



## INTEGRATION JOINT BOARD

<b>Date of Meeting</b>	23 March 2021
<b>Report Title</b>	IJB Scheme of Governance - Annual Review
<b>Report Number</b>	HSCP.21.007
<b>Lead Officer</b>	Sandra MacLeod, Chief Officer
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<b>Consultation Checklist Completed</b>	Yes
<b>Directions Required</b>	No
<b>Appendices</b>	Appendix A: Revised Risk, Audit and Performance Committee Terms of Reference Appendix B: Revised Clinical and Care Governance Committee Terms of Reference Appendix C: Revised Standing Orders Appendix D: Revised Roles and Responsibilities Protocol

### 1. Purpose of the Report

- 1.1. At the Integration Joint Board (IJB) meeting on 27 January 2021, the IJB instructed that all amendments and additions to the documents attached at the Appendices to this report be proof read and amended as required and presented in 'track change format' to the IJB on 23 March 2021 for approval. The IJB is being asked to review and accept the changes as instructed.

### 2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:
- Approves the revised Risk, Audit and Performance Committee Terms of Reference, as outlined in Appendix A.



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- b. Approves the revised Clinical and Care Governance Committee Terms of Reference, as outlined in Appendix B.
- c. Approves the revised Standing Orders, as outlined in Appendix C.
- d. Approve the revised Roles and Responsibilities Protocol, as outlined in Appendix D.
- e. Note that Aberdeen City Council reviewed its Scheme of Governance documents at the Council meeting on 3 March 2021. The changes that impact on the business of the ACHSCP or the IJB and its sub-committees are outline in paragraph 3.5.
- f. Endorse the extension of Councillor Lesley Dunbar and John Tomlinson's term of office as respective Chairs of the IJB's sub-committees as proposed in paragraph 3.7.3.
- g. Instructs the Chief Officer to scope the potential for Hybrid IJB (or any of its sub-committees) meetings and bring a paper detailing the options to the IJB for consideration.
- h. Note that the Integration Scheme review has been delayed to take account of recommendations arising from the Independent Review of Adult Social Care.

### 3. Summary of Key Information

#### Background

- 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 2019.
- 3.2 Due to Covid-19, this year's review was conducted virtually. 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 were consulted as part of the review.



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- 3.3 These individuals carried out an initial review and made a number of formatting, clarification and substantive changes to the Scheme of Governance documents.

### Roles and Responsibilities Protocol

- 3.4 The Roles and Responsibilities Protocol outlined in Appendix D sets out the delegations from the Partners to the IJB. It also clarifies the remit and responsibilities of the Chief Officer, Chief Finance Officer and Clinical Director. Minor changes have been made to the style and formatting of the Protocol, including amendments to section 1.1 in order to reflect the date of when the Protocol will be approved.
- 3.5 The only significant change can be found in section 4.1.6. This section has been added to reflect the Chief Officer's new delegation from Aberdeen City Council following its recent review of its Scheme of Governance at the Council meeting on 3 March 2021. The change is in relation to a future designation of the Integration Joint Board as a Category 1 Responder under the Civil Contingencies Act 2004. The Civil Contingencies Act 2004 is yet to come into force; however, having this delegation outlined within the Roles and Responsibility Protocol will minimise any delays of future implementation.

### Terms of Reference

- 3.6 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 changes are tracked in the respective appended documents below.

### IJB's Standing Orders

- 3.7 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.
- 3.7.1 *Changes to Standing Order 11 - Remote Meetings*  
The major change to this document can be found in Standing Order 11 (SO11). On 24 March 2020, the IJB agreed to add a new temporary SO11 which was designed to streamline the IJB's decision-making structure in light of the Covid-19 pandemic, as well as UK and Scottish Government advice for people to restrict social contact. The IJB also instructed the Chief Officer to



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ensure that during the annual review of the IJB's Scheme of Governance the temporary SO11 be permanently incorporated into the IJB's Standing Order.

### 3.7.2 *Changes to Standing Order 15 – Conduct of Meetings*

SO11 now replaces SO15 (6) and provides more clarity on remote meetings. It is recommended that SO15 (6) be deleted in order to avoid duplication.

