensus.
- (11) The Board shall schedule a dedicated budget meeting to consider and agree the IJB budget and adhere to the provisions set out in the IJB Budget Protocol.

15. Power and Duties of Chair

- (1) It shall be the duty of the Chair:-



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- (a) To preserve order and ensure that any member wishing to speak is given due opportunity to do so and to a fair hearing;
 - (b) To call members to speak according to the order in which they caught his / her eye;
 - (c) To decide on all matters of order, competency and relevancy;
 - (d) To ensure that the sense of the meeting is duly determined; and
 - (e) If requested by any member, to ask the mover of a motion or amendment to state its terms.
- (2) The Chair shall have authority to determine all non-substantive procedural matters during Board meetings following consultation with the Clerk, excepting the suspension of standing orders as outlined in paragraph 8(3).
 - (3) The ruling of the Chair on all matters in these standing orders shall be final.
 - (4) Deference shall at all times be paid to the authority of the Chair, the Chair shall be heard without interruption and all members shall address the Chair when speaking.

16. Conflict of Interest

- (1) A member must disclose any direct or indirect pecuniary interest or other interest in relation to an item of business to be transacted at a meeting of the IJB, or of one of its committees, before taking part in any discussion on that item.
- (2) Where an interest is disclosed under the above paragraph, the member disclosing the interest is to decide whether, in the circumstances, it is appropriate for that member to take part in discussion of or voting on the item of business.

17. Minutes

- (1) Draft Minutes from the IJB's sub-committees will be presented to the IJB for noting.
- (2) A record must be kept of the names of the members attending every meeting of the IJB or of one of its committees.
- (23) Minutes of the proceedings of each meeting of the IJB or a committee, including any decision made at that meeting, are to be drawn up and submitted to the subsequent meeting of the IJB or the committee for



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agreement after which they must be signed by the person presiding at that meeting.

18. Alteration or Revocation of Previous Decision

- (1) No decision of the IJB shall be altered or revoked within six months of it having been taken unless a recommendation to that effect is approved by the IJB, and any such alteration or revocation shall have no retrospective effect.

19. Voting

- (1) In the event that the Board had been unable to reach a decision after following the procedure outlined between paragraph 14(8) – 14(10), and a vote is required, the provisions of this paragraph shall apply.
- (2) Each motion put to a meeting of the IJB shall be decided by a majority of the votes of those members attending and entitled to vote.
- (3) Motions and amendments thereto shall be moved and seconded. Movers shall be entitled to speak for ten minutes and all other members, including movers when summing up at the conclusion of debate, shall be entitled to speak for five minutes. No member shall speak more than once in debate, except the mover when summing up, and shall only move, second or support a motion or related amendment. A member shall be entitled, however, to ask a question.
- (4) Votes shall be taken by roll call except where an electronic voting system is available, in which case it shall be used in preference to any other method.
- (5) If the members of the IJB agree unanimously prior to a vote on any particular matter, a vote may be taken by a show of hands.
- (6) Where there is an tied vote, there shall be no casting vote afforded to the Chair or to any other member or group of members and in that event:-
 - (i) The Chair shall, call on the Chief Officer to outline the consequences of each potential outcome, to provide such clarification that may be appropriate or requested and to set out the ramifications to the IJB of withdrawing the matter and maintaining the status quo and, thereafter, to make a recommendation.
 - (ii) The Chair shall then immediately without further discussion call for a show of hands on the motion that is before the meeting.



