



## PERTH & KINROSS INTEGRATION JOINT BOARD

15 FEBRUARY 2023

### REVIEW OF STANDING ORDERS

Report by Chief Officer  
(Report No. 23/47)

#### PURPOSE OF REPORT

This report presents proposed changes to the Integration Joint Board's (IJB's) standing orders and decision-making arrangements as part of an annual review.

#### 1. RECOMMENDATION

The Board is asked to agree the proposals as set out in section 3 of the report.

#### 2. BACKGROUND

- 2.1 The current standing orders of the Board (set out in Appendix 1) were created at the inception of the Board in 2015 and have been reviewed on an annual basis in line with Standing Order 20.1. The standing orders are underpinned by the [Public Bodies \(Joint Working\) \(Integration Joint Boards\) \(Scotland\) Order 2014](#), the [Public Bodies \(Joint Working\) \(Scotland\) Act 2014](#), and are also in line with the [Perth and Kinross Integration Scheme](#).
- 2.2 Previous discussions took place between late 2020 and early 2022 on reviewing the standing orders and decision-making arrangements through board member development sessions, a short life working group and also Board meetings however no consensus on the review was reached at that time.

#### 3. PROPOSALS

- 3.1 The Board will be aware that the Integration Scheme for Health and Social Care in Perth and Kinross was reviewed during 2021 and 2022 and was formally agreed by Perth and Kinross Council, NHS Tayside and Scottish Ministers. Whilst discussions continue to take place at a national level on the

National Care Service (Scotland) Bill and the proposed impact that this would have on Integration Joint Boards, the following revisions to the current standing orders of the Board are proposed in line with good governance arrangements and following discussion with the Chair, Vice-Chair, Chief Officer and Legal Adviser to the Board.

### 3.2 Membership

Section 2.2 of the Standing Orders will require to be updated to reflect the recent decision of the Board to increase the number of both service user representatives and unpaid carer representatives from one to two.

Further clarity will also be added surrounding the use of proxy members for any current vacancies on the Board. It will also be made clear that it is the responsibility of any board member to advise the Clerk if they are submitting their apologies for any meeting as well as making the arrangements for any cover for the meeting.

### 3.3 Hybrid Meeting and Emergency Decision Making Arrangements

Following arrangements that were developed and have evolved during the Covid-19 pandemic, the standing orders are to be updated to reflect arrangements for decision making in any emergency circumstances and also the new hybrid / online meeting arrangements and protocols.

### 3.4 Voting / Divisions

It is proposed that revised wording be set out to simplify the process of motions / amendments if there is any division amongst Board members on any item of business. The whole document will also be revised in Plain English.

It is also proposed that in relation to Standing Order 15.4, where a consensus has not been reached and the item of business has been deferred to a further meeting for discussion, the following clause is also added to the Standing Orders:

With reference to Standing Order 15.4, the Chair may also invite non-voting members to cast a non-binding vote, if that would, in their opinion, assist the voting members in reaching a decision at the next board meeting.

### 3.5 Public Engagement

A process for deputations and a petitions procedure is to be further examined to improve engagement and participation. The Board could consider the current procedures used by Perth and Kinross Council for both [deputations](#) and the submission of [petitions](#).

### 3.6. Members Code of Conduct

The relevant section of the Standing Orders will be updated to reflect the Board's revised Code of Conduct for members that was agreed in June 2022.

### 3.7. Reporting to the Board

Section 18.1 of the Standing Orders to be updated to include the Clerk / Standards Officer of the Board who will occasionally report to members on areas such as the Code of Conduct and other governance arrangements.

## 4. **CONCLUSION**

The Board is asked to agree the proposals set out in this report as part of good governance arrangements.

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## **Appendices**

Appendix 1 – current Perth and Kinross Integration Joint Board Standing Orders.