

CÙRAM IS SLÀINTE NAN EILEAN SIAR
**WESTERN ISLES HEALTH &
SOCIAL CARE PARTNERSHIP**



WESTERN ISLES INTEGRATION JOINT BOARD

STANDING ORDERS FOR MEETINGS

Version 3	April 2015	Approved
Version 4	September 2019	Approved
Version 5	February 2023	Approved
Version 6	February 2025	Approved

1. General

- 1.1** These Standing Orders are made under the Public Bodies (Joint Working) (Scotland) Act 2014 and the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014. These Standing Orders shall, as far as applicable be the rules and regulations for the proceedings of Committees and Sub-Committees and therefore reference to the term 'Board' in the said Standing Orders should be interpreted accordingly. The term 'Chairperson' shall also be deemed to include the Chairperson of any Committee or Sub-Committee but only in relation to such Committees or Sub-Committees.
- 1.2** In these Standing Orders "the Integration Board" shall mean the Western Isles Integration Joint Board commonly known as Cùram is Slàinte nan Eilean Siar (IJB) established in terms of The Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Order 2015
- 1.3** Any statutory provision, regulation or direction issued by the Scottish Ministers shall have precedence if it is in conflict with these Standing Orders.

2. Membership

- 2.1** Voting Membership of the Integration Board shall comprise four persons nominated by the NHS Western Isles, and four persons appointed by Comhairle nan Eilean Siar.
- 2.2** Non-voting Membership of the Integration Board shall comprise:
- a. the chief social work officer of the local authority;
 - b. the chief officer of the Integration Board;
 - c. the proper officer of the Integration Board appointed under section 95 of the Local Government (Scotland) Act 1973;
 - d. a registered medical practitioner whose name is included in the list of primary medical services performers prepared by the Health Board in accordance with Regulations made under section 17P of the National Health Service (Scotland) Act 1978;
 - e. a registered nurse who is employed by the Health Board or by a person or body with which the Health Board has entered into a general medical services contract;
 - f. a registered medical practitioner employed by the Health Board and not providing primary medical services;
 - g. one Member in respect of staff of the constituent authorities engaged in the provision of services provided under integration functions;
 - h. one Member in respect of third sector bodies carrying out activities related to health or social care in the Western Isles;
 - i. one Member in respect of service users residing in the Western Isles
 - j. one Member in respect of persons providing unpaid care in the Western Isles;
 - k. such additional Members as the Integration Board sees fit. Such a Member may not be a Councillor or a non-executive director of the Health Board; and

The Members appointed under paragraphs (d) to (f) must be determined by NHS Western Isles.

The Chief Executives of Comhairle nan Eilean Siar and NHS Western Isles shall have the right to attend IJB meetings in an advisory capacity.

