



## INTEGRATION JOINT BOARD

<b>Report Title</b>	Committee Appointments
<b>Lead Officer</b>	Judith Proctor
<b>Report Author, Job Title, Organisation</b>	Iain Robertson, Committee Services Officer, Aberdeen City Council
<b>Report Number</b>	HSCP/17/083
<b>Date of Report</b>	6 September 2017
<b>Date of Meeting</b>	31 October 2017

### 1: Purpose of the Report

To advise the Board of the requirement to appoint a voting member onto the Audit and Performance Systems Committee and to appoint a Chairperson to the Audit and Performance Systems Committee.

### 2: Summary of Key Information

- 2.1 Professor Mike Greaves stood down from the IJB on 30 September 2017, therefore the NHS Grampian (NHSG) Board was required to appoint a new voting member to the IJB;
- 2.2 Professor Greaves was also a member and Chairperson of the Audit and Performance Systems (APS) Committee and there are now vacancies for these positions;
- 2.3 Item 2.1 of the APS Committee terms of reference state that the power to appoint committee members rests with the IJB;
- 2.4 As per standing order 2(1) the composition of IJB committees has been based on the principle of equal representation between Aberdeen City Council (ACC) and NHSG in terms of voting membership. As such it is recommended that the Board appoint an NHSG voting member to serve on the APS Committee and for the Board to appoint an NHSG voting member as Chairperson of the Committee;
- 2.5 The current composition of IJB committees are as follows:-



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### **Audit and Performance Systems Committee**

Chairperson – Vacant (NHSG);  
Rhona Atkinson;  
Councillor Cooke; and  
Councillor Duncan.

### **Clinical and Care Governance Committee**

Chairperson – Councillor Donnelly;  
Dr Nick Fluck;  
Jonathan Passmore MBE; and  
Councillor Samarai.

- 2.6 The Board has discretion to appoint voting members to a committee based on a member's experience, interests and skills; and whether their appointment would be beneficial to the committee's functions and capacity;
- 2.7 The APS Committee's terms of reference have been attached as **Appendix A**; and the IJB meeting schedule for 2017-18 has been attached as **Appendix B** for members reference.

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

- 3.1 As per the IJB's standing orders, it is recommended that voting members from Aberdeen City Council and NHS Grampian be equally represented on each committee.
- 3.2 It is also recommended that a voting member from NHSG and ACC be appointed as Chairperson to at least one of the committees to adhere to the equal representation principle.

### **4: Management of Risk**

#### **Identified Risk(s):**

If appointments to IJB committees are not balanced in terms of membership there



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is a risk that perspectives from both partners may not be reflected during meetings and this may have an impact on decision making and scrutiny capacity.


**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 appointing an equal number of members to each committee the Board would adhere to provisions and principles set out in standing orders. This would mean that both committees would have members in place to capture perspectives and expertise from both partners and strengthen their capacity to hold Partnership officers to account.

5: Recommendations
<p>It is recommended that the Integration Joint Board:</p> <ol style="list-style-type: none"> <li>1. Appoint an NHSG voting member to the Audit and Performance Systems Committee;</li> <li>2. Appoint an NHSG voting member as Chairperson of the Audit and Performance Systems Committee; and</li> <li>3. Agree to review the membership of both IJB committees at the Board's meeting in May 2018.</li> </ol>

6: Signatures	
	<p>Judith Proctor (Chief Officer)</p>



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	Alex Stephen (Chief Finance Officer)
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### Appendix A

