



## INTEGRATION JOINT BOARD

<b>Date of Meeting</b>	9 <sup>th</sup> July 2024
<b>Report Title</b>	Scheme of Governance Review 2024
<b>Report Number</b>	HSCP.24.048
<b>Lead Officer</b>	Fraser Bell, Chief Operating Officer
<b>Report Author Details</b>	Name: Jess Anderson Job Title: Team Leader, Regulatory and Compliance Team, Legal Services, Aberdeen City Council. Email Address: JeAnderson@aberdeencity.gov.uk
<b>Consultation Checklist Completed</b>	Yes
<b>Directions Required</b>	No
<b>Exempt</b>	No
<b>Appendices</b>	<ul style="list-style-type: none"><li>a. <i>Standing Orders</i></li><li>b. <i>Combined Terms of Reference (JB and RAPC only)</i></li><li>c. <i>Roles and Responsibilities Protocol</i></li><li>d. <i>Table of change to the Scheme of Governance</i></li><li>e. <i>IIA- Proportionality and Relevance Assessment.</i></li></ul>
<b>Terms of Reference</b>	JB Terms of Reference

### 1. Purpose of the Report

1. The purpose of this report is to present the revised Scheme of Governance to the JB for comment and approval.



## INTEGRATION JOINT BOARD

### 2. Recommendations

2.1. It is recommended that the Integration Joint Board (IJB):

- a) Approves the revised Standing Orders for the IJB (as attached at Appendix A);
- b) Approves the revised Terms of Reference for the IJB and the Risk, Audit and Performance Committee (as attached at Appendix B);
- c) Notes that there will be a further review of the governance around Clinical and Care Governance and that this will be reported back to the IJB in November 2024;
- d) Approves the Roles and Responsibilities Protocol (as attached at Appendix C);
- e) Notes that the review of the IJB Carers and Service User Reps Expenses Policy will be completed once the new IJB reps are appointed and presented to the IJB for approval at the same time as the review referred to at c) above.
- f) Notes there are no changes to the Code of Conduct;
- g) Instructs the Chief Officer to upload the revised Scheme of Governance to the Aberdeen City Health and Social Care Partnership's (ACHSCP) website.

### 3. Strategic Plan Context

3.1. This report links to the Strategic Plan by setting out the governance framework in place for the IJB and its committees to monitor the implementation and progress of the Strategic Plan. This is achieved through clear Terms of Reference setting the remit of these decision making forums.

### 4. Summary of Key Information

The 'Scheme of Governance' is the name given to the suite of documents which set out how the IJB will operate and do business. The Scheme of Governance is comprised of the Standing Orders, Terms of Reference, Roles and Responsibilities Protocol, Carers Expenses Policy and Code of Conduct. The Scheme of Governance is reviewed on an annual basis, with any changes being



## INTEGRATION JOINT BOARD

presented to the IJB for approval. The IJB last approved changes to the Scheme of Governance in April 2023.

The proposed changes made to the Scheme of Governance and the rationale for these changes are set out in more detail below. Given the wide-ranging nature of these changes, there is also a summary document attached at Appendix D which lists the changes in an easy-to-read format.

### Integration Scheme

The Integration Scheme (IS) is the legal document through which Aberdeen City Council and NHS Grampian (the Partner organisations) delegate functions to the IJB. The Public Bodies (Joint Working) (Scotland) Act 2014 makes it clear that the Integration Scheme is a document prepared and approved by the partner organisations, rather than by the IJB itself.

The IS was last reviewed by the Partner organisations in 2023 and was reported to the IJB in [April](#) 2023. It has not subject to a further review.

### Standing Orders

The IJB's Standing Orders regulate the manner in which meetings of the IJB and its committees are managed. This includes the manner in which meetings are called, speaking at meetings and voting.

The IJB's Standing Orders have been amended to improve the clarity of the Standing Orders and to remove duplicate wording. These suggested changes are highlighted in the revised version at Appendix A. The most significant changes are:

- Altering the composition of the IJB voting members nominated by the NHS Board. Of the four health board members nominated by the NHS Board, at least two shall be non-executive directors (previously of the four members nominated by the NHS Board, three were non-executive directors and one an executive director).
- Changing the effective date of the revised Standing Orders to the day after they are approved at the IJB meeting.



## INTEGRATION JOINT BOARD

- Clarifying how a member of the IJB can resign their membership of the IJB (e.g. by giving the IJB's Chief Officer notice in writing).
- Insertion of Directors at the Council who have been added to circulation list for receiving draft reports for the IJB and IJB Committees
- Additional wording at Standing Order 13.2
- Additional wording at Standing Order 16.1
- Deletion of superfluous wording at Standing Order 18.6.

### Terms of Reference

The Terms of Reference set out the remit and responsibilities of the IJB and its committees. The current Scheme of Governance sets out the terms of reference for the IJB, the Risk, Audit and Performance Committee (RAPC) and the Clinical Care and Governance Committee (CCGC) in one document, titled 'Terms of Reference'.