- 2.3** A Member of the Integration Board in terms of 2.2 (a) to (c) will remain a Member for as long as they hold the office in respect of which they are appointed. Otherwise, the term of office of Members of the Integration Board shall be for two years or until the day of the next ordinary Elections for Local Government Councillors in Scotland, whichever is shorter.
- 2.4** Where a Member resigns or otherwise ceases to hold office, the person appointed in his/her place shall be appointed for the unexpired term of the Member they replace.
- 2.5** On expiry of a Member's term of appointment the Member shall be eligible for re-appointment provided that he/she remains eligible and is not otherwise disqualified from appointment.
- 2.6** A voting Member appointed under paragraph 2.1 ceases to be a Member of the Integration Board if they cease to be either a Councillor or a non- executive Director of the NHS Board or an Appropriate Person in terms of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.
- 2.7** A Member of the Integration Board, other than those Members referred to in paragraph 2.2(d) to (f), may resign his/her Membership at any time during their term of office by giving notice to the Integration Board in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified. If this is a voting Member, the Integration Board must inform the constituent authority that made the nomination.
- 2.8** If a Member has not attended three consecutive Ordinary Meetings of the, Integration Board, and their absence was not due to illness or some other reasonable cause as determined by the Integration Board, the Integration Board may, by giving one month's notice in writing to that Member, remove that person from office.
- 2.9** If a Member acts in a way which brings the Integration Board into disrepute or in a way which is inconsistent with the proper performance of the functions of the Integration Board as evidenced by a finding that he or she has breached the Code of Conduct for Members of Devolved Public Bodies, the Integration Board may remove the Member from office with effect from such date as the Integration Board may specify in writing.
- 2.10** If a Member is disqualified under article 8 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 during a term of office they are to be removed from office immediately.
- 2.11** A constituent authority may remove a Member which it nominated by providing one month's notice in writing to the Member and the Integration Board.
- 2.12** Named Depute Members for Members of the Integration Board may be appointed by the constituent authority which nominated the Member, as appropriate. The appointment of such Deputies will be subject to the same rules and procedures for Members. Deputies shall receive papers for Meetings of the Integration Board but shall be entitled to attend or vote at a Meeting only in the absence of the principal Member they represent. If the Member that the Depute represents is in attendance, then Deputes are only permitted to attend as members of the public and therefore only to observe proceedings. If the Chairperson or Vice Chairperson is unable to attend a meeting of the Integration Board, any Depute Member attending the meeting may not preside over that meeting.

- 2.13** The acts, meetings or proceedings of the Integration Board shall not be invalidated by any defect in the appointment of any Member.

3. Chairperson and Vice Chairperson

- 3.1** The Chairperson and Vice Chairperson will be drawn from the NHS Board and the Comhairle voting Members of the Integration Board. If a NHS Board Member is to serve as Chairperson, then the Vice Chairperson will be a Member nominated by the Comhairle and vice versa. The first Chair of the Integration Board will be appointed on the nomination of the NHS Board.

- 3.2** The appointment to Chairperson and Vice Chairperson is time limited to a period not exceeding two years and carried out on a rotational basis between NHS Board and Comhairle appointed Chairpersons. The term of office of the first Chairperson will be for the period to 20 September 2017, thereafter the term of office of the Chairperson will be for a period of two years. The NHS or Comhairle Board may change their appointee as Chairperson or Vice Chairperson during an appointing period.

- 3.3** The Vice-Chairperson may act in all respects as the Chairperson of the Integration Board if the Chairperson is absent or otherwise unable to perform his/her duties.

- 3.4** At every meeting of the Integration Board the Chairperson, if present, shall preside. If the Chairperson is absent from any meeting the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent, a Chairperson shall be appointed from within the Members present for that meeting. Any Depute Member attending the meeting in terms of 2.13 may not preside over that meeting.

- 3.5** Powers, authority and duties of Chairperson and Vice-Chairperson.

The Chairperson shall amongst other things: -

- (a) Preserve order and ensure that every Member has a fair hearing;
- (b) Decide on matters of relevancy, competency and order, and whether to have a recess during the Meeting, having taken into account any advice offered by the Chief Officer or other relevant officer in attendance at the Meeting;
- (c) Determine the order in which speakers can be heard;
- (d) Ensure that due and sufficient opportunity is given to Members who wish to speak to express their views on any subject under discussion;
- (e) Ask the mover of a motion, or an amendment, to state its terms in writing;
- (f) Maintain order and at his/her discretion, order the exclusion of any Member of the public who is deemed to have caused disorder or misbehaved;
- (g) The decision of the Chairperson on all matters within his/her jurisdiction shall be final;
- (h) Deference shall at all times be paid to the authority of the Chairperson. When he/she speaks, the Chairperson shall be heard without interruption; and

- (i) Members shall address the Chairperson while speaking.

