



PERTH AND KINROSS INTEGRATION JOINT BOARD

30 JUNE 2021

Standing Orders and Decision Making

Report by Clerk to Board
(Report No. G/21/93)

PURPOSE OF REPORT

This report presents proposed changes to both the Integration Joint Board's (IJB's) standing orders and decision making arrangements following discussion and feedback from board members.

1. RECOMMENDATION

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

2. SITUATION/BACKGROUND / MAIN ISSUES

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 (SO) 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](#).

A further review of the Standing Orders was discussed at a development session for Board members where it was agreed to form a short life working group to examine this in more detail as well as look at the decision making and meeting arrangements of the Board in broader terms. Two meetings of the working group took place, the discussions and recommendations of which are attached at **Appendix 2**.

3. PROPOSALS

At a previous development session, board members were asked to provide feedback to the current review of the Integration Scheme by the partner bodies, NHS Tayside and Perth and Kinross Council. The outcome of the review of the scheme will determine the future strategic direction, decision making, structure and performance reporting requirements of the Board.

Members will also be aware that at a national level the then Cabinet Secretary for Health and Sport previously announced an intended forthcoming independent national review of care and support services.

In light of this, and following further consideration of feedback from the short life working group, the consensus amongst board members was to focus on reviewing the following areas of governance at present: Board membership, the role of sub-committees and working groups, general meeting arrangements, and some immediate changes to the standing orders.

Following further discussion with the Chair, Vice-Chair, Chief Officer, Head of Finance and Corporate Services and the Legal Adviser to the Board, the following proposals are set out:

3.1 Membership

As reported at the previous meeting of the Board, the Strategic Planning Group has been reviewed and met on 15 June 2021 in order to support the strategic direction of the Board. This will act as an enhanced Stakeholder Group that will engage with public partners, however the direct input of carer and service user representatives to the work of the Board is also acknowledged and it is therefore proposed to increase their formal representation on the Board from one to two non-voting members.

The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 currently sets down in legislation who the voting and non-voting members of IJB's can and cannot be, however it is the role of the Chair and Vice-Chair to ensure that all members of the Board are allowed to express their views as part of the consideration of the business.

Board members will be aware that recent work has taken place on improving induction materials for new members and that drop-in sessions for all members have been arranged to support the on-going induction and training for all board members. One to one sessions between the Chair and all members are also in the process of being arranged to take place following the summer recess.

Proposals: The Board is asked to agree that the standing orders be amended to increase the membership to two service user public partner representatives and two carer public partner representatives, both in a non-voting capacity.

3.2 Sub-Committees / Working Groups

The IJB agreed in November 2018 to formally set up a Clinical, Care and Professional Governance Committee which has yet to meet. At the previous meeting of the Board, members received an update on the extensive measures that the Health and Social Care Partnership has in place to oversee professional, clinical and care governance. The officers of the Board and partnership staff are currently carrying out a further piece of work that will

allow members of the IJB to identify what further developments would enable them to be assured that adequate measures are in place and are being effectively utilised which will then become the focus of further, more detailed, and regular reports to the IJB to enable members to carry out their responsibilities in this regard. Once this work has been completed, which is being carried out alongside the ongoing review of the Integration Scheme, a further report will be submitted to the IJB with proposals for board members to consider.

The working group also looked at the chairing of the Audit and Performance Committee compared to the rotating of the Chair of the IJB on a two yearly basis. It is intended that the period of chairing of any committees of the IJB is looked at again when the new Chair and Vice-Chair of the IJB are in place in October 2021 in line with the Integration Scheme.

The Budget Review Group (BRG) is an informal member/officer working group that provides an opportunity for more detailed scrutiny and challenge of the IJB's budget proposals in advance of formal public consideration by the IJB. Whilst there is often a level of broad agreement to proposals being put forward by officers, the aim is not to agree the budget in advance of public consideration but to share detailed information and enable members to seek additional information ahead of formal consideration. The IJB has regularly sought feedback from the BRG process at public meetings to inform members of considerations and concerns. A formal recommendation is not sought. The Chair of the Budget Review Group is not agreed by partner bodies due to its informal nature. Instead its chair has been agreed between the Chair and Vice Chair of the IJB.

The IJB BRG process has, in previous years, involved a large number of meetings considering different elements of the budget at different stages. However the Partnership Integrated Finance Team lead by the Head of Finance and Corporate Services now has full responsibility for financial management support to all budgets and therefore the BRG process for 2020/21 was significantly streamlined. There are a number of further opportunities to stream line information sharing and forward planning that will further increase efficiency and effectiveness.

It is recognised that given the need to re-start a three year financial planning process following this extraordinary budget round, that additional IJB developments sessions should be considered over June to September as agreed by the IJB Chair and Vice-Chair to support consideration of the development of three year strategic priorities and their link to the three year financial plan. The Strategic Planning Group will also have a key role over that period in considering key plans.

