



Aberdeen City Health & Social Care Partnership  
*A caring partnership*

## SCHEME OF GOVERNANCE

Approved by the Aberdeen City Integrationed Joint Board,  
**9-1** July 202**5**4

# ABERDEEN CITY INTEGRATIONED JOINT BOARD,

## SCHEME OF GOVERNANCE

### 1. Purpose and Interpretation

- 1.1 The Aberdeen City Integration Joint Board ("the IJB") is the Integration Authority for Aberdeen City. It was delegated functions from NHS Grampian (NHSG) and Aberdeen City Council ("the Council") in 2016 and is a separate legal entity. The delegated functions are set out in the IJB's Integration Scheme. The IJB is responsible for the strategic planning of functions which have been delegated to it, and as such, issues Directions to both NHSG and the Council to deliver health and social care services to the people of Aberdeen.
- 1.2 This Scheme of Governance contains key governance documents which facilitate the way in which the IJB operates. It is one of the primary sources of assurance required to demonstrate the effectiveness of the IJB's internal controls. It governs how the IJB makes decisions, business will be determined, meetings are conducted, the membership of the IJB, behaviours and conduct of IJB members and sets out the roles and responsibilities of key personnel around the IJB.
- 1.4 The Scheme of Governance comprises the following:

Document	Purpose
Aberdeen City Integration Scheme	Sets out the arrangements between the Council and the NHSG to delegate functions to the IJB in respect of adult social care and health care services.
Aberdeen City Integrated Joint Board Standing Orders	Rules of procedure for meetings of the IJB and its committees.
Aberdeen City Integrated Joint Board- Roles and Responsibilities	Explanation of the key roles within the Aberdeen City Health and Social Care Partnership (ACHSCP).
Aberdeen City Integrated Joint Board- Code of Conduct	Rules governing conduct of IJB members.
Aberdeen City Integrated Joint Board- Combined Terms of Reference for the IJB and its Committees	Powers reserved to the IJB and the decision making authority delegated by the IJB to its committees.



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## Aberdeen City Integrated Joint Board Standing Orders

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## 1. Introduction

- 1.1 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") and non-voting advisory representatives<sup>1</sup>.
- 1.2 These Standing Orders are made under ~~t~~The Public Bodies (Joint Working) (Scotland) Act 2014 (~~the Act~~) and the subordinate legislation<sup>2</sup> and any provision, regulation or direction issued by Scottish Ministers shall have precedence over anything written here in the event of any conflict.
- 1.3 These Standing Orders regulate the conduct and proceedings of the IJB and its committees.
- 1.4 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 ~~t~~The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 in relation to Standing Orders shall be met.
- 1.5 Any amendments to these Standing Orders shall be effective from the day following the day on which the changes were agreed.
- 1.6 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.
- 1.7 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.
- 1.8 Standing Orders shall be reviewed by the IJB on an annual basis.
- 1.9 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 the IJB. Members shall be notified once such amendments have been completed.

## 2. Membership<sup>3</sup>

- 2.1 The IJB shall include the following voting members:-
  - a. Four councillors nominated by the Council; and

<sup>1</sup> As set out in [Public Bodies \(Joint Working\) \(Integration Joint Board Establishment\) \(Scotland\) Order 2015](#)

<sup>2</sup> [Article 18 of ~~t~~The Public Bodies \(Joint Working\) \(Integration Joint Boards\) Scotland Order 2014/285 \(the 2014 Order\)](#)

<sup>3</sup> [Article 3 of the 2014 Order](#)

- b. Four members nominated by the NHS Board, of whom three shall be non-executive directors and one an executive director.

2.2 The IJB shall include the following non-voting members, with those at (d), (e) and (f) to be appointed by the NHS Board:-

- a. The Council's Chief Social Work Officer;
- b. The IJB Chief Officer;
- c. The IJB Chief Finance Officer appointed under [section S95](#) of the Local Government (Scotland) Act 1973;
- d. A registered medical practitioner on the list of primary medical services performers prepared by the NHS Board;
- e. A registered nurse employed by the NHS Board or by a person or body with which the NHS Board has a contract; and
- f. A registered medical practitioner employed by the NHS Board and not providing primary medical services;

2.3 The IJB must appoint, in addition, at least one member, whom shall be non-voting, from each of the following groups:-

- a. Staff of the constituent authorities providing services under integration functions, of whom one shall be a trade union representative and one a partnership representative;
- b. Third sector bodies carrying out activities related to health or social care in the Council area;
- c. Service users living in the Council area; and
- d. People providing unpaid care in the Council area.

2.4 The IJB shall appoint a Public Health Consultant employed by the NHS Board who shall be a non-voting member.

2.5 The IJB may appoint such additional (non-voting) members as it sees fit, but such members shall not be councillors or non-executive NHS Board members.

### 3. [Appointment of the Chair and Vice Chair of the IJB<sup>4</sup>](#)

3.1 The Chair shall be appointed by one of the constituent authorities for an appointing period not exceeding two years.

3.2 The constituent authority which does not appoint the Chair must appoint the Vice Chair for that appointing period.

3.3 The Chair and the Vice Chair appointments referred to in 3.1 and 3.2 shall alternate automatically in each successive appointing period.

3.4 A constituent authority may change the person appointed by that authority as Chair or Vice Chair during the appointing period for the remaining period.

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<sup>4</sup> [Article 4 of the 2014 Order](#)



- 3.5 The constituent authorities may only appoint a Chair and Vice-Chair from their membership set out under Standing Order 2 (2.1) above.

#### 4. Term of Office<sup>5</sup>

- 4.1 The term of office of an IJB member shall be such period as the IJB shall determine which shall not exceed three years.
- 4.2 A member appointed under Standing Order 2 (2.2) (a) - (c) above shall remain a member for as long as they hold the office in respect of which they are appointed.
- 4.3 At the end of a term of office set out under Standing Order 4.1 ~~(1)~~ above, a member may be reappointed for a further term of office.
- 4.4 This paragraph is subject to Standing Order 6 (resignation of members) and 7 (removal of members) below.
- 4.5 In the event that a voting member ceases to become an IJB member in the circumstances set out in Standing Orders 5, 6 or 7, the constituent body will require to appoint an IJB member in accordance with Standing Order 2.1 and where necessary, Standing Order 3.

