

Note of Meeting of Perth and Kinross Integration Joint Board (IJB) Short Life Working Group – Review of Governance and Standing Orders

20 October 2020

Present: Ronnie Erskine (RE), Councillor Xander McDade (XM), Sandra Auld (SA), Sarah Rodger (PKC), Adam Taylor (PKC) and Scott Hendry (PKC).

Members of the Group discussed and reviewed the key themes and proposed scope of the review as per below that had initially been identified by the group in June 2020.

- Purpose of IJB – do current structures work? Review of Integration Scheme will set the context for this.
- Identity of IJB to be enhanced. RE: Need best practice on performance reporting / further research to be done. Noted that performance reporting will be examined as part of Integration Scheme Review.
- Sub-Committees of IJB
RE: Recommend no change to number of sub-Committees. Rotate Chair of Audit and Performance Committee 2 yearly as per IJB.
XM: The previously agreed position of setting up a Clinical Care and Professional Governance Committee should remain. The chairing of any sub-committees should not be rotated to assist with stability and continuity. Considering the budget should not be part of remit of APC.
- Role and membership of Budget Review Group.
RE: Annual budget meeting(s) to include Finance Officers as required from NHS/P&K/HSCP. All finance matters should normally be discussed at Board in public. BRG only sits to consider budget options – 1 meeting? Or in development sessions prior to Board meeting?
XM: Current practice and number of BRG meetings throughout the year should remain as this process has been very productive, alongside public scrutiny at Board.
SA: All board members need to be involved in the budget discussions prior to approval by the board.
- Public vs Private Debate – which matters should be conducted in public at board meetings/sub-committees and which in private at development sessions in order to achieve a proper balance.
RE: Recommend finance issues to be discussed in public at IJB as default position along with items for decision/assurance.
- Membership of IJB – Current training and development / induction to be further developed for new and existing members.
SA: Increase number of public partners appointed to the board and taking part in meetings. Enhanced engagement with and participation of public partners in the work of the board.

XM: Increase from 1 to 2 of both service user and carer representatives on the board. Remuneration should be offered. The board should collectively campaign to amend national legislation to give public partners voting rights.

- Meeting / Agenda Planning

RE: Recommend shorter meetings with tighter agendas - 2-2.5 hour meetings 2-monthly focussed on decisions/assurance – best practice in other IJB's to be reviewed. Items for noting should not normally be discussed (if discussed should have strict time limit say 10-15 minutes). Papers/items for noting to be issued out with meeting or at end of papers) Recommend alternative venues when practicable. Option for public partners to propose items should be available if for decision or assurance. Papers issued in sufficient time with shorter, concise reports. Examine further the advantages/disadvantages of options of live streaming, recording and retaining recording of board meetings.

XM: More frequent IJB meetings required. Reports should be for decision and directions. Shorter and more concise reports. If a report not issued 7 days in advance of a meeting then shouldn't be considered unless is an urgent need. More time dedicated at meetings to discuss statutory responsibilities. Retain live streaming and recording of board meetings.

SA: Look at more plain english language in reports.

- Standing Orders - meeting procedures for emergency arrangements to set out in the SO's rather than agreed on ad hoc basis.

RE: Wording/process of motions and amendments to be simplified. Look at membership period of members. Examine best practice from other IJB areas. Recommend non-voting members to be invited to speak first for some items.

XM: Whole document to be more plain english.

- Stakeholder and public engagement - Develop a deputations and petitions procedure and include in Standing Orders. As part of Integration Scheme review, aspiration for P+K IJB to be sector leading in terms of engagement and participation. Aim to enhance reputation of IJB in the community.

Timescales

To be discussed further at October development session and determined by the Board. Timescales of review of Integration Scheme will also be key.