

Appendix 1 – Proposed Amendments to the IJB Handbook

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Part 7 Assurance Framework

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Part 1 – Standing Orders

Review of Membership

- 2.12 The membership of the IJB shall be reviewed regularly.
- 2.12.1 For councillor members, the review shall be three years from the date of the first Full Council following the Local Government election regardless of the date they were appointed. A report will be considered by Aberdeenshire Council who can reappoint until the date of the next Local Government election.
- 2.12.2 For NHS Board members, the review shall be on a three yearly basis from the date of appointment or the last review whichever is sooner.
- 2.12.3 For Non – Voting Members, Professional Advisors (Chief Officer, Chief Finance Officer, Business Officer and Chief Social Work Officer), some are appointed by virtue of the office they hold and so will not be subject to review and others will be reviewed on a three yearly basis from the date of appointment.
- 2.12.4 For Non-Voting Stakeholder members, the review shall be three years from the date of either their appointment or the last review, whichever is sooner.

Part 2 – Scheme of Delegation

Audit Committee

Terms of Reference

2. Constitution

- 2.1 The IJB shall appoint the Committee. The Committee will consist of not less than six members of the IJB. Four members will be voting members of the IJB, and two members will be non -voting members of the IJB. The Committee will include an equal number of voting members from NHS Grampian and

Aberdeenshire Council. The Committee will follow the Integration Joint Board Standing Orders unless otherwise provided for in these Terms of Reference.

4. Quorum

4.1 Full Capacity

The meeting will be considered quorate when the Chair or Vice Chair and a minimum of 3 (three) other committee Members are present. There should be a minimum of one voting member from each of the constituent authorities. No business shall be transacted unless the minimum number of Members are 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.

Temporary Vacancy

In the event that there is a temporary vacancy, and the quorum is not met as above, then a minimum of 3 (three) members will suffice provided that there is one voting member of each of the constituent authorities.

4.2. Voting (Full Capacity)

Refer to principles set out in the Standing Orders.

Voting (Temporary Vacancy)

In the event that Committee wish to vote on a matter and there is a temporary vacancy in the voting membership of the Audit Committee resulting in only 3 voting members being present, the Audit Committee, after consideration of any potential risks in delaying a decision, will decide which of the following procedures to follow:-

- a. If all 3 (three) members are in agreement, then a decision may be confirmed; or
- b. If there is any dissent in the decision :-
 - (i) the committee may take a decision by the casting of lots; or
 - (ii) to instruct the Chief Officer to bring back a further report with such clarification as may be appropriate to a future meeting of the Audit Committee

By way of clarification the person presiding at the meeting does not have a second or casting vote.

5. Attendance at meetings

5.1 The Chief Officer, Chief Finance Officer, Chief Internal Auditor and other Professional Advisors and senior officers will be required to attend meetings as a matter of course. External Audit or other persons shall be expected to attend

meetings at the invitation of the Committee. The Chair and Vice-Chair or any other IJB member may attend meetings if they wish.

5.2 The external auditor will attend at least one meeting per annum.

5.3 The Committee may co-opt additional advisors as required.

6. Meeting Frequency

6.1 Committee Officer support for the Audit Committee will be provided by Aberdeenshire Council.

6.2 The Committee will meet at least four times each financial year. 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. There should be at least one meeting a year, or part thereof, where the Committee is given the opportunity to meet the external and Chief Internal Auditor on an informal basis without other senior officers present.

6.3 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 of the meeting date. Agenda items and reports will be requested according to a pre-agreed annual timetable, to comply with agenda publication.

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, including whether the report is public or not public.

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. The draft minute will be included on the agenda for the next meeting of the Committee for approval. The Minute will be considered, corrected, if need be, and where they are held to be a correct record of the Meeting, they will be signed where possible, by the person presiding and given to the Committee Officer. Where the person presiding is no longer available the Minute will be signed by the current Chair.

The minutes and reports will follow an agreed template to ensure consistency with other IJB committees.