4. Meetings

- 4.1** The first meeting of the Integration Board will be convened at a time and place to be determined by the Chairperson. Thereafter the Integration Board shall meet at such place and such frequency as may be agreed by the Integration Board.
- 4.2** The Chairperson may convene Special Meetings if it appears to him/her that there are items of urgent business to be considered. Such Meetings will be held at a time, date and venue as determined by the Chairperson. If the Office of Chairperson is vacant, or if the Chairperson is unable to act for any reason the Vice-Chairperson may at any time call such a meeting.
- 4.3** The Chairperson shall call a meeting of the Integration Board after a requisition for that purpose specifying the business proposed to be transacted, signed by at least two thirds of the voting Members, has been presented to the Chairperson.
- 4.4** Adequate provision will be made to allow for Members to attend a meeting of the Integration Board or a committee of the Integration Board either by being present together with other Members in a specified place, or in any other way which enables Members to participate despite not being present with other Members in a specified place.

5. Notice of Meeting

- 5.1** Before every meeting of the Integration Board, or committee of the Integration Board, a notice of the meeting, specifying the time, place and business to be transacted at it shall be delivered to every Member or sent by post to the usual place of residence of such Members or delivered by electronic means so as to be available to them at least five working days before the meeting. Members may opt in writing addressed to the Chief Officer to have notice of meetings delivered to an alternative address. Such notice will remain valid until rescinded in writing. Lack of service of the notice on any Member shall not affect the validity of anything done at a meeting.
- 5.2** Any such notice will also be published on the websites of both NHS Western Isles and the Comhairle together with links to all Reports to be considered in public.
- 5.3** At all Ordinary or Special Meetings of the Integration Board, no business other than that on the agenda shall be discussed or adopted except where by reason of special circumstances, which shall be specified in the minutes, the Chairperson is of the opinion that the item should be considered at the meeting as a matter of urgency.
- 5.4** Integration Joint Board meetings shall be held in public. The Clerk shall place a public notice of the time and place of the meeting at the designated office or offices of the Integration Joint Board at least five clear days before the meeting is held.
- 5.5** While the meeting is in public the Integration Joint Board may not exclude members of the public and press (for the purpose of reporting the proceedings) from attending the meeting.

- 5.6** The integration Joint Board may pass a resolution to meet in private in order to consider certain items of business, and may decide to do so for the following reasons:
- 5.6.1 The Integration Joint Board is still in the process of developing proposals or its position on certain matters, and needs time for private deliberation.
 - 5.6.2 The business relates to the commercial interests of any person and confidentiality is required, e.g. when there is an ongoing tendering process or contract negotiation.
 - 5.6.3 The business necessarily involves reference to personal information, and requires to be discussed in private in order to uphold the Data Protection Principles.
 - 5.6.4 The business necessarily involves reference to exempt information, as determined by schedule 7A of the Local Government (Scotland) Act 1973.
 - 5.6.5 The Integration Joint board is otherwise legally obliged to respect the confidentiality of the information being discussed.

5.7 The minutes of the meeting will reflect the reasons(s) why the Integration Joint Board resolved to meet in private.

5.8 A member may be regarded as being present at a meeting of the Integration Joint Board if he or she is able to participate from a remote location by a video link or other communication link. A member participating in a meeting in this way will be counted for the purposes of deciding if a quorum is present.

6 Quorum

6.1 No business shall be transacted at a meeting of the Integration Board unless there are present, and entitled to vote both Comhairle and NHS Western Isles Members and at least one half of the voting Members of each of the Comhairle and NHS Western Isles are present

6.2 If within ten minutes after the time appointed for the commencement of a meeting of the Integration Board, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed and the minute of the meeting will disclose the fact.

7 Codes of Conduct and Conflicts of Interest

7.1 Voting and non-voting members of the Integration Joint Board are required to subscribe to and comply with the Code of Conduct which is made under the Ethical Standards in Public Life Act (Scotland) Act 2000. The Commissioner for Public Standards can investigate complaints about members who are alleged to have breached their Code of Conduct. The Standards Officer shall maintain the Integration Joint Board's Register of interests. When a member needs to update or amend his or her entry in the Register, he or she must notify the Standards Officer of the need to change the entry within one month after the date the matter required to be registered.