#### 5. Disqualification<sup>6</sup>

- 5.1 A person is disqualified from being a member of the IJB where:
- a. ~~a~~ a person who has within the period of five (5) years immediately preceding the date of appointment been convicted of any criminal offence in respect of which the person has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine);
  - b. a person who has been removed or dismissed for disciplinary reasons from any paid employment or office with a Health Board or local authority;
  - c. a person who is insolvent;
  - d. a person who has been removed from a register maintained by a regulatory body, other than where the removal was voluntary; and
  - e. a person who has been subject to a sanction under section 19(1)(b) to (e) of the Ethical Standards in Public Life etc. (Scotland) Act 2000.

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<sup>5</sup> Article 7 of the 2014 Order

<sup>6</sup> Article 8 of the 2014 Order

## 6. Resignation of Members<sup>7</sup>

- 6.1 A member may resign their membership of the IJB at any time by giving the IJB notice in writing (e.g. by giving the IJB's Chief Officer notice in writing).
- 6.2 Where a voting member of the IJB resigns, the IJB must inform the constituent authority which nominated them.
- 6.3 This section does not apply to the non-voting members listed in Standing Order 2 (2.2) (a) to (f).
- 6.4 Other non-voting members of the IJB shall hold office during each three-year period until they are replaced by the appropriate nominating body.

## 7. Removal of Members (Voting and Non- Voting)<sup>8</sup>

- 7.1 If a member has not attended three consecutive meetings of the IJB and/or its committees, and such absence is not due to illness or other reasonable cause as the IJB may determine, the IJB may remove that member from office by providing them with one month's notice in writing.
- 7.2 If a member acts in a way which brings the IJB into disrepute or in a way which is inconsistent with the proper performance of the IJB's functions or its Code of Conduct for Members, that conduct will be addressed in line with the IJB's Code of Conduct for Members.
- 7.3 If a member is disqualified during a term of office for a reason referred to in Standing Order 5 (5.1) above, they are to be removed from office immediately.
- 7.4 Where a Council or NHS Board member ceases for any reason to be a Councillor or an NHS Board member 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 or an NHS Board member.
- 7.5 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. Substitutes<sup>9</sup>

- 8.1 A voting member who is unable to attend a meeting of the IJB or its committees shall, insofar as possible, arrange for a suitably experienced substitute, who is

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<sup>7</sup> Article 9 of the 2014 Order

<sup>8</sup> Article 10 of the 2014 Order

<sup>9</sup> Article 12 of the 2014 Order

a member of the appropriate constituent authority, to attend in their place with voting rights.

8.2 A non-voting member who is unable to attend a meeting of the IJB may arrange for a suitable substitute to attend the meeting in their place.

8.3 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.

## 9. Temporary Vacancies in Voting Membership<sup>10</sup>

9.1 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.

9.2 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.

9.3 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.

9.4 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 the Council and NHS Board during the period between the date of a Local Government Election and the appointment of voting members by the Council only in the situation where 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.

## 10. Effect of Vacancy in Membership<sup>11</sup>

10.1 A vacancy in the membership of the IJB will not invalidate anything done by or any decision of the IJB.

## 11. Calling meetings<sup>12</sup>

11.1 The Chair may call a meeting of the IJB at such times as they see fit.

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<sup>10</sup> [Article 13 of the 2014 Order](#)

<sup>11</sup> [Article 15 of the 2014 Order](#)

<sup>12</sup> [Schedule 1\(1\) of the 2014 Order](#)

- 11.2 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 specify the business proposed to be transacted and which shall be presented to the Chair. Email confirmation of the request for a special meeting will discharge the requirement for the notice to be signed.
- 11.3 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.
- 11.4 The business to be transacted at any requisitioned meeting shall be limited to the business specified in the requisition.
- 11.5 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 IJB prior to 1 April of the new meeting year.

## 12. Notice of Meetings<sup>13</sup>

- 12.1 Prior to each meeting of the IJB or one of its committees, a notice of the meeting specifying the time, place and business to be transacted 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 7 calendar days before the meeting. Email confirmation of the notice of the meeting by the Chair, or a member authorised to act on the Chair's behalf, will discharge the requirement for the notice to be signed by the Chair.
- 12.2 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.
- 12.3 In the case of a meeting of the IJB called by members in accordance with Standing Order 11, email confirmation from those members requisitioning the meeting shall discharge the requirement in Standing Order 12.1 for the notice to be signed by the members who requisitioned the meeting.
- 12.5 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 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.
- 12.6 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 terms of Standing Order 12.5 following consultation with the Chief Officer.

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<sup>13</sup> [Schedule 1\(2\) of the 2014 Order](#)

### 13. Access to meetings<sup>14</sup>

- 13.1 Members of the public and representatives of the media shall be admitted to meetings of the IJB to observe the proceedings, unless IJB adopt a resolution to exclude the public and media on grounds that publicity for any item under discussion would be prejudicial to the public interest due to the confidential nature of the business to be transacted or for other reason specified in Appendix B. However, members of the public and representatives of the media shall not be admitted to meetings of the IJB committees.
- 13.2 Other than the live webcasting or recording of IJB meetings, any video or sound recordings or broadcasting of meetings by any other means, or the taking of any photographs/use of cameras, will be at the Chair's discretion.
- 13.3 Members of the public may, at the Chair's sole discretion, be permitted to address the IJB for an agreed period but shall not generally be permitted to participate in discussion at a meeting.
- 13.4 Nothing in these Standing Orders shall preclude the Chair from requiring the removal from a meeting of any person or persons who persistently disrupts the meeting.

### 14. Remote attendance<sup>15</sup>

- 14.1 ~~A member who is unable to be present for a meeting of the IJB or any of its committees at the venue identified in the notice calling the meeting shall notify the Clerk and the Chair at least 3 days (or, if this is not possible, as soon as practicable) in advance of the meeting.~~ Any member unable to be present at a meeting shall be able to take part remotely in any way which reasonably allows the Members participation. For the avoidance of any doubt, such participation includes voting. A member remotely participating in this way is referred to in this Standing Order as a "Remote Member". A Remote Member is encouraged to activate their video camera (if possible) for the duration of the meeting.
- 14.2 Where the Chair is participating remotely, the Vice Chair will take the Chair, except in respect of Standing Order 14.7 where the Chair will take the Chair.
  - a. The Member chairing the meeting must be physically present at the meeting venue, therefore where both the Chair and Vice Chair are participating remotely or have sent apologies, Members present at the meeting venue will appoint a Chair to chair the meeting from amongst their number.

