

CÙRAM IS SLÀINTE NAN EILEAN SIAR

INTEGRATION JOINT BOARD



Meeting date:	21 November 2024
Item:	7.2
Title:	IJB Standing Orders Revision V6
Responsible Officer:	Nick Fayers, Chief Officer
Report Author:	Michelle McPhail, Corporate Business Manager, NHS WI

1 Purpose

This is presented to the Integration Joint Board (IJB) for:

- Decision

This report relates to a:

- Emerging issue
- Legal requirement
- Local policy

Competence:

- There are no legal, financial or other constraints associated with the report.

2 Report summary

2.1 Situation

The IJB, in common with other public bodies, has an agreed set of Standing Orders to oversee its business. These Standing Orders describe how the IJB should operate in respect of its membership, chairmanship, meetings, decision-making, and so on.

2.2 Background

On 19 September 2024, the IJB was presented with a Committee Governance Review, item 5.1, following Members request to consider depute appointment to the IJB Audit & Risk Committee, the Standing Orders have been updated reflecting the outcome.

2.3 Assessment

Noting the recommendations approved at the IJB meeting on the 19th of September, the following changes have been made in relation to the recommendations:

Recommendation 1:

The IJB is asked to approve the recommendation that Depute Members should not be established for the IJB Audit & Risk Committee.

However, it is recommended that the Audit & Risk Committee's Terms of Reference should be reviewed annually to fully understand if the increase in the number of partner body members is providing support in meetings being quorate. Members should be aware of their responsibility when appointed to a Board or Committee, as a representative of the partner body, as they have an obligation and responsibility to address the appointment faithfully.

Standing Order Changes:

The IJB Audit & Risk Committee Terms of Reference will be revised and presented to the Audit & Risk Committee at its first meeting in 2025. Following Committee approval of the revised Terms of Reference they will be presented to the Integration Joint Board for formal approval and the information will be updated in the Standing Orders.

The specifics surrounding the annual review of membership and mitigating any impact of non-attendance in relation to meeting not being quorate will be included in the IJB Audit & Risk Committee Terms of Reference review.

Recommendation 2

The IJB is asked to approve the recommendation to replace the word "Proxy" and apply the word "Depute" when referring to those partner body Members who support the function and remit of the IJB when fully appointed Voting Members from their parent body are unable to attend a Committee meeting.

Standing Order Change:

Update to section 2 – Membership subsection 2.12 provides clarification as to the appointment of "deputies" and their access to relevant papers and their voting rights. It advises that a depute member attending the meeting in support of their representative colleagues inability to attend.

Access to IJB Audit & Risk Committee Papers

Currently all Voting Members and Depute Members have access to the Integration Joint Board meeting papers via the IJB Teams folder. The Audit & Risk Committee papers are only accessible to those Voting Members formally appointed to the Committee.

Recommendation 3:

The IJB is asked to approve the recommendation to support that all Voting Members and their Deputies obtain access to the IJB Audit & Risk Committee Teams folder. It is hoped that the access to these papers provides greater understanding, and enables individuals' to be better informed when making decisions at Board level.

Standing Order Change:

Section 17 – Committee and Working Groups subsection 17.4 is added to denote the position of Members gaining access to papers of the Business of the Board and Voting Members obtaining access to the papers of the Audit & Risk Committee.

Update to section 2. – Membership subsection 2.12 has also been made, as noted above.

Additional Update:

Section 5 – Notice of Meetings subsection 5.6.3 has been revised to take cognisance of the information relating to personal data which will not be presented in public in order to comply with the data protection legislation but any relevant information, which may contain personal data, will be presented in private.

2.3.1 Quality/ Patient Care

The report has no correlation with either positive or negative impact on quality of care (and services).

2.3.2 Workforce

The Standing Orders do not directly impact on staff including resources, staff health and wellbeing.

2.3.3 Financial

Describe the financial impact (capital, revenue and efficiencies) and how this will be managed. Sign off on any financial impact is required by the Chief Finance Officer.

Accountants Name	Signature
Comment from the Chief Finance Officer:	
No financial impact.	

2.3.4 Risk Assessment/Management

The IJB is required to have Standing Orders and therefore compliance has no relevant risk assessment/mitigations.

2.3.5 Equality and Diversity, including health inequalities

State how this supports the Public Sector Equality Duty, Fairer Scotland Duty, and the Board's Equalities Outcomes.

An impact assessment has not been completed because the report does not related to service delivery.

2.3.6 Climate Emergency and Sustainability Development

State how this report will support or impact on the Scottish Government's policy on Global Climate Emergency and Sustainability Development DL(2021)38.

There is no connection to the 5 themes under the Government Policy.

2.3.7 Other impacts

No other relevant impacts.

2.3.8 Communication, involvement, engagement and consultation

The Board is not required to engage with external stakeholders in relation to the IJBs Standing Orders.

2.3.9 Route to the Meeting

This has been previously considered by the following groups as part of its development. The groups have either supported the content, or their feedback has informed the development of the content presented in this report.

- Nick Fayers, Chief Officer
- Tim Langley, Head of Law and Governance

2.4 Recommendation

- **Decision** – Reaching a conclusion after the consideration of options.

3 List of appendices

The following appendices are included with this report:

- Item 7.2.1 – Appendix 1 – Standing Orders Draft V 6

END