The Terms of Reference for the IJB and RAPC have been amended to provide clarity and direction to the IJB and the Committee on its function and remit. The main changes relate to the inclusion of a general power of the IJB to consider any matter delegated to it and expanding the terms of reference for RAPC by including more focussed direction to the Committee around Finance and Audit controls.

The Terms of Reference for the Clinical Care Governance Committee will be considered by the IJB at its meeting on 19<sup>th</sup> November 2024 to take into account the recent Internal Audit report on Hosted Services ([HSCP.24.020 Internal Audit Report - IJB Hosted Services.pdf \(aberdeencity.gov.uk\)](https://www.aberdeencity.gov.uk/~/media/2024/10/HSCP_24_020_Internal_Audit_Report_-_IJB_Hosted_Services.pdf)). That report noted that "Governance arrangements must be proportionate, but also provide the IJB with assurance that financial, strategic, operational, reputational, and other risks are adequately mitigated so that hosted services perform well and provide value for money". Further, the Care Inspectorate have launched a thematic review on the governance of social work in Scotland. It is hoped that any observations from that review feed into the further review of clinical care governance reporting. The output of the IJB governance review aims to map out existing assurances, identify improvements (where appropriate) and provide clarity around onward reporting for services delegated to the IJB under the IS including hosted services.

### Roles and responsibilities Protocol



## INTEGRATION JOINT BOARD

The Roles and Responsibilities Protocol sets out the high-level duties and responsibilities of senior IJB officers – the Chief Officer, Chief Finance Officer, Chief Operating Officer and Medical Lead.

The document has been reviewed in consultation with these senior officers. There has been a minor change to the section for the Chief Operating Officer. Otherwise, the Roles and Responsibilities Protocol remains unchanged.

### Code of Conduct

The IJB's Code of Conduct sets out the standards of conduct and behaviour expected from all IJB Members. The Code of Conduct was produced by the IJB and subsequently approved by the Scottish Ministers. It is based on the Model Code of Conduct issued by the Scottish Ministers.

The IJB's Code of Conduct has been reviewed by officers and no changes have been identified. The IJB's Code of Conduct remains appropriate and in line with Scottish Government guidance and the Model Code of Conduct. The Code of Conduct can be accessed [here](#).

### Carers Expenses

The review of the IJB Carers and Service User Reps Expenses Policy has been delayed because the IJB is currently in the process of appointing new IJB Service User and Carer representatives and it is important that these new members are involved in this review. The review of the IJB Carers and Service User Reps Expenses Policy will be carried out once all the new members are in post in order to meaningfully engage with carer/service user reps and get their feedback for the review. A report on the review of the IJB Carers and Service User Reps Expenses Policy will be brought to the IJB once the review has been completed.

## 5. Implications for IJB

### 5.1. Equalities, Fairer Scotland and Health Inequality

The outcome of the test of proportionality and relevance is that the Scheme of Governance has a neutral to indirect positive impact on equalities. Please see the assessment attached at Appendix E for



## INTEGRATION JOINT BOARD

information. The Scheme of Governance is not setting policy, having an impact on service change or delivery but instead provides a framework against how the IJB operates and its decisions are made. As such a full impact assessment as it is not required.

### 5.2. Financial

There are no financial implications arising from the recommendations of this report.

### 5.3. Workforce

There are no direct workforce implications arising from the recommendations of this report.

### 5.4. Legal

The Terms of Reference set out the remit and responsibilities of the IJB and its committees. This is required under the IJB's Standing Orders. The Public Bodies (Joint Working) (Integration Joint Board) (Scotland) Order 2014 sets out the requirements on the IJB in respect of its' Standing Orders. The existing (and revised) Scheme of Governance complies with this Order.

### 5.5. Unpaid Carers

There are no direct impacts on Unpaid Carers arising from this report. As note above, the Carers Expenses Policy shall be brought before the IJB at a later date, once all Service User and Carers Representatives have been recruited to the IJB, to allow for those representatives to be part of that review.

### 5.6. Information Governance

There are no direct information governance implications arising from the recommendations within this report.

### 5.7 Environmental Impacts



## INTEGRATION JOINT BOARD

There are no direct environmental implications arising from the recommendations of this report.

### 5.8 Sustainability

There are no impacts on sustainable development arising from this report.

## 6. Management of Risk

### Risk Appetite Statement

#### 6.1. Identified risks(s)

Regulatory Compliance Risk. The IJB has agreed that it will accept no, or low risk in relation to breaches of regulatory and statutory compliance;

- *The likelihood of occurrence of this type of risk is low.*
- *This is because the Scheme of Governance provides clarity around the governance of the IJB and how it conducts its business and makes decisions. Compliance with the Scheme is monitored by Aberdeen City Council's Legal Services, which in turn mitigates and reduces the risk around IJB governance specifically.*

To this end, the risk score provided against this risk is consistent with the Risk Appetite Statement.

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

#### Risk Summary 4:

Cause: Performance standards/outcomes are set by national and regulatory bodies and those locally-determined performance standards are set by the board itself.

Event: There is a risk that the IJB, and the services that it directs and has operational oversight of, fails to meet the national, regulatory and local standards.

Consequence: This may result in harm or risk of harm to people.