

## **REPORT TO ABERDEENSHIRE INTEGRATION JOINT BOARD 01 JUNE 2022**

### **CLINICAL AND ADULT SOCIAL WORK GOVERNANCE COMMITTEE – TERMS OF REFERENCE**

#### **1 Recommendation**

**It is recommended that the Integration Joint Board (IJB):**

- 1.1 Approve the updated Clinical and Adult Social Work Governance Committee Terms of Reference attached at Appendix 1**
- 1.2 Following the Local Government Election on 5 May, 2022, to agree nominations for the appointment of a replacement Aberdeenshire Councillor Member to the Clinical and Adult Social Work Governance Committee**
- 1.3 Subject to approval of recommendation 1.1 and the new Terms of Reference, to agree nominations for the appointment of one additional Aberdeenshire Councillor Member and one additional Health Board Member to the Clinical and Adult Social Work Governance Committee**
- 1.4 Agree to update the IJB Governance Handbook to reflect the revised version (appendix 1) of the CASWG Committee's Terms of Reference**

#### **2 Directions**

- 2.1 No direction requires to be issued to Aberdeenshire Council or NHS Grampian as a result of this report.**

#### **3 Risk**

- 3.1 IJB Risk 6: Service/business alignment with current and future needs - requirement to plan, manage and deliver services that are fit for the future**

#### **4 Background**

- 4.1 The Clinical and Adult Social Work Governance Committee's current Terms of Reference was approved by the IJB on 30th October 2019. The Terms of Reference clarifies the scope, objectives and operational processes of the committee which support it to carry out its delegated functions as a committee of the IJB.**

- 4.2 The Terms of Reference provides that it shall be reviewed every 2 years. A review of the Committee's Terms of Reference was considered at the September 2021 Committee meeting to ensure the Terms of Reference reflected accurately the responsibilities of the committee. Some improvements to the Terms of Reference were considered at that meeting.
- 4.3 The points raised by members were then further developed by the CASWG Group. A revised Terms of Reference was considered and supported by the Committee at its meeting on 8<sup>th</sup> April 2022. The updated Terms of Reference is attached as Appendix 1.

## 5 Updates

- 5.1 The following summarises the main changes proposed to the new Terms of Reference which have been considered and supported by the Committee:
- The Committee membership comprised of IJB members will be increased from four to six, and will be made up of:
    - two health board members,
    - two Aberdeenshire councillors, and
    - two stakeholder members (public, carer, third sector or staff side)
  - If a committee member is not able to attend they will not need to nominate a deputy
  - Reporting Arrangements – removal of 'An annual written report will be provided to the IJB to demonstrate activity', as current reporting arrangements are for quarterly reports to be submitted to the IJB
  - Refresh of the organisational structure diagram
- 5.2 The current membership of the CASWG Committees is:
- Current Health Board member is Ms Rachael Little (Chair).
  - Current non-voting members are Ms Angie Mutch – IJB Public Representative (Vice-Chair) and Ms Sue Kinsey – Third Sector Representative.
  - Prior to the Local Government Election, the Aberdeenshire Council member was Provost William Howatson.
- 5.3 The IJB are invited to appoint a replacement councillor for the position previously filled by Provost Howatson, as well as one additional councillor and one additional Health Board member, following the increase in membership in line with the new Terms of Reference.



- 5.4 If the updated Terms of Reference is approved by the IJB, the IJB Governance Handbook will require to be updated with the revised version (appendix 1) of the CASWG Committee's Terms of Reference.
- 5.5 The Chief Officer, along with the Chief Finance Officer and the Legal Monitoring Officers within Business Services of the Council have been consulted in the preparation of this report and their comments (to be incorporated) have been incorporated within the report.

## **6 Equalities, Staffing and Financial Implications**

- 6.1 An equality impact assessment is not required because this report has no differential impact on people with protected characteristics.