7.2 The Standards Officer shall ensure that the Register is available for public inspection at the principal offices of the Integration Joint Board at all reasonable times.

7.3 Members must always consider the relevance of any interests they may have to any business presented to the Integration Joint Board or one of its committees and disclose any direct or indirect pecuniary and non-pecuniary interests in relation to such business, before determining whether to take part in any discussion on the matter.

7.4 Members shall make a declaration of any gifts or hospitality received in their capacity as an Integration Joint Board member. Such declaration shall be made to the Standards Officer who shall make them available for public inspection at all reasonable times at the principal offices of the Integration Joint Board.

8 Adjournment of Meetings

8.1 A meeting of the Integration Board may be adjourned to another date, time or place by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the motion.

9 Disclosure of Information

9.1 No Member or Officer shall disclose to any person any information which falls into the following categories:-

- (a) Confidential information within the meaning of Section 50(a) (2) of the Local Government (Scotland) Act 1973 or equivalent health provision
- (b) Any information regarding proceedings of the Integration Board from which the public have been excluded unless or until disclosure has been authorised by the Integration Board or the information has been made available to the press or to the public under the terms of the relevant legislation.

10 Recording of Proceedings

10.1 No sound, film, video tape, digital or photographic recording of the proceedings of any Meeting shall be made without the prior written approval of the Integration Board. For the avoidance of any doubt the restrictions in the first sentence apply to the use of smart phones, tablets and laptops. Meetings of the Integration Board will be broadcast and recorded for minuting purposes.

11 Alteration, Deletion and Revision of Decisions of the Integration Board

11.1 Except insofar as required by reason of illegality, no motion to alter, delete or rescind a decision of the Integration Board will be competent within twelve months from the decision, unless a decision is made prior to consideration of the matter to suspend this Standing Order in terms of Standing Order 12 or the Chairperson rules that there has been a material change of circumstances since the decision, which material change shall be recorded in the minute of the meeting.

12 Suspension, Deletion or Amendment of Standing Orders

- 12.1** Any one or more of the Standing Orders in the case of emergency as determined by the Chair upon motion may be suspended, amended or deleted at any Meeting so far as regards any business at such meeting provided that two thirds of the Members of the Integration Board present and voting shall so decide. Any motion to suspend Standing Orders shall state the number or terms of the Standing Order(s) to be suspended.

13 Motions, Amendment and Debate

- 13.1** Every effort shall be made by Members to ensure that as many decisions as possible are made by consensus. It will be competent for any voting Member of the Integration Board at a meeting of the Integration Board to move a motion or amendment directly arising out of the business before the Meeting.

- 13.2** No Member, with the exception of the mover of the motion or amendment, will speak supporting the motion or amendment until the same will have been seconded.

- 13.3** Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same question at any meeting of the Integration Board except: -

- On a question of Order
- With the permission of the Chairperson
- In explanation or to clear up a misunderstanding in some material part of his/her speech.

In all of the above cases no new matter will be introduced.

- 13.4** The mover of an amendment and thereafter the mover of the original motion will have the right of reply for a period of not more than 5 minutes. He/she will introduce no new matter and once a reply in commenced, no other Member will speak on the subject of debate. Once these movers have replied, the discussion will be held closed and the Chairperson will call for the vote to be taken.

- 13.5** Amendments must be relevant to the motions to which they relate and no Member will be at liberty to move or second more than one amendment to any motion, unless the mover of an amendment has failed to have it seconded. The mover and seconder of the motion will not move an amendment or second an amendment, unless the mover of the motion has failed to have it seconded. If the mover of an amendment has failed to have the amendment seconded, he or she may request to have his or her dissent recorded in the minute of the meeting.