<sup>14</sup> Non statutory, but adopted as good practice

<sup>15</sup> The 2014 Order makes no provision for how meetings are to be held, leaving it up to individual IJB's.

- b. In the event that no agreement is reached between those Members present, the decision will be taken by means of a procedural motion.

14.3 Remote Members will be counted for the purposes of determining whether there is a quorum.

14.4 A Remote Member will cast their vote as if participating in a roll call vote.

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14.5 Any Remote Member who has declared an interest in an item and withdrawn must ~~pause/exit the video/communication link whilst the item is being considered~~ leave the meeting. The Clerk will inform/re-invite the Remote Member (whether by email or otherwise) when to ~~re-start the link and~~ resume their participation.

14.6 Any Remote Member must confirm that they are in a secure private location, and that no-one else is able to hear or view the proceedings from the device being used by that Remote Member, before they can participate in the Committee's consideration of any confidential and/or exempt item of business.

14.7 The Chair (whom failing, the Vice Chair) may direct that a meeting shall be conducted solely by means of the participation of Remote Members. Such a direction may be made during a meeting or otherwise.

14.8 The Guidance for attending remote meetings via Microsoft Teams is found in Appendix A below.

## 15. Business<sup>16</sup>

15.1 The notice of a 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.

15.2 Acceptance of late items of business is at the Chair's discretion having regard to any special circumstances which requires it to be considered as a matter of emergency.

## 16. Reports by Officers<sup>17</sup>

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<sup>16</sup> Schedule 1(2) of the 2014 Order

<sup>17</sup> Non-statutory, but adopted as good practice

16.1 Reports must be produced in draft and sent 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. Chief Social Work Officer, the Council
- ~~f. Chief Operating Officer, ACHSCP;~~
- ~~g.f.~~ Chief Executive, the Council;
- ~~h.g.~~ Chief Executive, NHSG;
- ~~i.h.~~ Chief Officer – Finance, the Council;
- ~~j.i.~~ Director of Finance, NHSG;
- ~~k.j.~~ Chief Officer – Governance, the Council
- ~~l.k.~~ IJB Data Protection Officer, NHSG;
- ~~m.l.~~ Nursing and Medical Directors;
- ~~n.m.~~ Public Health Consultant; and
- ~~o.n.~~ Clerk to the IJB.
- ~~p.o.~~ Director of Corporate Services, the Council
- ~~q.p.~~ Director of Families and Communities, the Council
- ~~r.q.~~ Director of City Regeneration and Environment, the Council

16.2 The Council's Leader(s) and Convener of the Finance and Resources Committee shall be consulted on draft reports relating to the IJB Budget in line with the requirements of the IJB Budget Protocol.

16.3 Where the report is for an IJB Committee, with the exception of the Appointments Panel Committee, the draft reports must be sent to the following officers for consultation;

- ~~a) -the Chair of that Committee~~
- ~~b) Executive Lead Officer for the Committee~~
- ~~c) Chief Officer, ACHSCP~~
- ~~d) Chief Finance Officer, ACHSCP~~
- ~~Chief Operating Officer, ACHSCP~~
- ~~e) Chief Executive, the Council~~
- ~~f) Chief Executive, NHSG~~
- ~~g) Chief Social Work Officer, the Council~~
- ~~h) Chief Officer- Finance, the Council~~
- ~~i) Director of Finance, NHSG,~~
- ~~Chief Officer-Governance, the Council~~
- ~~j) Director of City Regeneration and Environment, the Council~~
- ~~a. Director of Commissioning, the Council~~
- ~~b. IJB Data Protection Officer, NHSG;~~
- ~~c. Nursing and Medical Directors;~~
- ~~d. Public Health Consultant;~~
- ~~e. Clerk to the IJB, the Council~~

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## 17. Quorum<sup>18</sup>

- 17.1 No business is to be transacted at a meeting of the IJB, ~~or its committees~~ the Clinical and Care Governance Committee and Risk Audit and Performance Committees unless at least one half of the voting members is present. For meetings of the IJB, this shall mean that two voting members of each constituent authority shall be present and for a meeting of an IJB Committee, one voting member of each constituent authority shall be present.

## 18. Conduct of Meetings<sup>19</sup>

- 18.1 At each meeting of the IJB, ~~or the Clinical and Care Governance Committee and Risk Audit and Performance Committee~~ one of its committees, the Chair of the IJB or Committee, if present, shall preside.
- 18.2 If the Chair is absent from a meeting of the IJB, the Vice Chair shall preside.
- 18.3 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 at the meeting. 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.
- 18.4 No Vice Chairs shall be appointed to ~~the Clinical and Care Governance Committee and Risk Audit and Performance Committee~~ IJB committees. In the event that the Chair of ~~a~~ either committee is absent, a voting member chosen at the meeting by other voting members attending the meeting shall preside.
- 18.5 If it is necessary or expedient to do so, the Chair or, whom failing the Vice Chair, may adjourn a meeting of the IJB, or a committee to another date, time or place.
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- 18.6 Following the introduction of an item of business by the Chair, all members shall be entitled to ask questions of the Report Author, through the Chair, and discuss the item as openly as possible.
- 18.7 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.
- 18.8 Every effort shall be made by members to ensure that as many decisions as possible are made by consensus. Where the IJB or an IJB Committee has been unable to reach a decision by consensus following the procedure in this paragraph, the Chair shall invite the IJB to move to a vote. The process followed at ~~paragraph~~ Standing Order 23 shall apply.

<sup>18</sup> Schedule 1(3) of the 2014 Order

<sup>19</sup> Schedule 1(4) of the 2014 Order



~~18.9 Where a voting member does not agree with, or support the recommendation, and wishes to record their dissent, the Clerk shall~~can record that member's dissent, at their request, in the minute of the meeting.

18.~~109~~ The IJB 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.

18.1~~19~~ Clerking support to the IJB and its committees shall be provided by the Council.