***Geraldine Fraser, Partnership Manager – Central  
Aberdeenshire Health and Social Care Partnership***

Report prepared by Wendy Probert, Strategic Development Officer  
Date 9<sup>th</sup> May 2022

## Appendix 1 – CASWG Committee – Updated Terms of Reference

### Aberdeenshire Clinical and Adult Social Work Governance Committee Terms of Reference

#### 1. Purpose

Aberdeenshire Integration Joint Board (IJB) has a statutory duty to ensure services directly provided or commissioned by Aberdeenshire Health and Social Care Partnership are safe, effective and person centred. This duty applies to all functions delegated to the IJB under the terms of the [Public Bodies \(Joint Working\) \(Scotland\) Act 2014](#) as set out in the [Health & Social Care Integration Scheme for Aberdeenshire](#).

The national [Clinical and Care Governance Framework](#) defines clinical and care governance as:

***“the process by which accountability for the quality of health & social care is monitored and assured”***

The Aberdeenshire Clinical and Adult Social Work Governance Committee is a formal subcommittee of the IJB which will:

1. Provide leadership for the development and implementation of clinical and adult social work governance within the Partnership
2. Ensure service users and their representatives and staff at all levels of the organisation are engaged with clinical and adult social work governance
3. Assure the IJB that appropriate clinical and adult social work governance mechanisms are in place and functioning effectively throughout the organisation

To deliver this remit, the Clinical and Adult Social Work Governance Committee will:

- Promote culture, policy and practice across the Health & Social Care Partnership which supports the development and delivery of safe, effective, person centred care
- Direct and oversee the implementation of the [Clinical and Care Governance Framework](#) across integrated health & social care services in Aberdeenshire
- Seek assurance that safe, effective, person centred care is delivered by the Health & Social Care Partnership by receiving and scrutinising regular reports from the Clinical and Adult Social Work Governance Group
- Seek assurance that due process has been followed in the development of policy applicable to the Health & Social Care Partnership before recommending approval to the Integration Joint Board
- Seek assurance that relevant national policy initiatives have been implemented effectively by the Health & Social Care Partnership
- Participate in the process of approval of local clinical and adult social work guidelines

and procedures where they affect a range of services or professional groups, have wider organisational significance, or differ from national guidance due to local circumstances

- Monitor issues that may impact on the delivery of safe, effective, person centred care and seek assurance that identified risk is mitigated by appropriate action
- Prepare and submit a quarterly report to the Integration Joint Board, highlighting key areas of clinical and adult social work governance activity and any areas of concern
- Work with the Clinical and Adult Social Work Governance Group to develop and deliver an annual clinical and adult social work governance improvement plan

## 2. Membership

The Clinical and Adult Social Work Governance Committee membership will be representative of the functions delegated to the Integration Joint Board by NHS Grampian and Aberdeenshire Council and will include:

- Six Aberdeenshire IJB members representative of:
  1. NHS Grampian – 2 members
  2. Aberdeenshire Council – 2 members
  3. Public, carer, third sector or staff representative – 2 members
- Professional advisors to the Committee:
  - Aberdeenshire HSCP Chief Officer (or nominated deputy)
  - Chair/Deputy Chair of Aberdeenshire Clinical and Adult Social Work Governance Group
  - Aberdeenshire Chief Social Work Officer (or nominated deputy)
  - Aberdeenshire Clinical Governance Lead (or nominated deputy)
  - Aberdeenshire HSCP Quality Improvement & Assurance Facilitator
  - Aberdeenshire HSCP Strategic Development Officer

Other Officers may be invited to attend by invitation or by arrangement with the Chair.

## 3. Chair and Deputy Chair

The Chair and Deputy Chair of the Clinical and Adult Social Work Governance Committee will be appointed by the Integration Joint Board from the IJB membership at a fully constituted meeting. Tenure will be a period of two years.

## 4. Responsibilities of Members

Members of the Clinical and Adult Social Work Governance Committee are expected to attend and actively participate in meetings and activities defined above to enable the Committee to fulfil its remit effectively.

If a Committee member is unable to attend, feedback, comments or points raised on meeting business can be submitted to the Chair for consideration

The Committee may invite others with appropriate expertise, knowledge or understanding to attend the meeting to inform discussion, provide assurance and support decision making on specific agenda items where necessary.

