



## INTEGRATION JOINT BOARD

<b>Report Title</b>	Review of Committee Terms of Reference
<b>Lead Officer</b>	Sally Shaw, Interim Chief Officer, ACHSCP
<b>Report Author, Job Title, Organisation</b>	Iain Robertson, Committee Services Officer, Aberdeen City Council
<b>Report Number</b>	HSCP/18/026
<b>Date of Report</b>	26 April 2018
<b>Date of Meeting</b>	22 May 2018

### 1: Purpose of the Report

To review the Audit and Performance Systems (APS) and Clinical and Care Governance (CCG) Committee terms of reference and to set out the process for appointing a new member to the APS Committee.

### 2: Summary of Key Information

#### **Review of Committee Terms of Reference**

2.1 At its meeting on 29 March 2016, the Integration Joint Board (IJB) agreed to establish two committees to support its functions. These were the Audit and Performance Systems (APS) Committee and the Clinical and Care Governance (CCG) Committee.

2.2 The Committees have been operating for two years and now is a good opportunity to review the terms of reference to ensure they remain robust and reflect how committees operate in practice.

2.3 To support this review, a short term Governance Working Group was formed consisting of officers from the Council and NHS Grampian to conduct a benchmarking exercise against terms of reference from other integration authorities and equivalent committees within Partner organisations.

2.4 The Governance Working Group then carried out an initial review and made a number of formatting, clarification and substantive changes to the terms of reference and to the Committee section within standing orders to ensure the IJB scheme of governance remained as streamlined as possible.



## INTEGRATION JOINT BOARD

2.5 The main changes have been summarised below:-

### **IJB Standing Orders:**

- Job titles within the Consultation section have been updated to reflect the Council's Target Operating Model;
- Process developed for escalating reports from committees to the IJB for consideration; and
- There is also a new order noting that an IJB Chair cannot also be Chair of an IJB committee to avoid conflicts of interest.

### **APS Committee:**

- Format of terms of reference has been revised to reflect IJB standing orders;
- Purpose of the Committee added to the Introduction session;
- Responsibility for reviewing the Governance Statement and Annual Performance Report inserted into the Committee's remit;
- Responsibility for scrutiny of serious incidents in health and social care, including training, monitoring and reporting activity transferred to the CCG Committee; and
- Terms of Reference now to be reviewed annually.

### **CCG Committee:**

- Format of terms of reference has been revised to reflect IJB standing orders;
- Membership limited to four voting members, with other attendees as advisers. This standardises membership and quorums for both committees;
- Links between the CCG Committee and NHSG and Council committees set out; and
- It is made clear that the Committee is subject to IJB standing orders but the order which allows public and press access to meetings and documents will remain suspended for a period of one year prior to further review.

2.6 It is recommended that items within the IJB Scheme of Governance (standing orders, committee terms of reference, Integration Scheme, Code of Conduct and Roles and responsibilities) all be reviewed annually on a recurring basis in May each year to ensure a cohesive approach continues to be adopted.



## INTEGRATION JOINT BOARD

### **Appointment of Member to Audit and Performance Systems Committee**

2.7 Following the meeting of Aberdeen City Council on 5 March 2018 which changed the Council's membership on the IJB, a position on the APS Committee became vacant. It is recommended that a voting member from the Council be appointed to this committee to adhere to the equal representation principle set out in standing order 24(3).

2.8 The Board has discretion to appoint voting members to a committee based on a member's experience, interests and skills; and if their appointment would be beneficial to the committee's functions and capacity.

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

3.1 IJB standing orders include the provision for the Council and NHSG to be equally represented on the Board and each of its committees.

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

**Identified Risk(s):** IJB Committees will be unable to function effectively if governing documents are not update to date and robust.

If appointments to committees are not balanced in terms of membership there 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 reviewing committee terms of reference, the Board will ensure that its governance arrangements are robust and fit for purpose.

The appointment of an equal number of members from the Council and NHS Grampian would mean that each committee is equally represented and has a



## INTEGRATION JOINT BOARD

greater range of expertise and experience to hold Partnership officers to account.

### 5: Recommendations

It is recommended that the Integration Joint Board:

1. Approve the revised Standing Orders and Committee Terms of Reference attached as **Appendices A, B and C**;
2. Agree to review Committee Terms of Reference along with the wider IJB Scheme of Governance on an annual basis; and
3. Appoint an Aberdeen City Council voting member onto the Audit and Performance Systems Committee.

### 6: Signatures

	Sally Shaw (Interim Chief Officer)
	Alex Stephen (Chief Finance Officer)