



# REPORT

Item No: 7

<b>SUBJECT:</b>	Terms of Reference
<b>TO:</b>	Integration Joint Board
<b>Lead Officer for Report:</b>	Chief Accountable Officer
<b>Author(s) of Report</b>	Operational Manager
<b>DATE:</b>	30 November 2017

## 1. PURPOSE OF REPORT

This paper is coming to the IJB:

For approval	<input checked="" type="checkbox"/>	For endorsement	<input type="checkbox"/>	To note	<input type="checkbox"/>
--------------	-------------------------------------	-----------------	--------------------------	---------	--------------------------

- 1.1 To approve the updated Terms of Reference for the Integration Joint Board (IJB).
- 1.2 To approve the updated terms of reference for the Performance, Finance & Audit Committee.
- 1.3 To note the changes to the IJB membership.

## 2. ROUTE TO THE BOARD

This paper has been:

Prepared by: N/a	Reviewed	<input type="checkbox"/>	Endorsed	<input type="checkbox"/>
------------------	----------	--------------------------	----------	--------------------------

## 3. RECOMMENDATIONS

- 3.1 It is recommended that the IJB;
  - 3.1.1 Considers and approves the updated terms of reference for the IJB and its committees
  - 3.1.1 Notes the updated membership

## 4. BACKGROUND/SUMMARY OF KEY ISSUES

### 4.1 LEGISLATIVE CONTEXT

- 4.1.1 The Public Bodies (Integration Joint Boards) (Scotland) Order 2014 sets out the governance arrangements for the Integration Joint Board including the arrangements for the establishment of Committees.

In particular it notes:

- that the Integration Joint Board can delegate such responsibilities to committees as it sees fit;
- that the Integration Joint Board must determine who will be the chair of any committee it establishes;
- that only members of the Integration Joint Board can be members of its committees;
- that any committee must include voting members and they must be drawn equally from those elected by the local authority and those elected by the Health Board;
- that any decision a committee takes relating to the carrying out of functions under the Act or integration functions must be agreed by a majority of the votes of the voting members who are part of that committee.

#### 4.2 INTEGRATION JOINT BOARD

4.2.1 The Terms of Reference for the Integration Joint Board are formally set out in the Public Bodies (Joint Working) Integration Joint Monitoring Committees (Scotland Act) Orders 2014 with particular reference to the Scottish Statutory Instruments 2014 No.285.

4.2.2. A summary of the key points including membership and quoracy is attached as a working version of the IJB terms of Reference but should be read in conjunction with the Standing Orders.

### 5. CONCLUSION

5.1 The IJB is asked to endorse the updated Terms of Reference for its Committee's noting the revised membership and revised frequency of meetings.

### 6. IMPLICATIONS

#### 6.1 NATIONAL OUTCOMES

6.1.1. This relates to all nine national outcomes as proper oversight and governance of the integrated arrangements is essential to ensuring that services deliver in line with expectations.

#### 6.2 ASSOCIATED MEASURE(S)

6.2.1 There will be a comprehensive performance management system and reporting arrangements developed to cover both delivery and resourcing of integrated services. The Integration Joint Board and its committees will have the opportunity to amend these as they see fit.

#### 6.3 FINANCIAL

6.3.1 North Lanarkshire Council currently provides secretarial and administrative support to the IJB and its committees. This will form part of the provision of support services to the Joint Board and is resource neutral.

This report has been reviewed by finance:

<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
--------------------------	----	--------------------------	-----	-------------------------------------

6.4 PEOPLE  
N/A

6.5 **INEQUALITIES**  
EQIA Completed:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
-----	--------------------------	----	--------------------------	-----	-------------------------------------

7. **BACKGROUND PAPERS**  
None

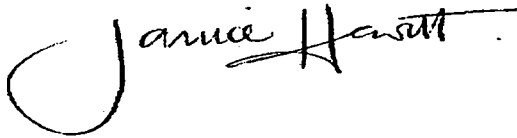
8. **APPENDICES**

Appendix 1: Terms of reference for the IJB

Appendix 2: Terms of Reference for the Finance, Audit and Performance Committee

9. **VARIATIONS TO DIRECTIONS?**

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
-----	--------------------------	----	-------------------------------------	-----	--------------------------