#### ABERDEEN CITY INTEGRATION JOINT BOARD AUDIT & PERFORMANCE SYSTEMS COMMITTEE TERMS OF REFERENCE

<b>1</b>	<b>Introduction</b>
1.1	The Audit & Performance Systems Committee is identified as a Committee of the Integration Joint Board (IJB). The approved Terms of Reference and information on the composition and frequency of the Committee will be considered as an integral part of the Standing Orders.
1.2	The Committee will be known as the Audit & Performance Systems Committee (APS) of the IJB and will be a Standing Committee of the Board,
<b>2</b>	<b>Constitution</b>
2.1	The IJB shall appoint the Committee. The Committee will consist of not less than 4 members of the IJB, excluding Professional Advisors. The Committee will include at least two voting members, one from Health and one from the Council.
<b>3</b>	<b>Chair</b>
3.1	The Committee will be chaired by a non-office bearing voting member of the IJB and will rotate between NHS and ACC.
<b>4</b>	<b>Quorum</b>
4.1	Three Members of the Committee will constitute a quorum.
<b>5</b>	<b>Attendance at meetings</b>
5.1	The Board Chair, Chief Officer, Chief Finance Officer Chief Internal Auditor and other Professional Advisors and senior officers as required as a matter of course, external audit or other persons shall attend meetings at the invitation of the Committee.
5.2	The Chief Internal Auditor should normally attend meetings and the external auditor will attend at least one meeting per annum.
5.3	The Committee may co-opt additional advisors as required.
<b>6</b>	<b>Meeting Frequency</b>



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6.1	The Committee will meet at least 4 times each financial year. There should be at least one meeting a year, or part therefore, where the Committee meets the external and Chief Internal Auditor without other seniors officers present. A further 2 developmental sessions will be planned over the course of the year to support the development of members.
<b>7</b>	<b>Authority</b>
7.1	The Committee is authorised to instruct further investigation on any matters which fall within its Terms of Reference.
<b>8</b>	<b>Duties</b>
8.1	The Committee will review the overall Internal Control arrangements of the Board and make recommendations to the Board regarding signing of the Governance Statement, having received assurance from all relevant Committees.
	Specifically it will be responsible for the following duties:
1.	The preparation and implementation of the strategy for Performance Review and monitoring the performance of the Partnership towards achieving its policy objectives and priorities in relation to all functions of the IJB;
2.	<p>Ensuring that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against the national health and wellbeing outcomes, the associated core suite of indicators and other local objectives and outcomes and for reporting this appropriately to the Committee and Board.</p> <p>The performance systems scrutiny role of the Committee is underpinned by an Assurance Framework which itself is based on the Board's understanding of the nature of risk to its desired priorities and outcomes and its appetite for risk-taking.</p> <p>This role will be reviewed and revised within the context of the Board and Committee reviewing these Terms of Reference and the Assurance Framework to ensure effective oversight and governance of the partnership's activities.</p>
3.	Acting as a focus for value for money and service quality initiatives;
4.	To review and approve the annual audit plan on behalf of the IJB, receiving reports, overseeing and reviewing actions taken on audit recommendations and reporting to the Board;



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5.	Monitoring the annual work programme of Internal Audit, including ensuring IJB oversight of the clinical and care audit function and programme to ensure this is carried out strategically;
6.	To consider matters arising from Internal and External Audit reports;
7.	Review on a regular basis actions planned by management to remedy weaknesses or other criticisms made by Internal or External Audit
8.	To support the IJB in ensuring that the strategic integrated assurance and performance framework is working effectively, and that escalation of notice and action is consistent with the risk tolerance set by the Board.
9.	To support the IJB in delivering and expecting cooperation in seeking assurance that hosted services run by partners are working effectively in order to allow Aberdeen City IJB to sign off on its accountabilities for its resident population.
10.	Review risk management arrangements, receive annual Risk Management updates and reports and annually review with the full Board the IJB's risk appetite document.
11.	Ensure existence of and compliance with an appropriate Risk Management Strategy.
12.	Reporting to the IJB on the resources required to carry out Performance Reviews and related processes;
13.	To consider and approve annual financial accounts and related matters;
14.	Ensuring that the Senior Management Team, including Heads of Service, Professional Leads and Principal Managers maintain effective controls within their services which comply with financial procedures and regulations;
15.	Reviewing the implementation of the Strategic Plan;
16.	To be responsible for setting its own work programme which will include the right to undertake reviews following input from the IJB and any other IJB Committees;
17.	The Committee may at its discretion set up short term working groups for review work. Membership of the working group will be open to anyone whom the Committee considers will assist in the task assigned. The working groups will not be decision making bodies or formal committees but will make recommendations to the Audit Committee;