## 19. Power and Duties of Chair<sup>20</sup>

19.1 It shall be the duty of the Chair:-

- 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 the Chair's 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 recommendation ~~(motion) or proposal~~amendment to state its terms.

19.2 The Chair shall have authority to determine all procedural matters during IJB meetings following consultation with the Clerk, excepting the suspension of Standing Orders as outlined in ~~paragraph~~Standing Order 1.6.

19.3 The ruling of the Chair on all matters in these Standing Orders shall be final.

19.4 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.

## 20. Declarations of Interest and Transparency Statements<sup>21</sup> -

20.1 Members must adopt the 3- stage approach (Connection – Interest-Participation) set out in section 5 of the (Declarations of Interests) of the IJB Code of Conduct.

20.2 A member will declare their interest as early as possible in meetings. Where they have declared an interest, they must withdraw from the meeting room

<sup>20</sup> Common law powers of a Chairperson

<sup>21</sup> This is derived from the IJB Code of Conduct, which is required by the Ethical Standards in Public Life etc. (Scotland) Act 2000.

(including from any public gallery). They must not participate in any way in those parts of meetings where they have declared an interest. If the meeting is being held online, or the member is participating remotely, the member must retire to a separate breakout room or leave and re-join after the discussion on the matter has concluded. It is not sufficient for them to turn off their camera and/or microphone for the duration of the matter.

- 20.3 When making a declaration, a member should provide enough information for those at the meeting to understand why they are making a declaration.
- 20.4 Members should consider whether it is appropriate for transparency reasons for them to state publicly in the meeting where they have a connection, which they do not consider amounts to an interest. Such a statement is referred to in these Standing Orders as a "Transparency Statement".

## 21. Minutes<sup>22</sup>

- 21.1 A record must be kept of the names of the members attending every meeting of the IJB or of one of its committees.
- 21.2 Minutes of the proceedings of each meeting of the IJB, ~~or the Clinical Care and Governance and Risk Audit and Performance Committees, its 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 agreement after which they must be agreed by the IJB as an accurate record of the meeting.
- 21.3 Draft Minutes from the Clinical Care and Governance and Risk Audit and Performance Committees ~~IJB's committees~~ will be presented to the IJB for noting.

## 22. Alteration or Revocation of Previous Decision<sup>23</sup>

- 22.1 No decision of the IJB shall be altered or revoked within six months of it having been taken unless a report recommendation to that effect is approved by the IJB.

## 23. Voting<sup>24</sup>

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<sup>22</sup> Schedule 1(5) of the Order

<sup>23</sup> This is non-statutory, but adopted to ensure stability of IJB decision making.

<sup>24</sup> Article 11 of the 2014 Order requires that votes be by majority of voting members present

23.1 In the event that the IJB has been unable to reach a decision after following the procedure outlined in Standing Order 18, and a vote is required, the provisions of this Standing Order shall apply.

23.2 Any member may wish to make a proposal for agreement by the IJB. The proposal must be relevant to the business on the agenda. A proposal can be raised at the meeting for consideration and discussion by the IJB.

23.3 Where a member wishes to formally make recommendations or proposals relating to an item of business on the agenda, it must differ substantially from the recommendation. Such a proposal must be submitted to the Clerk, by 10 am noonpm, on the second working day<sup>25</sup> prior to the meeting of the IJB, and thereafter moved at the meeting.

23.4 The recommendation or proposal shall be circulated to members by the Clerk once finalised and determined to be competent or, as soon as is reasonably practicable thereafter.

23.5 Such a proposal requires to be seconded by a voting member, who may reserve his/her speech for a later period of the debate.

23.6 Acceptance of an urgent recommendation or proposal that was not submitted timeously does not meet the time period in terms of Standing Order 23.3 above, can only be accepted onto the agenda at the discretion of is a matter for the Chair to determine at the meeting.

Where the recommendation (motion) or amendments are proposed prior to a meeting, members should provide a copy of the proposed wording to the Clerk as soon as is reasonably practicable and, if possible, before the meeting commences.

23.7 A proposal, after being seconded, shall not be amended or withdrawn without the agreement of the IJB.

23.83 Each recommendation (motion) or proposal put to a meeting of the IJB shall be decided by a majority of the votes of those members attending and entitled to vote. For the avoidance of doubt, each such recommendation or proposal may be approved in whole or in part and proposals to that effect may be made at any time.

23.94 The Chair will have the prior right to the recommendation in the report (the motion), except where the Chair waives that right.

23.105 A recommendation and any amendments-proposals 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 in support of a recommendation (motion) or proposal until it has been seconded. Any member who has moved or seconded a recommendation (motion) shall not

<sup>25</sup>For example, a proposal must be submitted to the Clerk by 10 am the preceding Friday, in the case of a meeting of the IJB on a Tuesday.

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~~be entitled to enter the debate.~~ A member shall not be entitled to speak more than once in debate, except the mover when summing up. A member shall be entitled, however, to ask a questions of an officer on the recommendation or any proposals put forward, and members are permitted to ask questions of other members where it relates to business on the agenda. –

23.116 All recommendations ~~(motions)~~ and ~~proposals~~ amendments must relate to the item of business on the agenda and all ~~amendments~~ proposals must differ from the recommendation substantially.

23.127 The Chair shall determine whether a recommendation ~~(motion)~~ or a ~~proposal~~ amendment is competent and relevant and may seek advice from officers in this regard.

23.138 A recommendation ~~(motion)~~ or ~~proposal~~ amendment is incompetent if it would require the incurring of expenditure and the source of the funding is not identified.

23.149 A recommendation ~~(motion)~~ or ~~proposal~~ amendment moved, but not seconded, or which is ruled incompetent by the Chair, will not be put to the vote but will be recorded in the minute.

23.150 If a recommendation ~~(motion)~~ or a ~~proposal~~ amendment is withdrawn, the mover or seconder can move or second, and speak in support of, a further recommendation ~~(motion)~~ or ~~amendment~~ proposal.

23.16 ~~23.14~~ A member can make minor alterations to their recommendation or proposal, once seconded ~~(motion)~~ or ~~amendment~~ with consent of the Chair.

23.172 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.

