

DOCUMENT	PAGE/ SECTION	CHANGE	REASON
Standing Orders	Page 6	Amendment to the Introduction – see 1.1-1.2	To move sections of the Standing Orders which relate to general principles to the Introduction.
	Section 2- page 6	Insertion of “whom shall be non voting, from each of the following group” at 2.3 and “additional (non-voting) members” at 2.4.	To ensure that it is clear which members of the IJB are voting members.
	Section 3, page 7	Amended 3.3 to refer to automatic alternating appointments	Amended for clarity. The alternating appointment happens automatically so reference to this has been made.
	Section 5- page 8	Amendments to the circumstances where a member can be disqualified	Replicated the terms of disqualification in the SI 2014/285 to provide clarity.
	Section 12- para 11	To make amendments to the Notice of Meetings section around the requirement to sign a notice calling a meeting- see 12.3	particularly around the use of email notification to permit the requisitioning of a meeting and digital signatures.
	Section 13- page 11	Amendments to the Access to Meetings section to reflect hybrid meetings and public access thereof- see 13.2/ 13.3	To provide clarity on live webcasting or recording of IJB meetings and permitting the Chair to have discretion around public access.
	Section 14 – page 12	Removal of Chair’s permission for a member to take part remotely	To amend the requirement to notify the Clerk and Chair of a member wishing to participate remotely in the meeting.
	Section 15- page 13	Insertion of “Acceptance of late items of business is at the Chair’s discretion having regard to any special circumstances which requires	To add into the Standing Orders the ability for the Chair to accept a late paper.

		it to be considered as a matter of emergency”.	
	Section 16- page 13	Clarity around who draft reports are sent to for the IJB and its committees and inclusion of the Chief Operating Officer	To clarify who draft reports are to be sent to for IJB meetings and the meetings of its committees and include the Nursing/ Medical Directors and Public health Consultant
	Section 18- page 14	Insertion of “For the avoidance of doubt, this shall not be the substitute for the Chair or Vice Chair as is specified in Standing Order 8.3”.	Addition of wording to make it clear that this SO is different to 8.3
	Section 20- page 16	Deletion of section on conflict of interest and addition of Declarations of Interest and use of Transparency statement	To update this section to reflect the requirements of the IJB Code of Conduct.
	Section 23- page 17	Addition of process re the making of a motion or an amendment and amendment to clauses numbering see 23.2-23.9	To make the process for considering a motion or amendment clear and reflect the role of the Chair in that process.
	Section 24 –page 19	Insertion of “unpaid carer representatives and other unpaid representatives”	Clarification required as to who the IJB Expenses Policy referred to and when it the IJB approved it.
	Section 27- page 20	Deletion of text and reference to the IJB Code of Conduct- see 27.2	Removal of duplicate wording which is contained in the IJB Code of Conduct
	Appendix B- page 24	Addition of new AppendixA – setting out the reasons why a	To provide clarity for IJB on what the IJB could determine in private and the reasons for that.

		matter might be considered in private	
	Appendix C, Page 25	Insertion of IJB Expenses Policy	The policy was referred to in the previous Standing Orders but difficult to locate. Attached as an Appendix for ease of reference.
Code of Conduct	Section 1.1 – page 3	Minor changes to wording in 1.1. including insertion of the words “ <i>for Members of Devolved Public Bodies</i> ”.	To clarify that the Code of Conduct was based on the Model Code of Conduct for Members of Devolved Public Bodies.
	Section 1.2 – page 3	Insertion of the word “ <i>City</i> ” after “ <i>Aberdeen</i> ” and insertion of “ <i>Integration Joint Board (“the IJB”)</i> ” instead of “ <i>IJB</i> ”.	To explain what is meant by the “ <i>Aberdeen IJB</i> ”.
	Section 1.4 – page 3	Change from “ <i>Members</i> ” to “ <i>members</i> ”.	So that there is consistency throughout the Code of Conduct
	Sections 1.6 – 1.13 – page 3	Change to numbering of the Sections.	Due to duplication of section 1.5 - the incorrect numbers of sections are referred to
	Section 1.12 – page 4	Change to “ <i>Code of Conduct</i> ” instead of “ <i>code of conduct</i> ”.	Minor amendment to ensure consistency throughout Code of Conduct.
	Section 2.2 – page 4	Change from “ <i>that body</i> ” to “ <i>the IJB</i> ”	So that it is clear that it relates to the IJB.
	Section 5.9 – page 13	Insertion of the words “ <i>public body</i> ” after “ <i>I note that public confidence in a</i> ”.	Words had been previously been omitted