- 13.6** It will be competent for any Member who has not already spoken in a debate to move the closure of such debate. On such motion being seconded, the vote will be taken, and if a majority of the voting Members present vote for the motion, the debate will be closed. However, closure is subject to the right of the mover of the motion and of the amendment(s) to reply. Thereafter, a vote will be taken immediately on the subject of the debate.

- 13.7** When a motion is under debate, no other motion or amendment will be moved except in the following circumstances:
- to adjourn the debate; or
 - to close the debate in terms of Standing Order 14.6.
- 13.8** A motion or amendment once moved and seconded cannot be altered or withdrawn unless with the consent of the majority of those present.
- 14** **Matters reserved to the Integration Joint Board**
- 14.1** The Integration Joint Board shall approve its Standing Orders.
- 14.2** The Integration Joint Board shall approve the establishment of, and terms of reference of all its committees.
- 14.3** The Integration Joint Board shall appoint all committee members, as well as the chair of any committees.
- 14.4** The Integration Joint Board shall approve organizational values, should it elect to formally define these.
- 14.5** The integration Joint Board shall establish a Strategic Planning Group (Section 32 of the Public Bodies (Joint Working) (Scotland) Act 2014), and appoint its membership (except for the members nominated by each constituent party).
- 14.6** The Integration Joint Board shall review and approve its Strategic Plan (Section 33) and any other strategies that it may need to develop for all the functions which have been delegated to it. The Integration Joint Board will also review the effectiveness of its Strategic Plan (Section 37).
- 14.7** The Integration Joint Board shall review and approve its contribution to the Community Planning Partnership for the local authority area. The Integration Joint Board shall also appoint its representative(s) at Community Planning Partnership meetings.
- 14.8** The Integration Joint Board shall approve its Risk Management Policy.
- 14.9** The Integration Joint Board shall define its risk appetite and associated risk tolerance levels.
- 14.10** In the event that the Integration Joint Board employs five or more people, it shall approve its Health & Safety Policy.
- 14.11** The Integration Joint board shall approve its annual financial statement (Section 39).
- 14.12** The Integration Joint board shall approve Standing Financial Instructions and a Scheme of Delegation.
- 14.13** The Integration Joint Board shall approve its annual accounts.
- 14.14** The Integration Joint Board shall approve the total payments to the constituent bodies on an annual basis, to implement its agreed Strategic Plan.

14.15 The Integration Joint Board shall approve the content, format and frequency of performance reporting.

14.16 The Integration Joint Board shall approve its performance report (section 43) for the reporting year.

15 Voting

15.1 Every effort shall be made by Members to ensure that as many decisions as possible are made by consensus.

15.2 Only the four Members nominated by the NHS Board, and the four Members appointed by the Comhairle shall be entitled to vote.

15.3 Every question at a meeting shall be determined by a majority of votes of the Members present and who are entitled to vote on the question. In the case of an equality of votes the Chair shall not have a second or casting vote.

15.4 Every question at a Meeting shall be determined by a majority of votes of the Voting Members present and who are entitled to vote on the question. In the case of an equality of votes the Chair shall not have a second or casting vote. If the Members still wish to pursue the issue voted on, the Chair may either adjourn consideration of the matter to the next meeting of the IJB or to a special meeting of the IJB to consider the matter further.

15.5 The IJB should strive to operate on the basis of consensus and seek to avoid formal dispute. If a discussion at the Joint Board has opposing views expressed, the Chair may want to take indicative soundings from voting members as to whether a consensus or majority position can be achieved.

15.6 If a formal vote is required and the IJB is unable to return a majority position, a formal process of dispute resolution will be invoked. This will involve referring the matter to the Chief Executives of the Comhairle and Health Board for resolution.

15.7 The two Chief Executives will be entitled to draw on whatever support mechanisms are necessary in order to seek agreement, including formal mediation or further consultation. The matter should be brought to a close as quickly as possible but no later than twelve weeks from the IJB's decision to invoke the process of dispute resolution.