It is recognised that Committee members may occasionally be called to respond to urgent matters during the meeting but it is politely requested that routine business is not carried out while in attendance.

## **5. Quorum**

The meeting will be considered quorate when the Chair or Deputy Chair and a minimum of 4 four other committee members are present.

No business shall be transacted unless this minimum number of Members is present.

For the purposes of determining whether a meeting is quorate, Members attending by either video or tele-conference link will be determined to be in attendance.

## **6. Meetings**

Administrative support for the Clinical and Adult Social Work Governance Committee will be provided by Aberdeenshire Health & Social Care Partnership.

The Committee will meet quarterly, with meetings scheduled between those of the Clinical and Adult Social Work Governance Group. A calendar of meetings for each year will be agreed and distributed to Committee members. Additional meetings may be convened by the Chair whenever necessary.

Meetings will be structured around standing agenda items to ensure that all aspects of clinical and care governance are considered.

Agenda items and reports will be requested four weeks in advance of the meeting date and must be received by the administrator within two weeks.

All papers must clearly state:

- the agenda reference
- the author
- the purpose of the paper
- the matters the Committee is asked to consider
- the actions on which the Committee is asked to advise.

The agenda and associated papers will be circulated to members a minimum of one week ahead of the meeting.

Late agenda items and reports will be sent to the Chair to determine whether they will be included at the meeting.

A formal minute of the Committee meeting will be taken. Any confidential items will be recorded separately. The draft minute will be circulated to members within two weeks.

## **7. Authority**

The Clinical and Adult Social Work Governance Committee has the authority to investigate any matter that falls within its terms of reference and to obtain professional and legal advice as required. To this end, the Committee is authorised to seek and obtain any information it requires from employees of Aberdeenshire Council, NHS Grampian or any organisation commissioned by Aberdeenshire HSCP.

The Committee may form one or more sub-groups to support the Clinical and Adult Social Work Governance function within the Partnership.

## **8. Duties**

The Clinical and Adult Social Work Governance Committee is responsible for the oversight of clinical and adult social work governance within Aberdeenshire Health and Social Care Partnership. Specifically, it will:

1. Agree the Partnership's clinical and adult social work governance priorities
2. Monitor scrutinise and give direction to the clinical and adult social work governance activities of the Partnership
3. Check and report to the IJB that effective structures are in place to underpin clinical and adult social work governance
4. Review and monitor the effectiveness of clinical and adult social work governance systems and ensure action is taken to address any areas of concern
5. Ensure that an effective system is in place to manage clinical and adult social work governance risks, including emergency and service/business continuity planning, in line with the agreed Risk Management Strategy for the IJB
6. Ensure that an effective system is in place to manage clinical and adult social work audit and service improvement activity
7. Direct and scrutinise clinical and adult social work audit and service improvement activity
8. Seek assurance of the effectiveness of mechanisms for engagement with health and social care partners, key stakeholders and the public



9. Seek assurance of the effectiveness of mechanisms for the management of complaints and adverse events
10. Seek assurance that accountable officers take effective action based on learning from adverse events and complaints
11. Monitor clinical and adult social work performance indicators to gain assurance across the whole health and social care system
12. Monitor audit and inspection reports from external monitoring and scrutiny bodies in relation to clinical and adult social work governance
13. Seek assurance that effective action has been taken by accountable officers on any requirements, recommendations or issues arising from relevant audit and inspection reports
14. Receive reports on child and adult protection activities
15. Escalate to the IJB any clinical and care governance risk that is not adequately mitigated by the control measures identified

## **9. Reporting Arrangements**

The Chair of the Clinical and Adult Social Work Governance Committee will be a member of and will report directly to the IJB.

A quarterly written report will be provided to the IJB, and any other relevant bodies or individuals, on any matter which is agreed as requiring escalation

The role, function and membership of the Committee will be reviewed annually to ensure it continues to develop, perform its duties and fulfil its purpose effectively.

An organisational structure showing the main reporting and accountability lines for clinical and adult social work governance is included at Appendix 1.

Date approved: 01/06/2022

Review date: 01/06/2023



**Appendix 1: Clinical and Adult Social Work Governance Reporting Structure**