Proposals:

The Board is asked to note the position set out above in relation to Clinical, Care and Professional Governance and to endorse the position in relation to the Budget Review Group.

3.3 Meeting Arrangements

As outlined earlier in the report and reported to the previous meeting of the Board, the Strategic Planning Group has been reviewed and met earlier in June. The group comprises of a number of stakeholders and will act as a sounding board for discussions around the strategic business to be considered by the IJB. The intention is for the group to provide more of a focus on what key decisions are required to be made and directions to be given by the IJB. This will assist with the agenda management for IJB meetings. Members will also note that a review of the forward planner for future meetings of the IJB has also taken place and is set out later on the agenda for this meeting. Alongside this, further work is taking place to explore alternative communication mechanisms to discuss / pass on information to board members alongside the existing use of development sessions. Best practice from other IJB's will also be considered.

This will mean that there will be no requirement for additional IJB meetings to be scheduled throughout the year (which would also have additional resource implications) other than the requirement for any special meetings to be arranged for any urgent business as and when required. It is acknowledged that the health and wellbeing of both board members and staff should be a key consideration when determining the length of meetings, particularly the use of virtual meetings at this present time.

In terms of increased transparency and public access to the business of the IJB, it is recommended to continue to live stream virtual meetings of the IJB and any of its committees via Microsoft Teams, with recordings of the meetings available via the Perth and Kinross Health and Social Care Partnership's YouTube channel following the meeting.

The rotation of venues for meetings will also be examined if there is a move back to physical or hybrid meetings of the board in future.

Proposal:

The Board is asked to agree that the current meeting arrangements remain in place and to note the further work that is taking place on agenda management for IJB meetings and the investigations into alternative communication mechanisms for board members.

3.4 Standing Orders

As already stated, the review of the Integration Scheme may necessitate further changes to the standing orders of the Board as well as any legislative changes at a national level, however the following immediate changes are proposed based on good practice and discussions with board members.

- Process for urgent / emergency meeting arrangements to be clearly set out in Standing Orders, based on the practices developed during COVID-19.
- The document to be revised in Plain English.
- Revised wording to be set out to simplify the process of motions and amendments.
- Further clearer wording to be added on the process for proxy members, changes in membership and vacancies.
- A process for deputations and a petitions procedure to be further examined to improve engagement and participation.

Proposal:

The Board is asked to agree that revised standing orders are submitted to the next meeting of the Board for approval in line with the above proposals.

4. CONCLUSION

Following the discussions between board members and officers at both development sessions and the short life working group, the Board is asked to approve the proposals set out in the report in relation to decision making, meeting arrangements and standing orders.

Author

Name	Designation	Contact Details
Scott Hendry	Clerk to Board Perth and Kinross Council	committee@pkc.gov.uk

NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
HSCP Strategic Commissioning Plan	Yes
Transformation Programme	N/A
Resource Implications	
Financial	N/A
Workforce	N/A
Assessments	
Equality Impact Assessment	N/A
Risk	N/A
Other assessments (enter here from para 3.3)	N/A
Consultation	
External	Yes
Internal	Yes
Legal & Governance	
Legal	Yes
Clinical/Care/Professional Governance	N/A
Corporate Governance	N/A
Directions	N/A
Communication	Yes
Communications Plan	N/A

1. Strategic Implications

1.1 Strategic Commissioning Plan

This section should set out how the proposals relate to the delivery of the Perth and Kinross Strategic Commissioning Plan:

- 1 prevention and early intervention,
- 2 person centred health, care and support
- 3 work together with communities
- 4 inequality, inequity and healthy living
- 5 best use of facilities, people and resources

This report sets out proposals to enable the Board to carry out its duties as part of the implementation and scrutiny of the Strategic Commissioning Plan.

2. Resource Implications

2.1 Financial

N/A

2.2 Workforce

N/A

3. **Assessments**

3.1 Equality Impact Assessment

Under the Equality Act 2010, PKC and NHS Tayside is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the HSCP to demonstrate that it is meeting these duties.

This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as **not relevant** for the purposes of EqIA

3.2 Risk

N/A

3.3 Other assessments

N/A

4. **Consultation**

4.1 External

External advice has been sought from CIPFA as part of the preparation of this report.

4.2 Internal

Consultation has taken place with board members and the statutory officers.

4.3 Impact of Recommendation

N/A

5. **Legal and Governance**

- 5.1 The Legal Advisor to the Board has been consulted in the preparation of this report.

6. Directions

N/A

7. Communication

- 7.1 Information relating to meetings of the Board and its Committees are available via Perth and Kinross Council's website and the Partnership's YouTube channel.

8. BACKGROUND PAPERS/REFERENCES

N/A

9. APPENDICES

Appendix 1 – current Standing Orders of the Board.

Appendix 2a & 2b – Minutes of Short Life Working Group.