



Integration Joint Board

30th January 2018

This Report relates to
Item 7 on the Agenda

Revision of the Integration Joint Board Code of Conduct

(Paper presented by Alison Warrick)

For Approval

Approved for Submission by	Julie White, Chief Officer
Author	Alison Warrick, IJB Governance Officer
List of Background Papers	
Appendices	Appendix 1 - Draft Revised IJB Code of Conduct

SECTION 1: REPORT CONTENT

Title/Subject:	Revision of the Integration Joint Board Code of Conduct
Meeting:	Integration Joint Board
Date:	30 th January 2018
Submitted By:	Alison Warrick
Action:	For Approval

1. Introduction

- 1.1 This Report is presented to provide Integration Joint Board Members the opportunity to review and approve the revisions to the existing Code of Conduct.

2. Recommendations

2.1 The Integration Joint Board is asked to:

- **Approve the revised Integration Joint Board Members Code of Conduct**
- **Approve that the revised Members Code of Conduct is submitted to Scottish Government for formal approval**

3. Background

- 3.1 In 2017 the governance arrangements of the Integration Joint Board were audited internally and a number of actions produced which have now all been completed with the exception of the following:

There is a risk to the transparency of the IJB where declarations of interest are not sufficiently detailed in the IJB minute for the public to consider the objectivity of the IJB member in decision-making.

The Recommendation from this Action was that a review was undertaken of the Standing Orders and Members Code of Conduct to ensure that the process to be followed where an IJB member makes a declaration of interest at a meeting is consistent and in accordance with regulatory requirements; specifically the action to be taken by the member upon making the declaration, and who is responsible for making that decision. Section 4.2 of this Report outlines the changes made.

- 3.2 The Governance Officer, as part of study with the Chartered Institute of Public Finance and Accountancy, completed in September 2018, reviewed strategic documentation for the organisation. This has led to specific changes regarding IJB Members being invited to sign the Code of Conduct for Members of Devolved Public Bodies.

4. Main Body of the Report

- 4.1 Following the completion of the internal audit of governance arrangements for the IJB a Management Action Plan was circulated to each responsible officer. The last remaining action is that the Members Code of Conduct be reviewed to ensure a consistent process for the recording of declarations of interest.
- 4.2 The changes made within the revised document, Version 3.2, (attached at **Appendix 1**) are outlined below for clarity:

Section 5: Declarations of Interest: Making a Declaration

5:14 Members have the opportunity to declare their interest at the start of the meeting and it is determined by the Member whether it is appropriate for them to remain with the meeting. The Minute of the Meeting should reflect the decision made.

At the conclusion of Section 6, Members are asked to read, sign and date the following declaration:

*I, **full name**, being a member of the Dumfries and Galloway Integration Joint Board declare that I will undertake to meet the requirements of the Code of Conduct for Members of the Dumfries and Galloway Integration Joint Board issued under the Ethical Standards in Public Life. etc (Scotland) Act 2002 in the performance of my function in that office.*

5. Conclusions

- 5.1 The proposed revisions to the IJB Members Code of Conduct will ensure that the recommendations from the Internal Audit of Governance Arrangements are addressed and that Members of the IJB meet the requirements in the Scottish Government statement around Roles, Responsibilities of the IJB.