15.8 The Chief Executives will be asked to decide whether the recommendations of the report in question should be supported. If the recommendations are agreed, this will be communicated in writing to the IJB within twelve weeks of the IJB's decision to invoke the process of dispute resolution. The IJB will then ensure that any directions required by the decision are prepared and issued to the Health Board or Comhairle or both.

If the Chief Executives agree that the recommendations should not be supported (either in whole or in part) the Chief Officer will be asked to produce another report with new proposals for the IJB under the direction of the Chief Executives. This report should be sent to IJB members within twelve weeks of the IJB's decision to invoke the process of dispute resolution and then discussed at the next calendar meeting of the IJB. Alternatively, the Chair may choose to convene a special meeting of the IJB if the matter is more pressing.

Should the Chief Executives fail to reach an agreement, the matter will be referred to the Scottish Government, to request support to resolve the

dispute. The request to the Scottish Government will stipulate a desire to reach a conclusion within eight weeks of the request being sent.

16 Minutes

16.1 The names of the Members, officers and others present at a meeting shall be recorded in the minutes of the meeting.

16.2 The minutes of the proceedings of a meeting, including any decision or resolution made by that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement by a person nominated by the Chief Officer, after which they will be signed by the person presiding at that meeting. A minute purporting to be so signed shall be received in evidence without further proof.

17 Committees and Working Groups

17.1 The Integration Joint Board may establish any Committee or Working Group as may be required from time to time, but each Working Group shall have a limited time span as may be determined by the Integration Board.

17.2 The Membership, Chairperson, remit, powers and quorum of any Committee or Working Groups will be determined by the Integration Board. The terms of reference of these Committees will be incorporated into a Scheme of Administration (Appendix 1 to the Standing Orders). This Standing Order should be read in conjunction with the Scheme of Administration.

17.3 Agendas for consideration at a Committee or Working Group will be issued by electronic means to all Members no later than five working days (not including Saturday and Sunday) prior to the start of the meeting.

INTEGRATION JOINT BOARD AUDIT & RISK COMMITTEE

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The Integration Joint Board (IJB) is required to properly manage its financial and governance affairs. An Audit & Risk Committee of the IJB will assist in the delivery of those functions.

2. PURPOSE OF THE IJB AUDIT & RISK COMMITTEE

- 2.1 The IJB Audit & Risk Committee will have a key role with regard to:
- ✚ Ensuring sound governance arrangements are in place for the IJB; and
 - ✚ Ensuring the efficient and effective performance of Western Isles' Health and Social Care Partnership in order to deliver the outcomes set out in the Integration Scheme and in line with the approved annual Directions.

3. CONSTITUTION OF THE IJB AUDIT & RISK COMMITTEE

Appointments

- 3.1 The IJB will make all appointments to the IJB Audit & Risk Committee including the appointment of the Chair and Vice-chair of the Committee Membership.
- 3.2 The Committee will consist of 6 voting members of the IJB and two non-voting members, including:
- 3 elected members of the Council
 - 3 non-executive members of the Health Board
 - two non-voting members of the IJB

Chair and Vice-Chair

- 3.3 The Chair and Vice-Chair of the IJB Audit & Risk Committee will be voting members of the IJB and will be appointed from amongst those members appointed to the IJB Audit Committee; one will be an elected member of the Council and the other will be a non-executive member of the Health Board.
- 3.4 The role of Chair and Vice-Chair will rotate every 2 years with the first rotation taking place at the same time as the change to the chairmanship of the IJB. The Chair of the Audit & Risk Committee should be from the organisation not chairing the IJB.

Quorum

- 3.5 4 members of the Committee will constitute a quorum, including 2 elected member of the Council and 2 non-executive member of the Health Board. The attendance of the Chief Officer is required at every meeting to ensure that the meeting is quorate.

Frequency of Meetings

- 3.6 The Committee will meet a minimum of 4 times a year. Additional meetings may be arranged as required.