.....  
CHIEF ACCOUNTABLE OFFICER (or Depute)

Members seeking further information about any aspect of this report, please contact Christine Jack on telephone number 01698 855539



# Health & Social Care North Lanarkshire

Appendix 1

TERMS OF REFERENCE

INTEGRATION JOINT BOARD (IJB)

DATE: November 2017

## 1. Purpose

The primary function of the IJB is to ;

- Develop an annual commissioning plan
- Direct NLC and NHSL to carry out of the functions delegated to it through the North Lanarkshire Integration Scheme.
- Produce an annual report on progress
- Oversee operational delivery of integrated services
- Approve the annual accounts

## 2. Membership and Quoracy

The IJB will meet five times per annum. Additional or extended meetings may be held as necessary.

The procedure for appointment of members and transaction of business is set out in the Scottish Statutory Instruments (2014) No.285.

No business is to be transacted at a meeting of the IJB unless at least one half of the voting members are present (two members from NLC member and two members from NHSL).

The Parties have agreed that the first chair of the Joint Integration Board will be drawn from the members nominated by North Lanarkshire Council and the Vice Chair will be drawn from the members nominated by the Health Board. The term of office for the Chair and Vice Chair will be 3 years (from 27<sup>th</sup> June 2015).

The role of Chair and Vice Chair will alternate between the constituent authorities on this 3 year cycle.

Current IJB membership is set out below.

## 3. Reporting Arrangements

Minutes of each meeting will be ratified at the next IJB meeting, signed by the Chair and thereafter made publically available via NLC website (MARS)

#### 4. Key Responsibilities

The IJB will;

- Approve the directions to NHSL and NLC
- Approve the Strategic Commissioning Plan
- Approve the annual Performance Report
- Approve the financial offer
- Approve the appointment of the Chief Accountable Officer
- Approve the appointment of the Chief Financial Officer (Section 95)
- Approve the annual accounts
- Approve, review and maintain effective governance arrangements for the discharge of IJB functions
- Ensure that a Participation and Engagement strategy is developed and is effectively put in place
- Ensure that a records management plan is developed and implemented in line with the duties as set out in the Public Records Act
- Ensure effective communication and engagement with key partner organisations, in particular NHSL, NLC and North Lanarkshire Partnership Board
- Monitor risk on an annual basis
- Review its Terms of Reference on an annual basis
- Review its committee structure on annual basis

Ratified by Integration Joint Board :	12.12.17
Review Date:	December 2018

**INTEGRATION JOINT BOARD  
MEMBERSHIP**

<b>VOTING MEMBERS</b>	
Councillor Paul Kelly (Chair)	NLC Councillor
Councillor Meghan Gallacher	NLC Councillor
Councillor James Logue	NLC Councillor
Councillor Alan Stubbs	NLC Councillor
Dr Avril Osborne (Vice Chair)	NHS Lanarkshire Non Executive Director
Mr Phil Campbell	NHS Lanarkshire Non Executive Director
Mr Michael Fuller	NHS Lanarkshire Non Executive Director
Mrs Margaret Morris	NHS Lanarkshire Non Executive Director
<b>NON VOTING MEMBERS</b>	
<b>Professional Advisors</b>	
Ms. Janice Hewitt	Chief Accountable Officer
Dr. Tyra Smyth	General Practitioner (GP)
Mrs. Anne Armstrong, Nurse Director H&SC NL	Nurse Representative
Dr. Rory Mackenzie, Consultant in Geriatric Medicine, Acute Division, NHSL	Secondary Medical Care Practitioner
Ms. Marie Moy	Section 95 Finance Officer
Ms. Alison Gordon, Head of Children's, Families and Justice services	Chief Social Work Officer of NLC
Dr Alastair Cook	Medical Director, H&SC NL
<b>Stakeholder Members</b>	
John Watson, Unison	Employee Representative (NLC)
Cathy McGinty, Unison	Staff Side Representative (NHSL)
Kenny Moffat, Chief Executive, VANL	Third Sector Representative
Elizabeth Seaton, Partnership for Change	User Representative
Harry Robertson, North Lanarkshire Carers Together	Carer Representative
<b>Officers in Attendance</b>	
Ross McGuffie	Head of Planning, Performance & Assurance H&SC NL (Deputy CAO)
Owen Watters	Interim Head of Health H&SC NL
Robert Miller	Head of Adult Social Work Services, H & SC NL
Christine Jack	Operational & Business Manager, H & SC NL
	Head of Housing Solutions
<b>Committee Clerk</b>	
Margaret Shankland	NLC Democratic & Legal Services



