



Aberdeen City Integration Joint Board

Roles and Responsibilities

Date Created:	November 2022	
Version:	V 2.0	
Location:	Governance	
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Approval Authority	IJB	
Scheduled Review:	April 2026	
Effective Date:	2 July 2025	
Changes:	March 2023 July 2024 July 2025	

Title	Roles and Responsibilities of Aberdeen City Integration Joint Board		
Date	July 2025	Version	4

1 INTRODUCTION

- 1.1 The Roles and Responsibilities of the Aberdeen City Integration Joint Board (hereinafter referred to as the “Protocol”) was approved by Aberdeen City Integration Joint Board (hereinafter referred to as the “IJB”) on 27 March 2018. Its purpose is to explain the remit of the statutory officers within the IJB, namely, the Chief Officer and the Chief Finance Officer and other key personnel within the Aberdeen City Health and Social Care Partnership (ACHSCP).

2 OPERATIONAL PROTOCOL

2.1 Chief Officer

- 2.1.1 Aberdeen City Council and NHS Grampian (hereinafter referred to as “the Partners”) have delegated functions to the IJB under the Integration Scheme. The IJB is responsible for setting strategic direction and setting appropriate policies. Applying the delegated authority provided to them by the Partners, the Chief Officer is responsible for implementing approved strategy and policy and for the operational management of the workforce. The IJB is required by law to appoint a Chief Officer¹. The Chief Officer is responsible for ensuring compliance with all relevant statutory provisions in respect of the delegated functions; shall direct and ensure that coordinated and appropriate arrangements are in place to discharge the requirements and duties of the IJB as a Category 1 Responder under the Civil Contingencies Act 2004 and other relevant legislation; and shall comply with the roles and responsibilities of the Chief Officer as detailed in the IJB’s Financial Regulations. The Chief Officer is responsible for making arrangements for an Interim Chief Finance Officer should they consider it necessary to do so.

2.2 Chief Finance Officer

- 2.2.1 The Chief Finance Officer has overall responsibility for Finance including Audit and Financial Management. The IJB is required to appoint the Chief Finance Officer² who shall discharge their duties (as set out in the job description applying at the time) in accordance with the powers as delegated to them by the Partners under their respective approved Schemes of Delegation. In discharging their duties and in making any recommendation to the IJB, the Chief Finance Officer will account for the policies and procedures of the Partners as appropriate.

¹ Section 10 of the Public Bodies (Joint Working) (Scotland) Act 2014

² Under section 3 of the Public Bodies (Joint Working) (Integration Joint Board) (Scotland) Order 2014/285

2.2.2 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 the Partners Financial Regulations and relevant Codes of Practice of the Board for the control of all expenditure and income;
- c) comply with the roles and responsibilities of the Chief Finance Officer as detailed in the IJB's Financial Regulations;
- d) monitor the IJB's revenue budget during the course of each financial year and report thereon to the IJB;
- e) 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;
- f) have financial oversight of any procurement for the engagement of consultants, external advisors for specialist advice entered into directly by the IJB (but not procurement carried out on behalf of the IJB);
- g) be the primary point of contact with both internal and external audit and provide information as appropriate; and
- h) develop the IJB's Medium Term Financial Framework.

2.3 Medical Lead

2.3.1 The Medical Lead shall be the Clinical Lead of the IJB and the Clinical and Care Governance Committee and a member of the Senior Leadership Team within ACHSCP. The roles and responsibilities of the Medical Director may be shared between more than one person.

2.3.2 The Medical Lead 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 Health and Social Care Partnerships as required; and
- d) the IJB as a formal advisor to the IJB on clinical and care matters.