23.183 Where there is an equality of votes ~~a 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:-

#### Stage 1

- (i)      The Chair shall, call on the Chief Officer to outline the consequences of each potential ~~outcome~~, to provide such clarification ~~as 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 ~~roll call vote~~ on the recommendation ~~(motion)~~ that is before the meeting.
- (iii) If there is still an equality of votes ~~result remains a tie~~, the Chair may:

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- 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, return~~defer~~ to step (ii) above; or,
- b. ~~suspend further discussion on the issue of contention and defer the matter to the next meeting of the IJB; and/ 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 11.2, suspend further discussion on the issue of contention and defer the matter to that special meeting~~instruct the Chief Officer to review the matter with the aims of addressing any concerns raised by the IJB and developing a proposal which the IJB can reach a decision on and bringing that proposal to a meeting of the IJB.

- (iv) ~~Where, in the event that following the recess in terms of Standing Order 23.13 (iii) (a) there is still a tied vote, the Chair shall, at the Chair's discretion, either, call a further recess in terms of the said Standing Order 23.13 (iii) or chose to proceed with either option in terms of Standing Order 23.13(iii) (b) or Standing Order 23.13 (iii) (c).~~

## Stage 2

- ~~-(v) At the next meeting of the IJB, after consideration of either; a further report; or an outline from the Chief Officer of the consequences of the issue being considered~~from the Chief Officer, the Chair shall call for a vote. Where there remains an equality of votes, the Chair shall;

- a) invite members to speak in support of and against the recommendation and call a further vote.

- ~~(vi) If there remains an equality of votes, the Chair shall;~~

- a) defer the matter to another meeting of the IJB; or
- b) invite members to agree to reject the recommendation and agree that the status quo be maintained; -or;

c) in the event of a decision having to be made due to a legal or regulatory requirement, a decision will be made by the casting of lots, the method of which shall be determined by the Clerk.

- (v) ~~Once the meeting is reconvened in accordance with (iv) above and the matter has been discussed in terms of Standing Order 18, the Chair shall call for a roll call in terms of Standing Order 23.13(ii). In the event of a tied vote the Chair shall determine whether the matters should be deferred in terms of Standing Order 23.13(iii) (b) or Standing Order (iii) (c). Where this is the case, the Chair 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.~~

Once the meeting is reconvened in accordance with (iv) above and the matter has been discussed in terms of Standing Order 18, the Chair

~~shall call for a roll call in terms of Standing Order 23.13(ii). In the event of a tied vote the Chair shall determine whether the matters should be deferred in terms of Standing Order 23.13(iii) (b) or Standing Order (iii) (c). Where this is the case, the Chair 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 23.13(iii)(b) and (c), the matter shall be discussed in terms of the procedure set out in Standing Order 18 and the Chair shall invite members to vote in accordance with 23.13 (ii) above.~~

~~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.~~

~~The Chair shall invite members to consider and discuss these options in terms of Standing Order 18 and vote in accordance with Standing Order 23.13 above on the issue.~~

- a. ~~In the event of a further tied vote, a vote will be put to members on whether to withdraw the matter or have the status quo apply.~~

## 24. Expenses<sup>26</sup>

- 24.1 The IJB may pay the reasonable travel and other expenses of ~~unpaid carer representatives and other unpaid representatives who are appointed as members of the IJB~~ in accordance with the policy at Appendix C<sup>27</sup>.

## 25. Committees<sup>28</sup>

- 25.1 The IJB ~~may have~~ established ~~such three~~ committees ~~as it may determine~~ for the undertaking of its functions. These are:

- The Clinical and Care Governance Committee
- The Risk Audit and Performance Committee, and
- The Appointments Panel Committee.

- 25.2 The IJB must appoint the Chairs of ~~each the Clinical and Care Governance Committee and the Risk Audit and Performance Committee~~ committee it establishes for an appointing period not exceeding three years. -

<sup>26</sup> Article 16 of the 2014 Order

<sup>27</sup> Approved by the IJB on 11 August 2020

<sup>28</sup> Article 17 of the 2014 Order. Precise procedure is left up to each IJB.

~~25.3~~

~~25.3~~ The IJB may change the persons appointed as Chairs of the Clinical and Care Governance Committee and the Risk Audit and Performance Committee during the appointing period for the remainder of that period.

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~~25.4~~ 25.4 The IJB Chair/Vice Chair shall not chair the Clinical and Care Governance Committee or the Risk Audit and Performance Committee an IJB Committee.

~~25.5~~

25.5 The IJB shall appoint two voting members from each constituent authority to serve on the Clinical and Care Governance Committee and two voting members from each constituent authority to serve on the Risk Audit and Performance Committee each committee to ensure equal representation.

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25.6 Any decision of the Clinical and Care Governance Committee or the Risk Audit and Performance Committee a committee must be agreed by a majority of the votes cast by the voting members of that committee.

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25.7 The Clinical and Care Governance Committee and the Risk Audit and Performance Committee Committee shall each meet four times each financial year. The Appointments Panel Committee shall meet as and when there is business to determine. The Chair may, at any time, convene additional meetings of the Committee.

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25.8 25.8 The IJB will review and alter the Terms of Reference of any of its committees annually, as part of its annual review of the Scheme of Governance. Before the annual review date of the Scheme of Governance, the IJB may alter the Terms of Reference at any time where it considers it necessary to do so.

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25.10 25.9 All IJB members shall be entitled to receive committee papers for the Clinical and Care Governance Committee and Risk Audit and Performance Committee and an open invitation shall be extended to members to attend those Committee meetings.

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25.11 25.10 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 recommendation (motion) or amendment proposal, or vote.

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25.12 25.11 Committee meetings shall be conducted in accordance with these Standing Orders.

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25.13 25.12 AThe Clinical and Care Governance Committee and Risk Audit and Performance Committee will formally provide a copy of its minutes to the IJB for inclusion on the agenda of subsequent meeting.

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25.14 25.13 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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## 26. General Powers of IJB<sup>29</sup>

- 26.1 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.

## 27. Register of Interests and Code of Conduct<sup>30</sup>

- 27.1 The IJB Standards Officer shall keep and maintain a Register of Interests, which shall be published on the Internet, 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. All members are required to complete a register of interests in a standard format to comply with their obligations under the IJB Code of Conduct, within a month of appointment and when any changes occur. A form to register interests will be sent to all members on appointment and members must submit an updated form when there are any changes.
- 27.2 All members shall be bound by the terms of the Code of Conduct for members of Aberdeen City ~~Health and Social Care Partnership~~ Integrated Joint Board ~~Public Bodies~~, provided for under the Ethical Standards in Public Life etc. (Scotland) Act 2000.