In Attendance

- 3.7 The Chief Officer, Chief Finance Officer and appointed Internal Auditors and other professional advisers or their nominated representatives will normally attend meetings.
- 3.8 The external auditor will be invited to attend meetings of the IJB Audit & Risk Committee.

Sub-groups

- 3.9 The Committee may at its discretion set up working groups for specific tasks. Membership of working groups will be open to anyone whom the IJB Audit & Risk Committee considers will be able to assist in the task assigned. The working groups will report their findings and any recommendations to the IJB Audit & Risk Committee.

4. POLICY AND DELEGATED AUTHORITY

- 4.1 The IJB Audit & Risk Committee is authorised to request reports and to make recommendations to the IJB on any matter which falls within its Terms of Reference.

5. REMIT

- 5.1 The IJB Audit & Risk Committee will review the overall internal control arrangements of the IJB and make recommendations to the IJB regarding any matters within its Terms of Reference.
- 5.2 Specific areas of responsibility include:

Performance Monitoring and Best Value

1. To ensure that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against agreed objectives, levels and standards of service.
2. To consider reports on performance and to review progress against the national outcomes and the outcomes in the Strategic Plan.
3. To scrutinise performance related strategies and policies and agree escalation to the full IJB for consideration and approval.
4. To review Best Value and performance initiatives.
5. To review its own effectiveness in supporting the IJB's finance and governance responsibilities.

Audit & Risk

1. To review and recommend the annual Internal Audit Plan to the IJB.
2. To oversee and review progress on actions taken on audit recommendations and report to the IJB on these as appropriate.
3. To consider monitoring reports on the activity of Internal Audit.
4. To consider External Audit Plans and reports as appropriate; any matters arising from these and management actions identified in response.
5. To review risk management and insurance (CNORIS) arrangements and receive regular risk management updates and reports.
6. To assess and scrutinise all corporate risks presented by the Chief Officer and, if appropriate, escalate to the full IJB for approval.
7. The Audit & Risk Committee should regularly monitor the approved corporate risk register to ensure, where possible, any identified risk is mitigated within a controlled time period.
8. To ensure compliance with IJB governance arrangements and strategies e.g. Risk Management Strategy, Participation and Engagement Strategy.
9. To be responsible for setting its own work programme including reviews in order to properly advise the IJB on matters covered by the IJB Audit & Risk Committee

Revised: 2023

STRATEGIC PLANNING GROUP

TERMS OF REFERENCE

BOARD	Western Isles Integration Joint Board (IJB)
Committee / Remit	Strategic Planning Group (SPG) – Terms of Reference
Composition	<p>The Strategic Planning Group will be chaired by the Chief Officer (IJB). Vice Chair will be the Chief Officer Partnership Services and Community Care.</p> <p>The following Board Members are not permitted to sit on the Group:</p> <ul style="list-style-type: none"> • Chair of the IJB • Vice Chair of the IJB <p>Overarching governance for the Board is below</p> <ul style="list-style-type: none"> • Chair - Chief Officer (Integration Joint Board) • Vice Chair - Chief Officer Social and Partnership Services <p>Appropriate training and development will be provided, if required, to ensure that members of the Group have the skills and knowledge to carry out these roles.</p>
Membership	<ul style="list-style-type: none"> • Chair (Chief Officer IJB) • Vice Chair (Chief Officer Partnership Services and Community Care) • Head of Public Health Intelligence and Information Services • Lead Officer of Social and Partnership Services • Representative HSCP Leadership Team • Associate Medical Director, NHS WI • Social Work/Social Care Professional, Chief Social Work Officer • Representative, Barra Locality Planning Group • Representative, Uist Locality Planning Group • Representative, Harris Locality Planning Group • Representative, Stornoway and Lewis Locality Planning Group • Representative, Western Isles Third Sector Interface • Representative, Hebridean Housing Partnership • Representative Western Isles Community Care Forum • Representative, Western Isles Cancer Care Initiative • Service User • Unpaid Carer
Purpose	<p>The Integration of Health and Social Care is the Scottish Government's ambitious programme of reform to improve services for people who use health and social care services. Underpinned by the Public Bodies (Joint Working) (Scotland) Act 2014, it aims to ensure that health and social care provision across Scotland is joined-up and seamless, especially for people with long-term conditions and disabilities, many of whom are older people.</p> <p>Integration will see NHS Western Isles, Comhairle nan Eilean Siar and the Third and Independent sectors work together to deliver services which focus around the needs of the person, their carers and family members.</p>