6.4 If the Chief Officer or Chief Finance Officer consider that a Report (or any part of a report) relates to an item of business which, in their option, the Meeting is likely to consider in private, the report (or part of that report) will either be marked:-

“Not for Publication” and every copy of the report (or the appropriate part of a report) will reference a description of the exempt information the Report contains, in keeping with the law; or

“Confidential” and every copy of the report (or the appropriate part of the report) will state that it contains confidential information.

Papers which contain confidential information will not be available to the general public. The types of information that are classed as exempt can be found in Part 5 of this Handbook.

6.5 The Committee may arrange additional workshops and training sessions to support its work and development of members.

The Aberdeenshire Clinical and Adult Social Work Governance Committee

Terms of Reference

Numbered all sections 1-9 and paragraphs appropriately.

2 Membership

2.1 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:

- Aberdeenshire IJB members representative of: 1. NHS Grampian 2. Aberdeenshire Council 3. Public 4. Third Sector
- Aberdeenshire HSCP Chief Officer (or nominated deputy)
- Chair/Vice Chair of Aberdeenshire Clinical and Adult Social Work Governance Group
- Aberdeenshire Chief Social Work Officer
- 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.

The Committee will follow the Integration Joint Board Standing Orders unless otherwise provided for in these Terms of Reference.

5. Quorum

5.1 Full Capacity

The meeting will be considered quorate when the Chair or Vice Chair and a minimum of 3 (three) other committee members are present. There should be a minimum of one voting member from each of the constituent authorities. No business shall be transacted unless the minimum number of Members are 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.

Temporary Vacancy

In the event that there is a temporary vacancy, and the quorum is not met as above, then a minimum of 3(three) members will suffice provided that there is one voting member of each of the constituent authorities.

5.2 Voting (Full Capacity)

Refer to principles set out in the Standing Orders.

Voting (Temporary Vacancy)

In the event that Committee wish to vote on a matter and there is a temporary vacancy in the voting membership of the Clinical and Adult Social Work Governance Committee, resulting in only 3 voting members being present, the Clinical and Adult Social Work Governance Committee, after consideration of any potential risks in delaying a decision, will decide which of the following procedures to follow:-

- a. If all 3(three) members are in agreement, then a decision may be confirmed; or
- b. If there is any dissent in the decision:-
- c. (i) The committee may take a decision by the casting of lots;
or
(iii) To instruct the Chief Officer to bring back a further report with such clarification as may be appropriate to a future meeting of the Clinical and Adult Social Work Governance Committee

By way of clarification the person presiding at the meeting does not have a second or casting vote.

6. Meetings

6.1 **Committee** Services support for the Clinical and Adult Social Work Governance Committee will be provided by **Aberdeenshire Council**.

6.2 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.

6.3 Agenda items and reports will be requested according to a pre-agreed annual timetable, to comply with agenda publication deadlines.

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, including whether the report is public or not public.

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. The draft minute will be circulated to the next meeting of the Committee for approval. The minutes and reports will follow an agreed template to ensure consistency with other IJB Committees.

The Minute will be considered, corrected, if need be, and where they are held to be a correct record of the Meeting, they will be signed where possible, by the person presiding and given to the Committee Officer. Where the person presiding is no longer available the Minute will be signed by the current Chair.

6.4 If the Chief Officer or Chief Finance Officer consider that a Report (or any part of a report) relates to an item of business which, in their option, the Meeting is likely to consider in private, the report (or part of that report) will either be marked:-

“Not for Publication” and every copy of the report (or the appropriate part of a report) will reference a description of the exempt information the Report contains, in keeping with the law; or

“Confidential” and every copy of the report (or the appropriate part of the report) will state that it contains confidential information.

Papers which contain confidential information will not be available to the general public.

The types of information that are classed as exempt can be found in Part 5 of this Handbook.

Part 5 – Exempt Information

8. Any action taken or to be taken in connection with the prevention , investigation or prosecution of crime, or any advice received, information obtained or action to be taken in connection with:-

- (a) any legal proceedings by or against the authority; or
 - (b) the determination of any matter affecting the authority, (whether in either case, proceedings have been commenced or otherwise).
9. Any information furnished to the IJB and Health and Social Care Partnership that would not be made public by either NHS Grampian or Aberdeenshire Council in accordance with their information sharing procedures.