## 28. Deputations<sup>31</sup>

- 28.1 The competency of a deputation (in respect of Standing Orders 28.6 a. - d.)) will be determined by the Chair. If the Chair deems a deputation to be incompetent it will not be heard at the meeting.
- 
- 28.2 Every request for a deputation must be in writing and submitted to the Clerk of the IJB 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.
- 28.3 In the event that a report has not been published to enable a deputation request to comply with the deadline set out in [Standing Order 12](#), deputation requests may still be submitted and put on to the agenda. In such instances, [Standing](#)

<sup>29</sup> Article 19 of the 2014 Order

<sup>30</sup> This is derived from the IJB Code of Conduct, which is required by the Ethical Standards in Public Life etc. (Scotland) Act 2000.

<sup>31</sup> Non - statutory



[Order 12](#) would require to be suspended at the meeting for the deputation to be heard.

- 28.4 The request must state the report on [the agenda](#) which the deputation wants to be heard and the action (if any) the deputation would like the IJB to take in relation to the report.
- 28.5 A competent deputation request will be placed on the agenda for the relevant meeting of the IJB.
- 28.6 The following deputation requests are not competent:
  - a. Deputations which fail to comply with Standing Order 28.2;
  - b. Deputations which relate to reports containing confidential information;
  - c. Deputations which relate to the annual budget; and
  - d. Deputations which do not relate to a report on an agenda.
- 28.7 Deputations cannot consist of more than three people.
- 28.8 ~~The Chair shall determine the duration of a deputation. s should not last for more than ten10 minutes, irrespective of the number of speakers.~~
- 28.9 No individual may form part of more than one deputation on the same matter.
- 28.10 Following the conclusion of the deputation, IJB members will be given the opportunity to ask questions of the deputation for a maximum of ten minutes.

## Appendix A –Remote Attendance Guidance

This short guide is intended to assist you to participate in a remote meeting and is not a replacement for fuller Teams instruction provided by your constituent authorities.

You will have received an invitation from the Clerk in either Outlook (email) or Teams to participate in a Teams Meeting. You can join the meeting via your laptop/tablet or from a standard telephone.

### **In advance of the meeting**

Members should:-

- Ensure that they have downloaded the agenda papers and saved these on their desktop for easy access.
- Inform the Clerk if they are unable to attend or may be late.
- Inform the Clerk if they have any query, or potential amendment to the minute to allow this to be considered and investigated in advance. (This should then be raised in the normal manner during the meeting).

### **On the day of the meeting**

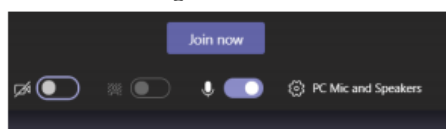
Members should:-

- Ensure they are located as close to their broadband router as possible or connect their computer direct to the router by cable.
- Join the Teams meeting 5 minutes before the start time.
- Ensure that their microphone remains at mute unless they have been invited to speak by the Chair.
- Activate their video camera (if possible).
- Ensure that any personal items on display in the background cannot be picked up on video camera.

### **Access the meeting remotely**

Laptop/Tablet Device

Open your agenda for the meeting. Then open your invitation within Outlook email or Teams. Select Join and your screen will default to the Meeting. Select 'Join Now' and you have remotely joined the meeting.



### **Telephone - Joining a Meeting**

Call the telephone number in the Outlook appointment which has been sent to you and use the conference code provided in that invitation as set out below. You will be guided by the voice message.

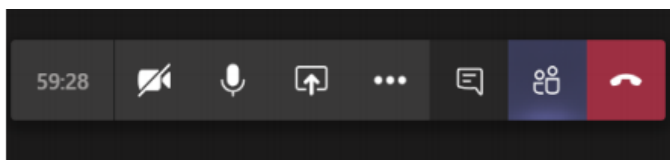
Join Microsoft Teams Meeting

+44 20 3443 9692 United Kingdom, London (Toll)

Conference ID: \*\*\*\*\*#

### **Joined the Meeting**

If you have joined the meeting via Teams you will then see the *Options Bar* as per the image below (shows 8 options) – this should appear at the centre of the Teams screen. Thereafter you will see the *Options Bar*



From the right

- Hang Up / Terminate – Participants can terminate the call via the red handset which allows them to leave the meeting and re-join if they select the “join” button from the invitation.
- Show Participants (2nd from right) – Displays a list of all remote participant.
- Show Conversation (3rd from right) – This allows you to ‘chat’ with all other participants in the meeting. NB - this is NOT Private Chat but Meeting Chat. Private chat remains available via the Chat icon on the top left of the side.
- Ellipsis (more options) button (4th from right) provides a further 8 options as advised.
- Share (5th from right) provides sharing options.
- Microphone (6th from right), you can mute/unmute the microphone.
- Camera (7th from right), you can select camera on/ off.
- Timer (furthest left) shows the duration of the meeting.

#### **How to participate**

You should use the ‘hands’ facility or Teams Chat facility (3rd from right on the options bar) to alert the Chair if you wish to participate. The Clerk will alert the Chair and the Chair will call your name.

#### **Viewing Agenda whilst in Remote Meeting**

You should already have your agenda open and can access this from Teams via the toolbar at the bottom of your screen. This will allow you to switch between Teams and your agenda.

#### **Declaring an Interest**

If you have declared an interest in a report and intend to leave the meeting during discussion at the appropriate time, you should hang up (using the telephone symbol on the Options Bar) in order to remove yourself from the meeting and the Clerk will reinvite you when that business is concluded.

You should NOT re-join the meeting until you receive an invitation from the Clerk. This invitation will pop up on your screen, and you should select ‘video call’ from the two options given.