### 3.7.3 *Changes to Standing Order 25 – Committees*

SO25 (2) states that “*The IJB must appoint the Chair of each committee it establishes for an appointing period not exceeding two years.*” It is proposed that the Standing Order be amended to allow the term of office for the Chair and Vice Chair of RAP and CCG to be extended for a further year – allowing them to sit in office for a period not exceeding three years. This extension is in line with the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

Subject to the IJB approving the amendment of SO25 (2) the IJB members are being asked to endorse the extension of Councillor Lesley Dunbar and John Tomlinson's term of office, as respective Chairs of the IJB's sub-committees, for a further year. Councillor Dunbar is the current Chair of the CCG committee her appointment is meant to conclude on 26 March 2021. John Tomlinson is the current Chair of the RAP committee his appointment is meant to conclude on 11 June 2021. It is proposed that Councillor Dunbar's term of office be extended until 26 March 2022 and John Tomlinson's term of office be extended until 11 June 2022.

### 3.7.4 *Changes to Standing Order 29 – Deputations*

In order to provide clarity in relation to the decision-making process for deputations, minor changes have been made to Standing Order 29 (1), (5), (6) and (8).

#### Hybrid Meetings

3.8 Due to a lack of facilities, the IJB or any of its sub-committee meetings can be held either in person or fully remotely. Previously, there were no issues conducting meetings either in person or fully remotely. However, with the Scottish and UK Government's proposals for the relaxation of lockdown there have been increased enquiries about the possibility of the IJB or any of its sub-committees holding hybrid meetings. A hybrid meeting is a meeting where some of the attendees join from a venue specified in the meeting invite and another part attend remotely using audio and video conferencing technology in order to participate fully. The IJB is being asked to instruct the Chief Officer



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to scope the potential for hybrid IJB meetings and bring a paper detailing the options to the IJB for consideration.

### Integration Scheme

- 3.9 The Integration Scheme was last reviewed in March 2018 by Aberdeen City Council and NHS Grampian. The scheme must be reviewed at least once every five years. As such, the next review must take place by March 2023. Officers had begun the process of reviewing the Integration Scheme earlier than required by law in 2020. This review was disrupted by the COVID-19 pandemic but continued to progress.
- 3.10 In the meantime, the Scottish Government has published its Independent Review of Adult Social Care. This review made significant recommendations about Adult Social Care and IJB governance. If these are adopted, the Integration Scheme will very likely require revision. It is unlikely that the Scottish Government will indicate which recommendations (if any) they plan to adopt before the Scottish Parliament elections in May 2021.
- 3.11 There is a significant risk that if the ongoing review of the Integration Scheme is completed now that the Integration Scheme will require to be reviewed a second time in 2021 to take account of the Independent Review's recommendations. This would involve a duplication of efforts on the part of officers preparing the revised scheme and Members of Aberdeen City Council and the NHS Grampian Board in discussing and approving the new scheme. As such, the decision has been taken to delay the review of the Integration Scheme to a later date to allow for any recommendations to be included. This delay will have no impact on service delivery or operations.

## 4 Implications for IJB

- 4.1 **Equalities** – there are no equalities implications arising from this report.
- 4.2 **Fairer Scotland Duty** – there are no Fairer Scotland Duty implications arising from this report.
- 4.3 **Financial** – there are no financial implications arising from this report.
- 4.4 **Workforce** – there are no workforce implications arising from this report.
- 4.5 **Legal** – the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 requires the IJB to have scheme of governance documentation.



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Section 44 of the Public Bodies (Joint Working) (Scotland) Act 2014 requires that the Integration Scheme be reviewed within a 5-year period of the previous review.

4.7 **Other** – there are no other 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**

#### 6.2 **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.

#### 6.3 **Link to risks on strategic or operational risk register:**

Risk number 4 of the strategic risk register.



There is a risk that relationship arrangements between the IJB and its partner organisations (Aberdeen City Council & NHS Grampian) are not managed to maximise the full potentials of integrated & collaborative working. This risk covers the arrangements between partner organisations in areas such as governance; corporate service; and performance.



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

The regular review of the Scheme of Governance aims to maintain the integrity of the IJB's governance system and as such will help to mitigate these risks.

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