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	18. Promoting the highest standards of conduct by Board Members; and
	19. Monitoring and keeping under review the Codes of Conduct maintained by the IJB.
	20. Will have oversight of Information Governance arrangements and staffing arrangements as part of the Performance and Audit process.
	21. Ensuring effective IJB oversight of the scrutiny of Serious Incidents in health and social care, including monitoring and reporting systems, timely action, training and improvement activities.
	22. To be aware of, and act on, Audit Scotland, national and UK audit findings and inspections/regulatory advice, and to confirm that all compliance has been responded to in timely fashion.
<b>9</b>	<b>Review</b>
9.1	The Terms of Reference will be reviewed every six months to ensure their ongoing appropriateness in dealing with the business of the IJB.
9.2	As a matter of good practice, the Committee should expose itself to periodic review utilising best practice guidelines and external facilitation as required.





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### Appendix B

APRIL 2017						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
2	3	4	5	6	7	8
9	10	11 APS Health Village Room 4&5 1000-1300	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
MAY 2017						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	1	2	3	4	5	6



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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 <b>IJB</b> <b>Inductions</b> Health Village Room 4&5 1000-1300	24	25	26	27
28	29	30	31			
<b>JUNE 2017</b>						
<b>SUN</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SAT</b>
				1	2	3
4	5	6 <b>IJB</b> Health Village Room 4&5 1000-1300	7	8	9	10
11	12	13	14	15	16	17
18	19	20 <b>APS</b> Health Village Room 4&5 1000-1300	21	22	23	24



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25	26	27	28 <b>C&amp;CG</b> Health Village Room 4 & 5 1000-1300	29	30	
<b>JULY 2017</b>						
<b>SUN</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SAT</b>
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>AUGUST 2017</b>						
<b>SUN</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SAT</b>
		1	2	3	4	5



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6	7	8	9	10	11	12
13	14	15 IJB Health Village Rooms 4&5 1000-1300	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### SEPTEMBER 2017

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1	2
3	4	5	6	7	8	9
10	11	12 APS Town House Committee Room 4 1000-1300	13	14	15	16
17	18	19	20	21	22	23



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24	25	26	27	28	29	30
<b>OCTOBER 2017</b>						
<b>SUN</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SAT</b>
1	2	3 C&CG Health Village Rooms 4&5 1000-1300	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 IJB Health Village Room 4&5 1000-1300				
<b>NOVEMBER 2017</b>						
<b>SUN</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SAT</b>
			1	2	3	4



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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 APS Health Village Room 4&5 1000-1300	22	23	24	25
26	27	28	29	30		

**DECEMBER 2017**

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
31					1	2
3	4	5	6	7	8	9
10	11	12 IJB Health Village Rooms 4&5 1000-1300	13	14	15	16
17	18	19	20	21	22	23



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24	25	26	27	28	29	30
<b>JANUARY 2018</b>						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	1	2	3	4	5	6
7	8	9 CCG Health Village Rooms 4&5 1000-1300	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 IJB Health Village Rooms 4 & 5 1000-1300	31			
<b>FEBRUARY 2018</b>						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	2	3



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4	5	6 IJB – Budget special Health Village Room 4 & 5 1000-1300	7	8	9	10
11	12	13 APS Health Village Room 4&5 1000-1300	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
<b>MARCH 2018</b>						
<b>SUN</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SAT</b>
				1	2	3
4	5	6 IJB (provisional special budget meeting) HV Room 4&5 1000-1300	7	8	9	10
11	12	13	14	15	16	17





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18	19	20 <b>CCG</b> Health Village Rooms 4&5 1000-1300	21	22	23	24
25	26	27 <b>IJB</b> Health Village Rooms 4&5 1000-1300	28	29	30	31