## **Appendix B- Exempt and Confidential Information**

In accordance with Standing Order 13, the IJB may pass a resolution to meet in private in order to consider certain items of business, and may decide to do so for the following reasons;

- a) The IJB is still in the process of developing proposals or its position on certain matters, and needs time for private deliberation.
- b) The business relates to the commercial interests, contractual terms (whether proposed or to be proposed), financial or business affairs of any person and confidentiality is required, e.g. when there is an ongoing tendering process or contract negotiation.
- c) The business necessarily involves reference to personal information and requires to be discussed in private in order to uphold the Data Protection Principles.
- d) The business relates to a particular office holder, or member of the IJB.
- e) The business relates to any particular applicant or recipient or former recipient of any financial assistance provided by the IJB.
- f) The business relates to legal advice given or received or information obtained or action to be taken (whether or not in connection with any proceedings).

## Appendix C – IJB Carers and Service User Representatives Expenses Policy

### Why does this expenses policy exist?

This policy ensures that any unpaid carer or other representatives who are members of the IJB and associated groups or committees **are not out of pocket** as a result of carrying out their duties (as defined in the Public Bodies (Joint Working) (Scotland) Act 2014).

### Who is the expenses policy for?

This policy is for unpaid carer and service users representatives who are appointed as a member of the Aberdeen City Health and Social Care Partnership (ACHSCP) Integration Joint Board (IJB) as per the Standing Orders 2.3 c) and d) and any associated groups or committees.

### When does this expenses policy apply?

This expenses policy applies to enable unpaid carer and service user representatives to undertake the work required in their capacity as IJB members. This includes preparatory work for, and attendance at:

- IJB meetings (including Development Sessions and Seminars)
- Strategic Planning Groups
- Locality Groups
- Other associated groups or committees
- IJB related duties and events (e.g. meeting a community group to explain the Strategic Commissioning Plan)

### What are the principles of the policy?

#### Recognising diversity and minimising barriers to full participation

We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB.

#### Good stewardship and management of public funds

We promote consideration of cost effectiveness, value for money, and respect for the environment. It may be more cost effective for travel and accommodation to be booked through the IJB as opposed to booking this personally and being reimbursed. The cost of the use of eBikes would fall within the scope of this policy. We encourage IJB members to be paper free as far as possible, but will support the cost of printing when required. Where possible, dated, official receipts will be required for any reimbursement in line with Aberdeen City Council (ACC) Travel and Subsistence Allowance Guidance (see Appendix A).

### Collaboration and continuous improvement

Our IJB Carers and Service Users have a nominated point of contact within ACHSCP who is the main link in relation to this policy. Regular meetings take place and a Standing Agenda item at these will be a review of expenses claims, how the process is working, and what improvements could be fed into the annual review of the policy. It is a shared responsibility between the representatives and the nominated point of contact to enable the smooth implementation of this policy allowing the representatives to fulfil their role whilst not being out of pocket.

### **What expenses are included in this policy?**

The following are examples of costs which can be reimbursed under this policy. The list is not exhaustive and the overarching aim of the policy i.e. that representatives should not be out of pocket, has primacy.

- **Travel costs**
  - public transport (excludes first class travel)
  - mileage (45p/mile)
  - parking
  - taxi costs - where public transport arrangements are not suitable
  - ferries and other forms of transport as required in island communities
- **Subsistence (where no meals or refreshments are provided)**
  - Reimbursement of reasonable lunch expenses as per current Local Council guidelines
  - Reimbursement of reasonable dinner expenses as per current Local Council guidelines
  - Overnight accommodation and reimbursement of reasonable expenses for overnight stays, if and when required, as per current Local Council guidelines

See Appendix A for current Local Council guidelines and rates.

- **Preparatory work and administration to carry out duties**
  - Printing and paper costs.
  - IT / communication costs (e.g. phone / iPad / laptop) although a Council owned laptop will normally be loaned for the period of tenure NB: there will be a requirement to agree to abide by the relevant policies in relation to use of IT equipment, data protection etc.
- **Replacement care / care cover**
  - for attendance at IJB meetings
  - for attendance at other meetings/events relating to role
  - for travel times to meetings

- for preparation time
- **Loss of income to attend meetings**
  - Where appropriate, loss of earnings income to attend IJB meetings will be considered (to be discussed and agreed in advance – [NIHR Guidelines](#) for public involvement in health and social care research could help inform these discussions).
  - Any potential impact on social security benefits to be considered and discussed.

#### **What is the process for claiming expenses?**

- Smaller items of expenditure (e.g. mileage within Aberdeen, parking and administrative expenses for local meetings) will be reimbursed on receipt of a correctly completed claim form and appropriate, dated receipts. Replacement care, reimbursement of lost income, and travel and subsistence for meetings out with Aberdeen, must be agreed in advance with the IJB's Chief Finance Officer.
- The nominated point of contact is the Senior Project Manager (Strategy), who will support communication with the representatives and will assist with completion and submission of expenses claims.
- A copy of the Travel and subsistence claim form is attached at Appendix B and representatives will be provided with a template for their own use.
- In line with ACC policy, claims should be made within 3 months of the date the expense was incurred however claims received out with this timescale will still be processed but must be accompanied by a note of explanation from the Chief Finance Officer.
- Claim Forms should be completed and submitted via the nominated point of contact along with relevant receipts and/or confirmation of approval by Chief Finance officer if appropriate.
- All expenses will be paid within 30 days of the receipt of a properly completed, valid, expenses claim form, however, to ensure equity of involvement and engagement, if required, immediate payments may be made.
- Payments will be made via BACS transfer where possible. Bank details will require to be provided to enable payment. Representative will be set up on the BACS system in advance of claims being made. Where BACS payment is unsuitable alternative payment arrangements (such as cheque/cash) can be arranged.

#### **Reviewing this policy**

This policy will be reviewed annually with relevant stakeholders and by the Integration joint Board as part of its Scheme of Governance review. The Appendices will be updated appropriately in line with any changes made by ACC. Any proposed changes to this policy will be discussed with those covered by the policy before implementation.

#### **Appendix A**

#### **Aberdeen City Council Travel and Subsistence Allowance (June 2023)**

## Car and Motor Cycle Allowances

### Essential Users

You are an Essential Car User if you are in a post whose duties are of such a nature that it is essential for you to have a car at your disposal whenever required.

Where a post is designated as requiring an Essential Car User Allowance the following annual allowance will be paid, Business Mileage is based on the previous financial year.

