



## INTEGRATION JOINT BOARD

<b>Report Title</b>	Scheme of Governance - Role and Responsibilities Protocol
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<b>Report Number</b>	HSCP.17.141
<b>Date of Report</b>	23 <sup>rd</sup> February 2018
<b>Date of Meeting</b>	27 <sup>th</sup> March 2018

### 1: Purpose of the Report

To outline the delegations reserved to the Integration Joint Board, to set out the Operational Protocol to the Chief Officer and Chief Finance Officer and to clarify the accountability considerations.

### 2: Summary of Key Information

Under the terms of the Aberdeen City Integration Scheme, Aberdeen City Council and NHS Grampian delegated a range of statutory functions in respect of health and social care to the Aberdeen City Integration Joint Board (IJB) in line with the Public Bodies (Joint Working) (Scotland) Act 2014 (hereinafter referred to as “the Act”) and Scottish Government guidance. The Integration Scheme also takes account of a number of ‘hosted’ services i.e. services managed by one of the three Grampian Integration Joint Boards on behalf of all. This delegation came into effect on 6<sup>th</sup> of February 2016 when the Integration Scheme was approved by Scottish Ministers. The budgets previously held by Aberdeen City Council and NHS Grampian in respect of these functions were delegated to the IJB on the 1<sup>st</sup> of April 2016 when the Strategic Plan was published, signalling the Partnership’s formal commencement.

Legislation requires that the IJB shall direct Aberdeen City Council and NHS Grampian to deliver the services (set out in Annex 1, Part 1 and 3, and Annex 2, Part 2 of the Integration Scheme). The IJB, through the Chief Officer, has responsibility for the planning, resourcing and operational delivery of all integrated



## INTEGRATION JOINT BOARD

services within the Strategic Plan. The Chief Officer has a direct line of accountability to the Chief Executives of the Health Board and the Council for the delivery of integrated services. The Chief Officer is responsible for ensuring delivery of the National Health and Wellbeing outcomes, any locally delegated responsibilities for health and wellbeing and for measuring, monitoring and reporting on the underpinning measures and indicators that demonstrate progress.

To assist in the discharge of its functions, the IJB appointed two committees; the Audit and Performance Systems Committee and the Clinical and Care Governance Committee. Terms of Reference, which set out the roles of these Committees for both of these have been agreed by the IJB and are currently being reviewed and will be brought back to a later meeting of the IJB.

Aberdeen City Council and NHS Grampian delegated the functions set out in the Integration Scheme to the IJB. It is important to highlight that these functions have been delegated, and not transferred, to the IJB. This means that the legal responsibility for the functions still remains with the Council and NHS Grampian. An annual report is published by the IJB setting out performance against the National Outcomes.

The Chief Officer has a dual role. She/he is accountable to the IJB for the responsibilities placed on the IJB under the Act and the Integration Scheme, and they are accountable to the NHS Board and Council for any operational responsibility for integrated services, as set out in the Integration Scheme.

In her/his capacity as a Chief Official in the Council and in the NHS, the Chief Officer of the IJB has powers delegated to her/him by virtue of her/his position. Aberdeen City Council approved a revised Scheme of Governance on 5th March 2018, and the Delegated Powers section applies to the Chief Officer, with general delegations on pages 6 -9 and more specific delegations on pages 62 -65, and are attached at Appendix 2.

Set out in Appendix 1 of this report is a draft Role and Responsibilities which sets out the delegations to the IJB and clarifies the remit and responsibilities of the Chief Officer and the Chief Financial Officer in respect of the operational management and deliverability of the integrated services as set out in the Integration Scheme. The IJB will retain all powers which are specifically reserved to the IJB, its committee, or sub-committees. The matters reserved to the IJB or committees are mainly the strategic policy, financial or regulatory issues requiring to be decided by the IJB, whilst the operational delivery and implementation of



## INTEGRATION JOINT BOARD

integrated services shall be conducted in accordance with the approved Schemes of Delegation of the Partners.

### Appendices

Appendix 1 – Scheme of Governance – Roles and Responsibilities Protocol

Appendix 2 – Extract from Aberdeen City Council’s Delegated Powers (Chief Officers powers)

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

There are no equality, financial or workforce implications from the recommendations of this report.

### 4: Management of Risk

#### Identified risk(s):

Without an appropriate Role and Responsibilities Protocol in place, there is a real risk that the Chief Officer and the Chief Financial Officer will not be able to effectively discharge their responsibilities under the Integration Scheme, or that delivery of key services is significantly delayed. This Roles and Responsibilities Protocol shall be read with the Integration Scheme and each Partner’s approved Scheme of Delegation (Delegated Powers).

#### Link to risk number on strategic or operational risk register:

**3:** *There is a risk that the IJB fails to function properly within its Integration Scheme, Strategic Plan and Schemes of delegation in particular reference to being able to make appropriate decisions in a timely manner and meet its required functions.*

**5:** *There is a risk that the governance arrangements between the IJB and its partner organisations (ACC and NHSG) are not robust enough to provide necessary assurance within current assurance framework – leading to duplication of effort and poor relationships.*



## INTEGRATION JOINT BOARD

### How might the content of this report impact or mitigate the known risks:

The agreed Role and Responsibilities Protocol will set out lines of accountability, and enable the Chief Officer and Chief Financial Officer to discharge their duties to deliver the integrated services as detailed in the Strategic Plan, in accordance with relevant policies and procedures of the Partner Organisations.

It is vital that the Scheme of Governance – Roles and Responsibilities Protocol is regularly reviewed along with other governance documents to ensure that it is still fit for purpose.

The IJB has been operating successfully for 2 years with these arrangements in place, so risk is deemed to be low.

### 5: Recommendations

The Integration Joint Board is asked to:

- 1) Approve the attached Scheme of Governance - Role and Responsibilities protocol at Appendix 1.
- 2) Agree that the Scheme of Governance - Role and Responsibilities be reviewed annually, or as and when required by officers.
- 3) Note the powers delegated to the Chief Officer by Aberdeen City Council at Appendix 2.

### 6: Signatures

	Judith Proctor (Chief Officer)
	Alex Stephen (Chief Finance Officer)