



Dumfries and Galloway  
Integration Joint Board

23<sup>rd</sup> March 2023

This Report relates to  
Item 8 on the Agenda

# IJB Committee Scheme of Delegation and Committee Update

*Paper presented by Kim Dams – Chair of Audit, Risk and  
Governance Committee*

*For Approval*

<b>Author:</b>	Katy Kerr, Chief Finance Officer <a href="mailto:katy.kerr@nhs.scot">katy.kerr@nhs.scot</a>
<b>List of Background Papers:</b>	Revised Scheme of Delegation to Committees and Officers approved at September 2022 IJB ( <i>included for reference at Appendix 6</i> )
<b>Appendices:</b>	<b>Appendix 1</b> – Chief Social Work Report 2021/22 <b><u>Scheme of Delegation Terms of Reference:</u></b> <b>Appendix 2</b> - Strategic Plan Delivery and Commissioning <b>Appendix 3</b> - Transformation and Innovation/Futures <b>Appendix 4</b> - Finance, Performance and Quality <b>Appendix 5</b> - Audit, Risk and Governance <b>Appendix 6</b> - Revised Scheme of Delegation to Committees and Officers – September 2022 <b>Appendix 7</b> – Agenda Matrix for Audit, Risk and Governance Committee for 2023 / 2024

<b>Direction Required to Council, Health Board or Both</b>		
	<b>Title</b>	<b>Reference Number</b>
	<b>Direction to:</b>	
	1. No Direction Required	X
	2. Dumfries and Galloway Council	
3. NHS Dumfries and Galloway		
4. Dumfries and Galloway Council and NHS Dumfries and Galloway		

## 1. Introduction

1.1 In September 2022, following a review on the Scheme of Delegation, it was agreed to review and establish a new Committee structure for the Integration Joint Board (IJB) and whilst the Scheme of Delegation was approved, further work was required to develop and establish the structures.

1.2 This report reflects the first report from the IJB's Audit, Risk and Governance Committee which met on the 23<sup>rd</sup> February 2022 in it's new format. Whilst this report brings forward a specific matter for approval, it also provides the IJB with an initial update on it's work to date.

## 2. Recommendations

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

- **Note the work of the IJB Audit, Risk and Governance Committee to date and also the future workplan for the Committee.**
- **Approve the final Terms of Reference for all IJB Committees following review and agreement by all the Committees at their first meeting with the exception of the Performance, Finance and Quality Committee which is scheduled to meet on 13<sup>th</sup> April 2023.**

## 3. Background and Main Report

### 3.1 General Committee Update

3.2 The IJB Audit, Risk and Governance Committee met on the 23<sup>rd</sup> February 2022. The key areas of business were as follows:

- Review of internal audit arrangements and update from Chief Internal Auditor
- Update on IJB Risk Management Arrangements and reviews of Strategic Risk Register
- Presentation by Chief Social Worker on annual report from 2021/22 (this has been shared with IJB members in Appendix 1 for interest)
- Update from newly appointed External Auditors on audit arrangements for the 2022/23
- Update from Chief Finance Officer on arrangements for preparation of statutory annual accounts for 2022/23
- Update on the progress made in developing the details Terms of Reference for all of the newly commissioned IJB Committees (which are being submitted to the IJB for approval)
- Agenda matrix for future meetings

### 3.3 Committee Terms of Reference

3.4 In September 2022, following a review of the Scheme of Delegation, it was approved by IJB to take forward the development of detailed Terms of Reference and membership of the newly established IJB Committees:

- Strategic Plan Delivery and Commissioning
- Transformation and Innovation/Futures
- Finance, Performance and Quality
- Audit, Risk and Governance

- 3.5 In October 2022, the new committee structure commenced where membership and the Terms of Reference were agreed as the Committees met. The final version of the committee arrangements was agreed to be submitted to IJB for review. The Audit, Risk and Governance Committee has reviewed these Terms of Reference from a governance perspective and is recommending them to the IJB for approval (details included in Appendices 2-5).
- 3.6 Section 17 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 states that an IJB may establish committees of its members for the purpose of carrying out each of its functions as the Board may determine.
- 3.7 The IJB must decide who will act as chair person of a committee with each committee must include an equal number of voting members from each of the constituent authorities, this previously ranged from 4–6 members on each of the committees. Any decision taken at a committee must be agreed by a majority of the voting members.
- 3.8 Committees must be conducted in accordance with the Standing Orders of the IJB, and each committee has now drafted a Terms of Reference which are attached for final approval.
- 3.9 All terms of reference have been reviewed by each Committee chair and approved at their latest meeting, with the exception of the Performance, Finance and Quality Committee which was unable to meet in March and has its next meeting scheduled for 13<sup>th</sup> April 2023.
- 3.10 The final committee membership has been agreed at the committee and for your approval, are as follows:

	<b>Strategic Plan Delivery and Commissioning</b>	<b>Transformation and Innovation/ Futures</b>	<b>Performance, Finance and Quality</b>	<b>Audit, Risk and Governance</b>
Chair	NHS Voting Member	LA Voting Member	NHS Voting Member	NHS Voting Member
Vice Chair	LA Voting Member	NHS Voting Member	LA Voting Member	LA Voting Member
Members	<ul style="list-style-type: none"> <li>• NHS Voting Member</li> <li>• Chair of Strategic Planning Group</li> <li>• Consultant/ Associate Medical Director</li> <li>• Director of Strategic Planning</li> <li>• Performance and Intelligence Manager</li> <li>• Deputy Head of Strategic Planning and Commissioning</li> <li>• Chief Internal Auditor</li> <li>• Chief Officer</li> <li>• Local Authority Voting Member</li> <li>• Governance Officer</li> <li>• Third Sector</li> <li>• Independent Sector</li> <li>• EA to Chief Officer/Admin Support</li> </ul>	<ul style="list-style-type: none"> <li>• Third Sector Representative</li> <li>• Director of Strategic Planning</li> <li>• Director of Public Health</li> <li>• GM for Acute and Diagnostics</li> <li>• Deputy Medical Director</li> <li>• Communication and Engagement Manager</li> <li>• Quality and Diversity Lead</li> <li>• SAM Programme Delivery Manager</li> <li>• Deputy Head of Strategic Planning and Commissioning</li> <li>• Chief Internal Auditor</li> <li>• Local Authority Voting Member</li> <li>• Governance Officer</li> <li>• Chief Officer</li> <li>• Third Sector</li> <li>• Independent Sector</li> <li>• EA to Chief Officer/Admin Support</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Chief Officer</li> <li>• Performance and Intelligence Manager</li> <li>• Director of Finance</li> <li>• Director of Strategic Planning</li> <li>• NHS Voting Member</li> <li>• LA Voting Member x2</li> <li>• Governance Officer</li> <li>• Third Sector</li> <li>• Independent Sector</li> <li>• EA to Chief Officer/Admin Support</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Medical Director</li> <li>• External Auditor</li> <li>• Medical Director</li> <li>• Deputy Chief Operating Officer</li> <li>• Deputy Workforce Director</li> <li>• Chief Internal Auditor</li> <li>• Chief Officer</li> <li>• NHS Voting Member x2</li> <li>• LA Voting Member x2</li> <li>• Governance Officer</li> <li>• Third Sector</li> <li>• Independent Sector</li> <li>• Personal Assistant</li> </ul>

#### **4. Conclusions**

4.1 Following the information provided it is anticipated that members will agree the changes suggested to the IJB committee membership.

#### **5. Resource Implications**

5.1 There will be no financial or staffing implications as a result of the changes in Membership.

#### **6. Impact on Integration Joint Board Outcomes, Priorities and Policy**

6.1 Membership of the committees of the IJB is legislative and are made in line with legislation.

#### **7. Legal and Risk Implications**

7.1	Membership of IJB committees are made in line with Section 17 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014. If the IJB does not make changes in line with the Order it could be perceived that the IJB is in breach of this legislation.				
<b>8.</b>	<b>Consultation</b>				
8.1	Discussions on the content of this report have taken place with the Chief Officer, Chair and Vice Chair of the IJB. The Terms of Reference were developed in consultation with Committee members and in addition the paper was considered at the Audit, Risk and Governance Committee.				
<b>9.</b>	<b>Equality Impact Assessment</b>				
9.1	The content of this Report has taken into consideration the Equality Act 2010 and complies with the duties set out in Section 149 and does not require an EQIA to be undertaken.				
<b>10.</b>	<b>Glossary</b>				
10.1	All acronyms must be set out in full the first time they appear in a paper with the acronym following in brackets. The table below is an example only:				
	<table border="1"> <tr> <td data-bbox="304 1189 437 1234">EQIA</td> <td data-bbox="437 1189 1513 1234">Equalities Impact Assessment</td> </tr> <tr> <td data-bbox="304 1234 437 1279">IJB</td> <td data-bbox="437 1234 1513 1279">Integration Joint Board</td> </tr> </table>	EQIA	Equalities Impact Assessment	IJB	Integration Joint Board
EQIA	Equalities Impact Assessment				
IJB	Integration Joint Board				