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- (iii) If the result remains a tie, the Chair may:
- (a) call a recess of the meeting for such period as the Chair thinks fit to allow members to further consider matters and once the meeting is reconvened defer to (ii) above; or,
 - (b) suspend further discussion on the issue of contention and defer the matter to the next meeting of the IJB; or
 - (c) where the Chair is of the view that a special meeting of the IJB requires to be convened in accordance with Standing Order 10.5, suspend further discussion on the issue of contention and defer the matter to that special meeting.
- (iv) Where, in the event that following the recess in terms of Standing Order (iii) (a) there is still a tied vote, the Chair shall, at his discretion, either; call a further recess in terms of the said Standing Order (iii) or chose to proceed with either option in terms of Standing Order (iii) (b) or Standing Order (iii) (c).
- (v) Once the meeting is reconvened in accordance with (iv) above and the matter has been discussed in terms of Standing Order 14, the Chair shall call for a show of hands in terms of Standing Order (ii). In the event of a tied vote the Chair shall determine whether the matters should be deferred in terms of Standing Order 6(iii) (b) or Standing Order (iii) (c). Where this is the case, he shall direct the Chief Officer to provide such clarification that may be appropriate or requested and to set out the ramifications to the IJB of withdrawing the matter and maintaining the status quo and bring that back to a future meeting.
- (vi) At a future meeting of the IJB in accordance with Standing Order (19)(iii)(b) and (c), the matter shall be discussed in terms of the procedure set out in Standing Order 14 and the Chair shall invite members to vote in accordance with 19(4) above.
- (a) If there remains a tied vote the Chair shall direct the Chief Officer to provide such clarification that may be appropriate or requested together with the options available to the IJB, including an outline of the ramifications of remaining with the status quo and invoking the dispute procedure under the Integration Scheme
 - (b) The Chair shall invite members to consider and discuss these options in terms of Standing Order 14 and vote in accordance with 19(4) above on the issue.
 - (c) In the event of a further tied vote, a vote will be put to members on whether to withdraw the matter, have status quo apply or



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determine that the dispute procedure under the Integration Scheme may be invoked.

20. Substitutes

- (1) A voting member who is unable to attend a meeting of the IJB or its sub-committees shall ~~arrange~~ insofar as possible arrange for a suitably experienced substitute, who is a member of the appropriate constituent authority, to attend in their place with voting rights.
- (2) A non-voting member who is unable to attend a meeting of the IJB may arrange for a ~~suitably experienced substitute~~ suitable substitute to attend the meeting in their place.
- (3) Where the Chair or Vice Chair is unable to attend a meeting of the IJB, any substitute attending in their place shall not preside over the meeting.

21. Temporary Vacancies in Voting Membership

- (1) Where there is a temporary vacancy in the voting membership of the IJB, the vote which would otherwise have been cast by the member appointed to that vacancy may be cast by the other members nominated by the appropriate constituent authority.
- (2) Where, because of temporary vacancies, the number of members nominated by a constituent authority is one or zero and that constituent authority is to appoint the Chair, the Chair must be appointed temporarily by the other constituent authority.
- (3) Where a temporary vacancy, or the temporary appointment of the Chair in the circumstances set out in the paragraph above, persists for more than six months, the Chair of the IJB must notify the Scottish Ministers in writing of the reasons why the vacancy remains unfilled.
- (4) The Chief Officer shall determine an item of urgent business in consultation with the Chair/Vice Chair of the IJB and the Chief Executives of Aberdeen City Council and NHS Grampian during the period between the date of a Local Government Election and the appointment of voting members by Aberdeen City Council when the IJB does not have a quorum of members - on the basis that any such action shall be reported to the next meeting of the IJB as an item on the agenda.

22. Effect of Vacancy in Membership



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- (1) A vacancy in the membership of the IJB will not invalidate anything done by or any decision of the IJB.

23. Expenses

- (1) The IJB may pay the reasonable travel and other expenses of members where incurred by them in connection with their membership of the IJB, where this is in accordance with the IJB Expenses Policy.