	Section 6.5 – page 14	Deletion of the word “Executive” after the word “Chief” and insertion of the word “Officer”.	The IJB has a Chief Officer not a Chief Executive.
	Annex A para 5 – page 16	Change to “ <i>Model Code of Conduct</i> ” instead of “Code of Conduct”	To clarify that this relates to the Model Code of Conduct and not the Code of Conduct for members of the IJB.
	Annex B – definition of “Code” – page 18	Change to “ <i>the IJB</i> ” instead of “ <i>your devolved public body</i> ”	So that it is clear that the “Code” relates to the Code of Conduct for members of the IJB.
Roles and Responsibilities	1. Introduction	Deletion of wording in the introduction of the Protocol	Clarity and ease of reading
	2. Core Principles	Entire section deleted	Redundant wording
	3. Specific Powers Reserved for the Integration Joint Board	Entire section deleted	This will now form part of the Terms of Reference – IJB document
	4. Operational Protocol	Deletion of wording – now refers to Chief Officer, Chief Finance Officer and other key personnel within the Aberdeen City Health and Social Care Partnership	
	4.1 Chief Officer	Deletion of wording re roles and responsibilities of Chief Officer	This is covered in other documents.
	4.2 Chief Finance Officer	Deletion of wording re roles and responsibilities of Chief Finance Officer	This is covered in other documents.
	4.3 Clinical Director	Deletion of “Clinical Director” and replaced with “Medical Director”. Inclusion of the words “ <i>The roles and responsibilities of the Medical</i> ”	Restructured post of Medical Director has been created

		<i>Director may be shared between more than one person"</i>	
	Chief Operating Officer	Inclusion of new post of Chief Operating Officer	New post of Chief Operating Officer has been created
Terms of Reference - IJB	Overall Change	<p>Combined with the Terms of Reference for RPAC and CCGC.</p> <p>This has involved the removal of the IJB's ToR from the Roles and Responsibilities Protocol, where it currently sits.</p> <p>As a whole, numbering across the document has changed. Where specific parts of the document have been altered, the new paragraph number is noted.</p>	Ease of reading and comprehension.
	Structure Chart	Added Structure Chart, setting out the structure of the IJB, committees and partner organisations	Adds visual aid to the structure.
	Introduction	Added introduction, setting out legal basis for terms of reference.	Adds context and explanation
	3.1	Shortened and added as an introductory sentence.	Clarity.
	3.2(b)	Removal of 'sub-committees and joint committees'	Statutory Instrument limits IJB's power to creating committees only
	3.2(d)	Changed to simply refer to 'Scheme of Governance'. Now at point 4 in the revised ToR.	Clarity, and removal of unnecessary words
	3.2(d)	Some of the information contained in 3.2(d) has been split into a separate point 5.	Clarity and ease of reading

	3.2(e)	Removed	Changes to 3.2(d) make this point redundant.
	3.2(h)	Removed	This point became redundant with the addition of the introductory paragraph.
	3.2(g)	Addition of wording about monitoring Strategic Plan Moved to point 7 in new document.	Clarity.
	3.2(i)	Removed informal wording and changed to be more formal. Now at Point 8.	More suitable for Scheme of governance
Terms of Reference - CCGC	Overall change	As above, combined with the ToR for the IJB, with new introduction and structure chart added. As above, considerable change to the style and layout of the document.	As above
	1 (1)-(2)	Removed	Wording redundant following the changes
	1(3)-(4)	Retained but moved elsewhere in the new version	Clarity and ease of reading.
	2	Removed	Better incorporated in a single standing orders document for the entire IJB
	3	Removed	As above
	4	Retained but moved elsewhere	Clarity and ease of reading

	5(1)-(2)	List of principal advisors changed to better reflect actual practice	Ensuring SoG matches practice and ensures committee functions properly
	5(3) –(8)	Removed	Better incorporated in Standing Orders
	6 – 8	Removed	As above.
	9 – 11	Retained but moved elsewhere in the document	Clarity and ease of reading
	10	Removed	Better incorporated in Standing Orders
Terms of Reference – RAPC	Overall	As above, combined with the ToR for the IJB, with new introduction and structure chart added. As above, considerable change to the style and layout of the document.	As above
	1 (1)-(2)	Removed	Wording redundant following the changes
	1(3)-(4)	Retained but moved elsewhere in the new version	Clarity and ease of reading.
	2	Removed	Better incorporated in a single standing orders document for the entire IJB
	3	Removed	As above
	4	Retained but moved elsewhere	Clarity and ease of reading
	5(1)-(2)	List of principal advisors changed to better reflect actual practice	Ensuring SoG matches practice and ensures committee functions properly
	5(3) –(8)	Removed	Better incorporated in Standing Orders
	6, 7, 9	Removed	As above.

	8	Retained and moved to new remit and Responsibilities Section	Clarity and ease of reading
	10 (with the exceptions noted below)	Retained and moved to new remit and Responsibilities Section	As above.
	10(2)	Removed	Duplicated work undertaken by the IJB
	10(4)	Removed	Made redundant by other changes to the document
	10(5)	Wording changed slightly to better reflect current practice	Clarity and correctness.
	10(6) –(8)	Removed	New document encompasses these priorities elsewhere,
	10(17)	Removed	Wording was unclear and did not provide enough clarity to remain as a responsibility.
	11 – 12	Removed	Better incorporated in Standing Orders