

## CORPORATE SUPPORT SERVICES AND GOVERNANCE UPDATE

### 1. Purpose of Report

This report provides Members of the Board with an update on the proposed provision of corporate support services and governance arrangements for the IJB.

### 2. Recommendations

Members are asked to:-

2.1 endorse the establishment of the Head of Business Improvement and Development

2.2 note the ongoing work to develop the corporate infrastructure and support for the Board

2.2 approve the reporting templates as outlined in **Appendix 1,2,3 and 4**, subject to any additions or amendments agreed at the meeting; and

2.3 note the development of a Freedom of Information Policy and Publication Scheme

### 3. Considerations

#### Corporate Support Services

3.1 The Public Bodies (Joint Working) (Integration Scheme) (Scotland) Regulations 2014 set out the requirement for local Integration Schemes to include certain information about the provision of support services in relation to functions under the Public Bodies (Joint Working) (Scotland) Act 2014 (the Act) and integration functions. This information must set out the agreement between the Health Board and the Local Authority (the Parties) as to how they will make professional, technical and administrative services available to the Integration Joint Board (IJB) for the purpose of preparing a Strategic Plan and carrying out integration functions.

3.2 Clause 4 of the Dumfries and Galloway Integration Scheme confirms the agreement and commitment of the Parties to provide the IJB with the corporate support services it requires to fully discharge its duties under the Act.

3.3 Supported by both the Chief Executives of the Council and the NHS the Chief Officer was asked to outline the support roles and functions that would be required as part of the corporate support services to allow the IJB to establish arrangements for governance and corporate support distinct from the NHS and Council existing arrangements. This would need to recognise that corporate support will be required from both partner organisations. These proposed arrangements under development following discussions between the Chief Executives, Chief Officer and Chief Finance Officer.

3.4 The establishment of a role of Head of Business Improvement and Development is seen as a critical role to lead and coordinate the corporate support functions to include responsibility for coordinating the corporate roles and functions including communications,

improvement support, admin functions, improvement work, committee and board management and other business functions. It is envisaged in the first instance this role is funded from the Integrated Care Fund.

3.5 In terms of resourcing these posts and function these will not all be additional roles and an approach will be made to the council and nhs around potential release of individuals and clarification of continued support through the provision of functions to support the IJB. Recruitment would be required for the Head of Corporate Business & Improvement (IJB) and the Improvement Lead. Administration would be resourced from existing teams that will be co-located within the IJB Management Office at Nithbank Annex.

3.6 In the interim the position of Head of Corporate Business & Improvement (IJB) will be delivered by extending the Integration Health and Social Care Programme Support Manager's current contract for 6 months until end September 2016.

3.7 There is a requirements for the IJB to have a Standards Officer and this is outlined in the Code of Conduct paper at 3.6 which is also on the agenda for this meeting. Identification of the Standards Officer is being considered by the Chief Officer as part of the Corporate Support Services review.

#### Governance Arrangements

3.7 A deskbased review of IJB reporting templates in other health and social care partnerships across Scotland has been undertaken. Good practice in other areas has been considered and where appropriate are reflected in the proposed draft templates as **Appendix 1, 2 3 and 4** for agreement, subject to any additions or amendments that IJB members may wish to agree at the meeting. It is recognised that these arrangements will be subject to ongoing review and there will be the need to bring forward changes to these arrangements in future.

#### Freedom of Information Policy and Publication Scheme

3.8 As we move forward through our first year as an Integration Joint Board, consideration must be given to various pieces of legislation that the Integration Joint Board is governed by. One of those pieces of legislation is the Freedom of Information (Scotland) Act 2002. It is a legal requirement for the public bodies to make information held by them available to the public, unless it relates to the release of personal information or potentially identifiable or sensitive information. It is the responsibility of the Freedom of Information Officer for the public body to ensure that the relevant information is issued to the public on request, or the appropriate exemptions from within the Act are applied to ensure we comply with the legal requirements.

A piece of work is underway at the moment to develop a Freedom of Information Policy and Publication Scheme for the Integration Joint Board, which will detail where the public will be able to source the majority of information that is held, either jointly by Dumfries and Galloway Council and NHS Dumfries and Galloway or by the Integration Joint Board. The Policy and Publication Scheme will be brought to the Integration Joint Board meeting on 14 July 2016 for review and approval, following consultation by the Freedom of Information Offices at NHS Dumfries and Galloway and Dumfries and Galloway Council.

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Overall Corporate Services Considerations

3.9 Discussions have commenced with other Corporate departments within NHS Dumfries and Galloway and Dumfries and Galloway Council around support for the work of the IJB - for example the HR Department

**4. Governance Assurance**

The Chief Officer, Chief Finance Officer, H&SC Management Team.

**5. Impact Assessment**

As this report does not propose a change in policy/strategy/plan/project, it is not necessary to complete an Impact Assessment

**Author(s)**

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**Approved by**

NAME	DESIGNATION
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**Appendices – 4**

Appendix 1 - Draft IJB Agenda Template

Appendix 2 – Draft IJB Minute Template

Appendix 3 – Draft IJB Report Guidance

Appendix 4 – Draft IJB Report Template

**Background Papers**

Dumfries and Galloway Integration Scheme

<http://www.dg-change.org.uk/wp-content/uploads/2015/07/Dumfries-and-Galloway-Integration-Scheme.pdf>