Actual Annual Business Mileage	Annual ECU Allowance
Under 1200 miles	£120
1200 – 5000 miles	£250
5001 – 7,500 miles	£500
Over 7,501 miles	£800

A lump sum is payable in 12 monthly instalments to all essential users.

In addition, a payment in respect of miles run on official business, within the City, is made as undernoted:

### Essential mileage

0 – 10,000 miles	0.45p
Over 10,000 miles	0.25p

Those carrying a fellow employee as a passenger will receive an additional 5 pence per passenger per mile.

### Casual Users

You are a Casual User if you are in a post for where it is merely desirable that a car should be available when required. No lump sum is payable, but a payment in respect of miles run on official business in any financial year within the City of Aberdeen is made as undernoted:

### Casual mileage rate



0 – 10,000 miles	0.45p
Over 10,000 miles	0.25p

In addition those carrying a fellow employee as a passenger will receive an additional 5 pence per passenger per mile.

### **Motor Cycle Allowances**

Officers using a motor cycle are entitled to the following rates:

0 – 10,000 miles	0.24p
Over 10,000 Miles	0.24p

### **Push Bike Allowances**

The current rate is 20p per mile in respect of miles run on official business.

### **Travel Outwith the City of Aberdeen**

All mileage will be reimbursed at casual/ essential rates of 45p per mile with passenger allowance if applicable.

### **Workplace Change Allowance**

Mileage paid at the Essential/ Casual Allowances Rate up to a maximum value of a First Bus monthly pass.

Bus Passes/ Fares are reimbursed on receipted expenditure up to a maximum of a First Bus monthly pass.

### **Subsistence Allowances**

Subsistence allowances will be payable to officers who are prevented by their official duties from taking a meal at their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure. The allowance shall not be paid where a suitable meal is provided or the officer has been previously reimbursed.

The maximum allowances are as follows:

- Breakfast: £8.00
- Lunch: £12.00
- Evening Meal: £25.00

Services should request receipts to verify that expenditure has been incurred.

## Appendix B

ABERDEEN CITY COUNCIL

## TRAVEL AND SUBSISTENCE CLAIM

MONTH

20

**ALL RELEVANT DETAILS MUST BE COMPLETED: INCOMPLETE FORMS WILL BE RETURNED.**

[illegible]

**Declaration by Claimant**

I declare that all claims entered by me on this form, including mileage, result from expenses actually and necessarily incurred by me in the course of my duties and that any subsistence payments claimed in consequence of such expenses do not exceed the allowances approved by the City Council. **I declare that the above vehicle is roadworthy and is insured for business purposes.**

Signature..... Date.....  
Authoriser.....  
Job title.....

Signature..... Date.....

**(AUTHORISER TO BE COMPLETED IN BLOCK LETTERS)**

**Who is the expenses policy for?**

This policy is for unpaid carer representatives who are appointed as a member of the Aberdeen City Health and Social Care Partnership Integration Joint Board (IJB) as per the Standing Orders 3b), c) and d) and any associated groups or committees. It can also be used for other unpaid representatives on IJBs, such as service users.

**Why does this expenses policy exist?**

This policy ensures that any unpaid carer or other representatives who are members of the IJB and associated groups or committees are not out of pocket as a result of carrying out their duties (as defined in the Public Bodies (Joint Working) (Scotland) Act 2014).

**When does this expenses policy apply?**

This expenses policy applies to enable unpaid carer and other representatives to undertake the work required in their capacity as IJB members. This includes preparatory work for, and attendance at:

- IJB meetings (including Workshop and Development Sessions)
- Strategic Planning Groups
- Locality Groups
- Other associated groups or committees
- IJB related duties and events (e.g. meeting a community group to explain the Strategic Commissioning Plan)

**What expenses are included in this policy?**

**The following are included but prior approval must be sought before any expense is incurred**

- **Travel costs**
  - public transport (excludes first class travel - receipts to be provided)
  - mileage (45p/mile)
  - parking (receipts to be provided)
  - taxi costs - where public transport arrangements are not suitable (receipts to be provided)
- **Subsistence (where no meals or refreshments are provided)**
  - Reimbursement of reasonable lunch expenses as per current Local Council guidelines (receipts to be provided)
  - Reimbursement of reasonable dinner expenses as per current Local Council guidelines (receipts to be provided)
  - Overnight accommodation and reimbursement of reasonable expenses for overnight stays, if and when required, as per current

Local Council guidelines (receipts to be provided)

- **Preparatory work and administration to carry out duties**
  - IT / communication costs (e.g. phone / iPad / laptop) although a Council owned laptop will normally be loaned for the period of tenure NB: there will be a requirement to agree to abide by the relevant policies in relation to use of IT equipment, data protection etc.
- **Replacement care / care cover**
  - for attendance at IJB meetings
  - for attendance at other meetings/events relating to role
  - for travel times to meetings
  - for preparation time (if and when required – to be discussed and agreed in advance)
- **Loss of income to attend meetings**
  - Where appropriate, loss of earnings income to attend IJB meetings will be considered (to be discussed and agreed in advance – [NIHR Guidelines](#) for public involvement in health and social care research could help inform these discussions).
  - Any potential impact on social security benefits to be considered and discussed.

Example: one HSCP has allocated resources to their local carers centre to enable carers to support other carers around strategic planning. This allows carers to be recompensed on a sessional basis to support engagement.

#### **What is the process for claiming expenses?**

- A named contact person will be identified to support communication, completion and agreement of all expenses claims.
- Expenses forms will be provided in electronic or paper format before or at each meeting / event to claim travel and subsistence expenses (receipts to be provided).
- For preparatory and administrative costs, reimbursement of costs as spent.
- For replacement care and loss of income reimbursement, discussion and agreement with named contact person in advance.
- All expenses will be paid in accordance with normal expenses processing deadlines following receipt of a properly completed expenses claim form. However, to ensure equity of involvement and engagement, if required immediate payments may be made. A payment schedule with dates of reimbursement will be provided.
- Payments will be made via BACS transfer where possible. Bank details will require to be provided to enable payment. Where BACS payment is unsuitable alternative payment arrangements (such as cheque/cash) can only be agreed by the Chief Finance Officer.

#### **Reviewing this policy**

This policy will be reviewed annually with the relevant recipients. Any proposed changes to this policy will be discussed with those covered by the policy before implementation.