COMMITTEE: PERFORMANCE, FINANCE AND AUDIT COMMITTEE

DATE: November 2017

### 1. Purpose

The Performance, Finance and Audit Committee has been established by the Integration Joint Board (IJB) to:

- Take responsibility for a range of matters relating to finance, internal audit and external audit.
- Ensure financial and other controls are in place and operate effectively, including processes for audit and risk management.
- Oversee the development of the annual integrated budget and financial statement.
- Take responsibility for a range of matters relating to service provision and performance reporting.
- Ensure the delivery of the highest possible quality of service to users by monitoring performance and considering audit inspection reports.
- Oversee the development of the annual performance report.

### 2. Membership and Quoracy

Meetings will be held five times a year. Additional meetings may be held as necessary.

The IJB shall appoint the Committee and nominate a Chair and Vice Chair.

The Committee will comprise of 11 members as follows;

- 4 voting members appointed by the NHS Lanarkshire Health Board (NHSL).
- 4 voting members appointed by North Lanarkshire Council (NLC).
- 3 non voting members.

The quorum for meetings of the Committee is four voting members, comprising two NLC members and two NHSL members.

The Chief Accountable Officer and the Chief Financial Officer will attend. Attendance by other staff will be agreed by the Chair in advance.

### 3. Reporting Arrangements

The Committee will report to the IJB.

The minutes of Committee meetings will be submitted to the next appropriate meeting of the Committee for approval and signed by the Chair as a correct record and thereafter to the IJB for noting.

### 4. Key Responsibilities

In relation to finance matters, the Committee is authorised to:

- Provide financial governance and scrutiny of the in scope budget for the IJB.

- Review the annual budgets with recommendations to the IJB.
- Review the overall internal control arrangements of the IJB and ensure that appropriate levels of accountability, scrutiny and discussion are undertaken in the key areas of business.
- Ensure that the senior management team maintain effective controls within their services which comply with financial procedures and regulations.
- Ensure effective arrangements are in place to register all finance and audit risks as soon as possible and that the appropriate lead officer is notified to ensure compliance and mitigating actions are detailed.
- Review risk management arrangements and receive regular risk management updates and reports, as appropriate.
- Report and review the IJB's financial strategy in support of the strategic commissioning plan and recommend approval to the IJB.
- Receive reports in new and emerging national policy developments related to health and social care and consider any impact on the financial position.
- Consider the Annual Accounts and oversee the preparation of the Governance Statement before submission to and approval by the IJB.

In relation to audit matters, the Committee is authorised to:

- Approve annually the risk-based Internal Audit plan, including Internal Audit's resource requirements.
- Consider reports from Internal Audit on their activity and performance during the year including the Internal Audit annual opinion on the overall adequacy and effectiveness of the IJB's framework of governance, risk management and control.
- Consider the external auditor's annual plan and all relevant external audit reports issued to those charged with governance.
- Consider, where appropriate, responses to internal and external audit and scrutiny reports and to monitor any subsequent recommendations and requirements emanating from these.
- Consider and review strategic financial risks pertaining to the IJB's responsibilities.

In relation to performance matters, the Committee will:

- Review service performance reporting processes
- Review quarterly performance and recommend remedial action to address concerns
- Consider response / actions in relation to any external scrutiny reports that relate to service provision.
- Oversee the implementation of any recommendations made within external scrutiny reports.
- Consider response / actions in relation to support, care & clinical governance incident reports and oversee the implementation of any actions.
- Ensure a rigorous and systematic approach to the monitoring of delivery of national and local priorities
- Ensure effective arrangements are in place to register all performance and operational risks as soon as possible and will ensure that the appropriate lead officer is notified to ensure compliance and mitigating actions are detailed.
- Review complaints and compliments on a quarterly basis
- Oversee the development of the annual performance report

Ratified by Integration Joint Board :	December 2017
Review Date:	November 2018