



## INTEGRATION JOINT BOARD

<b>Report Title</b>	Review of IJB Standing Orders
<b>Lead Officer</b>	Judith Proctor, Chief Officer
<b>Report Author (Job Title, Organisation)</b>	Jess Anderson, Iain Robertson and Alan Thomson, Legal and Democratic Services, ACC
<b>Report Number</b>	HSCP/17/029
<b>Date of Report</b>	9 <sup>th</sup> October 2017
<b>Date of Meeting</b>	31 <sup>st</sup> October 2017

### 1: Purpose of the Report

- 1.1. To review IJB standing orders and to recommend revisions for Board approval.

### 2: Summary of Key Information

- 2.1. 18 months have passed since the IJB went live on 1 April 2016 and it is appropriate that the Board review its standing orders to ensure they remain robust and fit for purpose;
- 2.2. To support this review, officers from Legal and Democratic Services have conducted a benchmarking exercise with other IJB standing orders across Scotland and have liaised with colleagues to discuss shared challenges;
- 2.3. The review has provided an opportunity to take account of how the Board has been operating over the previous 18 months in terms of how it consults its partners and how it considers its business. This has now been formally integrated within standing orders;
- 2.4. The Board will note that a number of revisions have been recommended to the way the Board would resolve disputes and how the Board would consider and determine urgent business;
- 2.5. The Board should also note that the Standards Commission recently aligned the process for how IJB members would declare interests at Board meetings with the process set out in the Councillors Code of Conduct. This would mean that instead of members asking fellow Board members to make



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a determination on whether the member with an interest should stay in the meeting or withdraw, this would now be at the discretion of the individual member who would apply the 'Objective Test';

- 2.6. A provision has been added within standing orders for the document to be reviewed on an annual basis and this will be incorporated into the Partnership's forward planning reporting process.

### Appendices

- Appendix A: IJB Standing Orders

### 3: Equalities, Financial, Workforce and Other Implications

- 3.1. The revised standing orders set out a formal consultation reporting process to ensure that partners are consulted on a wide range of issues and possible implications. This process will also ensure that the Board receives advice from officers with expertise in corporate governance to support decision making;
- 3.2. The standing orders maintain the provision for ACC and NHSG to be equally represented on the IJB and each of its committees.

### 4: Management of Risk

**Identified risk(s):** The Board will be unable to function effectively if it cannot operate within constitutional guidelines and agree a way to resolve disputes.

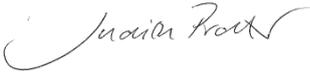
**Link to risk number on strategic or operational risk register:** Strategic Risk Register, item 3: Failure of the IJB to function and make decisions in a timely manner.

**How might the content of this report impact or mitigate the known risks:** By reviewing standing orders the Board will ensure that its governance arrangements are robust and fit for purpose. Standing orders will allow the Board to conduct its business effectively and provide a mechanism for resolving disputes.



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5:	Recommendations
<p>It is recommended that the Integration Joint Board:</p> <ol style="list-style-type: none"><li data-bbox="272 584 1070 622">1. Approves the revisions made to IJB standing orders;</li><li data-bbox="272 658 1409 734">2. Notes that the revised standing orders would take effect from the Board's next meeting on 12 December 2017; and</li><li data-bbox="272 770 1182 808">3. Agrees to review standing orders annually as per order 8(5).</li></ol>	

6: Signatures	
	Judith Proctor (Chief Officer)
	Alex Stephen (Chief Finance Officer)