	<p>The key aims of integration are:</p> <ul style="list-style-type: none"> • To improve the quality and consistency of services for patients, carers, service users and their families; • To provide seamless, integrated, quality health and social care services in order to care for people in their homes, or a homely setting, where it is safe to do so; • To ensure resources are used effectively and efficiently to deliver services that meet the needs of the increasing number of people with long-term conditions and often complex needs, many of whom are older.
Remit	<p>The Strategic Planning Group (SPG) acts as an advisory committee to the Integration Joint Board (IJB). The role of the SPG is to identify and raise issues that may impact on the delivery of the local objectives set out in the Strategic Framework and Annual Commissioning Plan and against the agreed national outcomes. The Group provides a forum for initial consultation and community engagement. Members will be expected to contribute to the Group agenda and:</p> <ul style="list-style-type: none"> • Act in an advisory capacity to the IJB; • Represent their sector or professional area; • Comment on and contribute to Partnership change programmes; • Ensure the interests of the four localities are represented; • Contribute to the ongoing development of the Strategic Framework and the annual cycle of commissioning.
Attendance as required	<p>The Strategic Planning Group is empowered to invite other individuals to attend to speak on specific agenda items as required.</p> <p>Core members unable to attend can send an appropriate deputy.</p>
Values and principles	<p>The Ethical Standards in Public Life etc. (Scotland) Act 2000, “the 2000 Act”, provides for Codes of Conduct for local authority Councillors and members of relevant public bodies. The Public Bodies (Joint Working) (Scotland) Act 2014 (Consequential Amendments & Savings) Order 2015 has determined that Integration Joint Boards are “devolved public bodies” for the purposes of the 2000 Act. The code of conduct developed for IJBs use the Model Code and the statutory requirements of the 2000 Act. Partnership is defined, for these purposes, as “the inclusion of all stakeholders involved in the provision of health and social care, including the processes of formulating, designing, reviewing, consulting and negotiating with regard to that provision”. All SPG members must agree to work together within this framework in order to achieve sustainable improvement across the Health and Social Care Partnership, and all members jointly agree to commit to the following values:</p> <ul style="list-style-type: none"> • Mutual trust, honesty and respect • Openness and transparency • Fairness/equity of view • To reflect the SPG and Locality Planning Groups across wider networks • True engagement, recognising each other’s views. •
Admin Support	Chief Officer’s Secretary
Quorum	<p>Meetings of the SPG will be quorate when six members are present. In the absence of the Chairperson, the Vice Chair shall preside. In order for the Group to be quorate the Chair or Vice Chair must be in attendance.</p>

Number of Meetings	The SPG will meet at least four times each calendar year. This can be varied at the discretion of the Chairperson and meetings will normally be held via Microsoft Teams to allow for island-wide attendance.
Reporting / Accountability	SPG is authorised to seek and obtain any reasonable and appropriate information it requires from any key partners in support of the advisory nature of the SPG to further integration of health and social care to meet the needs of communities.
Appropriate Strategic links	IJB Strategic Framework Annual Commissioning Plan and Directions NHS WI Annual Delivery Plan CnES Service Plans (Interplan)
Decision Making	All core members of the SPG are responsible for reaching efficient and effective decisions in order to advise the IJB on the further integration of Health and Social Care alongside voluntary and third sector partners.

Revised: March 2025