

REPORT TO INTEGRATION JOINT BOARD 6 DECEMBER 2023

GOVERNANCE UPDATE

1 Recommendation

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

1.1 Consider and comment on the updates provided in this report and

1.2 Instruct the Chief Officer to initiate a recruitment campaign for a new non-voting carer representative member of the IJB.

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 There are no risks identified on the Risk Register.

4 Background

Self-Assessment

4.1 The IJB agreed on the 23rd of August to initiate a review of the IJB Handbook and the membership. As the IJB is aware, there has been a focussed project to strengthen the governance of the IJB and as part of that there have been a set of self-assessments completed with each of the Audit Committee, the Clinical and Adult Social Work Governance Committee and the Strategic Planning Group. These self-assessments have begun, though not all are finally complete. Discussions have centred on Quality Standards, agreed with the Chief Officer, which are: -

1. The IJB has a Strategic Plan for delivery of identified outcomes which ensures adequate alignment with other aligned strategic plans.
2. The IJB can demonstrate public money is used to maximum benefit to deliver measurable outcomes for the local population in delivery of the Strategic Plan.
3. The IJB can demonstrate quality improvement in delivery of outcomes.
4. The IJB can demonstrate appropriate governance, and oversight in delivery of the Strategic Plan.
5. The IJB effectively engages with partners and the community.

4.2 The self-assessment discussions culminated in the groups scoring themselves using a scoring matrix specifically designed to highlight areas where there is a need to develop, areas to explore and areas to maintain. This will lead to the

development of a development plan for each of the Committees and groups which will drive improvement going forward.

- 4.3 The next step is that the IJB shall consider the scores from each of the self-assessments of the groups who provide assurance to the IJB on different areas of business. The IJB Audit Committee on finance and risk, the Clinical and Adult Social Work Governance Committee on clinical and social care risk and the Strategic Planning Group on the development and monitoring of plans. A date is being identified at present for discussion at a development session of the IJB to discuss the Self-Assessment outputs and to come to a score overall.
- 4.4 Also as part of the self-assessment discussions and the ongoing governance support over the summer, work has commenced on a new section for the Handbook specifically focussed on scrutiny. This will narrate what scrutiny is, and what processes can be followed where the IJB or a Committee, feel that they are not assured. This is based on previous reports however may be subject to change following the IJB's self-assessment.

Audit

- 4.5 The Audit Committee Terms of Reference will be expanded to include reference to the scrutiny section, as well as a new section clearly narrating the relationship between the IJB Audit Committee and the Audit Committees of both NHS Grampian and Aberdeenshire Council. This will clarify the governance roles around audit and will set and manage the expectations.

Clinical and Adult Social Work Governance Committee

- 4.6 The discussions during the self-assessments have been useful in setting a baseline for where the Committees feel that they are and have highlighted both areas where there is a high degree of confidence, and others where there are not. There are elements from the self-assessment which may necessitate change to the IJB Handbook. One such element is as a result of an internal audit recommendation in relation to publication of the Clinical and Adult Social Work Governance agendas. The information governance rules between the Council and NHS Grampian are different, and work is ongoing with information governance colleagues in NHS Grampian to ensure that there are appropriate exemptions for information to come to the IJB and IJB Committees without publishing information that NHS Grampian would not. This is one of the key areas of focus and there are ongoing discussions with key members of staff in NHS Grampian. This will result in a review to the list of exemptions in the Handbook. It is anticipated that this will be completed in December for reporting back to the IJB in January subject to diaries and capacities.
- 4.7 It had been anticipated that the review would have been completed for reporting in December however given the requirement for engagement over these crucial areas particularly information governance issues, more time is required to ensure that any amendments are properly considered with no unintended consequences. The Governance Handbook will be presented to Committee once the IJB have completed their self-assessment and following

further discussions on the relationships between the audit committee, currently scheduled for mid January.

Integration Scheme

- 4.8 By way of an update, the Integration Scheme has been returned to the partnership by the Scottish Government with minor amendments. The amendments are formatting issues so this is being updated and will be resubmitted for final approval to the Scottish Government.

IJB Membership

- 4.9 As discussed in the report to the IJB in August, the legislation sets out the requirements for both voting and non-voting members. There will be a voting member vacancy for an NHS Grampian Non-Executive Board member which will be appointed by NHS Grampian following the appointment of a new member by Scottish Ministers. There has been no indication of timescale from the Scottish Government as to when this will be.
- 4.10 A comparison of membership across Scotland has been undertaken and Appendix 2 shows the variety of different memberships across Scotland for consideration.
- 4.11 The Aberdeenshire IJB is carrying a vacancy for a carer representative. It is proposed that the recruitment process is initiated by the Chief Officer so that once the new voting member is confirmed by NHS Grampian, that the new carer representative could begin and be inducted at the same time.
- 4.12 Once the recruitment process is complete, and this would include interviews with the Chief Officer, Chair and Vice Chair, the IJB will be asked to confirm the appointment. It is proposed that the membership review is undertaken at that time so that the timing of the 3 yearly review will start from the date the new members begin.

Recruitment of Committee Officer Support

- 4.13 By way of update, an additional Committee Officer has been recruited to the Council's Committee Services Team in order to ensure that there is ongoing support to the IJB and both Committees.

5 Summary

- 5.1 In summary, much work has been undertaken in strengthening the governance of the IJB as illustrated in this report. The work is ongoing and time for collaboration across the NHS, Council and HSCP is required and so will be reported back to the IJB early in 2024 following on from an IJB development session which is due to take place in January. In the interim, the IJB may wish to consider recruiting an additional carers representative and considering whether or not there would be benefit in any other additional non-voting members, and if so, recruiting those at the same time.

5.2 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 have been incorporated within the report.

6 Equalities, Staffing and Financial Implications

6.1 An Integrated Impact Assessment is not required because the report seeks to initiate a review of Governance processes. Should there be any impacts identified during the course of the review, an IIA will be brought to the IJB along with any proposals for change.

Pamela Milliken
Chief Officer

Report prepared by Lauren Cowie, Legal Service Manager (Governance)
24th November 2024

List of Appendices

Appendix 1 – IJB Non-Voting Membership Comparison