24. Committees

- (1) The IJB may establish such committees as it may determine for the undertaking of its functions.
- (2) The IJB must appoint the Chair of each committee it establishes for an appointing period not exceeding two years, but this requirement may be (not followed) in appropriate circumstances.
- (3) The IJB may change the person appointed as Chair during the appointing period for the remainder of that period.
- (4) The Board Chair/Vice Chair shall not chair an IJB Committee.
- (5) The IJB shall appoint two voting members from each constituent authority to serve on each committee to ensure equal representation.
- (6) Any decision of a committee must be agreed by a majority of the votes cast by the voting members of that committee.
- (7) The IJB may alter the Terms of Reference of any committee at any time.
- (8) All IJB members shall be entitled to receive committee papers and an open invitation shall be extended to members to attend Committee meetings.
- (9) The level of participation for non-committee members in these proceedings shall be at the discretion of the committee Chair, though non-committee members may not propose or second a motion or amendment, or vote.
- (10) Committee meetings shall be conducted in accordance with IJB standing orders.
- (11) Following agreement from a majority of members, a committee may refer or escalate an item of business to the next IJB meeting for consideration. The Clerk of the committee shall make the necessary arrangements.



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25. General Powers of IJB

- (1) The IJB may enter into a contract with any other person for the provision of goods and services for the purpose of undertaking the functions conferred on it by the Act, including but not limited to administrative support, accounting or legal services.

26. Register of Interests and Code of Conduct

- (1) The Standards Officer shall keep and maintain a Register, which shall be open to public examination, in which all members shall record their interests and hospitality offered by virtue of their membership of the IJB. The Standards Officer shall be the officer so designated by the Standards Commission, following a nomination by the IJB.
- (2) All members shall be bound by the terms of the Model Code of Conduct for Devolved Public Bodies, provided for under the Ethical Standards in Public Life etc (Scotland) Act 2000. Members should not accept any gift or consideration of any kind as an inducement or reward for any action or inaction in relation to the IJB as to do so could result in that member having committed an offence under the Bribery Act 2010.

27. Admission of Press and Public

- (1) The Public must be excluded from a meeting when an item of business is being considered and it is likely that, if the Public were present, Confidential Information would be disclosed to them in breach of an obligation of confidence in terms of section 50A(2) of the Local Government (Scotland) Act 1973 as enacted by the Local Government (Access to Information) Act 1985. A report falling into this category shall:
 - be marked as containing confidential information;
 - carry a restricted watermark; and
 - be printed on green paper.
- (2) The Public may be excluded from a meeting by resolution of the IJB when an item of business is being considered, if it is likely that Exempt Information would be disclosed to them which would fall within the categories specified in Part 1 of Schedule 7a of the Local Government (Scotland) Act 1973, as enacted by the Local Government (Access to Information) Act 1985. Any such resolution shall specify the part of the proceedings to which it relates and the categories of exempt information involved shall be specified in the minutes. A report containing exempt information shall:



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- specify the category involved;
- carry a restricted watermark; and
- be printed on green paper.

(3) The provisions of the Data Protection Act 1998 shall apply to meetings of the IJB and any relevant reports shall:

- be marked as containing data protected information;
- carry a restricted watermark; and

be printed on green paper.

28. Deputations

(1) Every request for a deputation must be in writing and submitted to the Clerk of the IJB or its subcommittees at least two working days before the meeting to which it relates.

- a. For example, for a meeting on a Thursday, requests must be received by the end of the Monday; and for a meeting on a Tuesday, requests must be received by the end of the previous Thursday.

(2) In the event that a report has not been published to enable a deputation request to comply with the deadline set out in 1, deputation requests may still be submitted and put on to the agenda. In such instances, 1 would require to be suspended at the meeting for the deputation to be heard.

(3) The request must relate to a report on an agenda.

(4) The request must state the report on which the deputation wants to be heard and the action (if any) the deputation would like the IJB or its subcommittees to take in relation to the report.

(5) The following deputation requests are not competent:

- a. Deputations which fail to comply with 1;
b. Deputations which relate to reports containing confidential information; and
c. Deputations which relate to the annual budget.

(6) Deputations cannot consist of more than three people.



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- (7) Deputations should not last for more than 10 mins.
- (8) No individual may form part of more than one deputation on the same matter.
- (9) A competent deputation request will be placed on the agenda for the relevant meeting of the IJB or its sub-committees.
- (10) Following the conclusion of the deputation, Board members will be given the opportunity to ask questions of the deputation for a maximum of ten minutes.