



Integration Joint Board

29<sup>th</sup> November 2018

This Report relates to  
Item 11 on the Agenda

# Revision of Integration Joint Board Standing Orders

*(Paper presented by Alison Warrick)*

*For Approval*

<b>Approved for Submission by</b>	Julie White, Chief Officer
<b>Author</b>	Alison Warrick, IJB Governance Officer
<b>List of Background Papers</b>	
<b>Appendices</b>	Appendix 1 – Integration Joint Board Standing Orders

## SECTION 1: REPORT CONTENT

<b>Title/Subject:</b>	Revision of Integration Joint Board Standing Orders
<b>Meeting:</b>	Integration Joint Board
<b>Date:</b>	29 <sup>th</sup> November 2018
<b>Submitted By:</b>	Alison Warrick
<b>Action:</b>	For Approval

### 1. Introduction

- 1.1 This Report is presented to provide the Integration Joint Board (IJB) with revisions to the Standing Orders.

### 2. Recommendations

#### 2.1 The Integration Joint Board is asked to:

- **Approve the revised Standing Orders (Appendix 1)**

### 3. Background

- 3.1 Following the development work undertaken throughout the year with Helen Ross Associates and the ongoing revision of governance documentation following the appointment of the new Governance Officer from the 1<sup>st</sup> of June 2018 several amendments have been made to the Standing Orders.

### 4. Main Body of the Report

- 4.1 The changes made within the revised document (attached at Appendix 1) are outlined below for clarity:

#### **Section 1 General**

**1.2 Item 2)** Non Voting amended to Advisory (this relates to all Members of the IJB who do not have a vote)

#### **Section 5 Calling Notice of Integration Joint Boards**

**5.2** The word annually has been added to the sentence for approval of a forward schedule of meeting dates.

**5.9** The inclusion of the following phrase has been added as a reason that the IJB may meet in private to consider certain items of business:

*'The Integration Joint Board is still in the process of developing proposals or its position on certain matters and needs time for private evaluation'*

**5.11** The addition to the following sentence to be added to the statement regarding virtual attendance at Meetings:

*'Members should allow reasonable notice of 5 working days if they wish to attend a Meeting via this method'*

**5.12** Given the issues we have with the quality of recordings due to the type of venues use we would like to remove this section:

*'Where possible the Meetings of the Integration Joint Board should be audio recorded and the recording subsequently made available for public access'*

### **Section 11 Minutes**

**11.2** The removal of the following sentence from the end of the statement:

*'after which they must be signed by the person presiding at the meeting'*

### **Section 12 Finance**

**12.12** The addition of the word 'audited' to the annual accounts.

### **Section 14 Committees**

**14.7** As at Section 5.11 above the inclusion of the following phrase regarding virtual attendance at Meetings.

*'Members should allow reasonable notice of 5 working days if they wish to attend a Meeting via this method'*

4.2 It should be noted that these changes have already been agreed with the Chair, Vice Chair, Chief Officer and Chief Finance Officer.

## **5. Conclusions**

5.1 Based on the information provided the Integration Joint Board is asked to approve the revision of the Integration Joint Board Standing Orders.

