



Integration Joint Board  
Finance, Performance and Quality Committee

9<sup>th</sup> April 2022

This Report relates to  
Item 8 on the Agenda

# Committee Membership and Terms of Reference

*Paper presented by Alison Warrick*

*For Review*

<b>Author:</b>	Alison Warrick, Corporate Governance Officer alison.warrick@nhs.scot
<b>Approved for Submission by:</b>	David Rowland, Director of Strategic Planning and Transformation david.rowland2@nhs.scot
<b>List of Background Papers:</b>	The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014
<b>Appendices:</b>	<b>Not Applicable</b>

<p><b>1.</b></p> <p>1.1</p>	<p><b>Introduction</b></p> <p>This Report is brought before this Committee today following discussions on providing a consistent approach to the voting membership of all IJB committees and to formally approve the committee Terms of Reference following the inclusion of Independent Sector and Unpaid Carer Representative of each Committee.</p>
<p><b>2.</b></p> <p>2.1</p>	<p><b>Recommendations</b></p> <p><b>The Integration Joint Board Finance, Performance and Quality Committee is asked to review these prior to their submission to the IJB:</b></p> <ul style="list-style-type: none"> <li>• <b>The changes in membership of this Committee</b></li> <li>• <b>The draft Terms of Reference of this Committee</b></li> </ul>
<p><b>3.</b></p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p><b>Background and Main Report</b></p> <p>In July 2016, the Chief Finance Officer presented a report to the IJB on the Terms of Reference and Remit of the then Performance and Finance Committee. Within this report it was proposed that the Committee would have six IJB Voting Members in attendance at each meeting, one of whom would be the Chair and one would be the Vice Chair of the IJB.</p> <p>At that time, the rationale for having both the Chair and Vice Chair of the IJB was to bring the committees in line with NHS and Local Authority committees. This has been a beneficial addition to the Committee.</p> <p>It is recommended that the voting membership of the renamed IJB Finance, Performance and Quality Committee remains at four, as outlined in the previously approved Terms of Reference, and will consist of the Chair and Vice Chair of the IJB plus one NHS Voting Member and one Local Authority Voting Member.</p> <p>These changes take into consideration the Public Bodies (Joint Working) (Scotland) Act 2014, the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 and the Standing Orders of the IJB.</p> <p>Following the changes requested to the individual IJB Committee Terms of Reference at the IJB in March 2023, regarding the addition of an Independent Sector member representative to be included in all Committees, these Terms of Reference are required to be reviewed by each Committee before being presented to the IJB in June for approval.</p> <p>When this report was presented to the Health and Social Care Leadership group in February 2024 it was suggested that the Unpaid Carers Representative also be included in membership of each committee, this membership would be shared with the Service User Representative who is already included in the membership.</p>
<p><b>4.</b></p> <p>4.1</p>	<p><b>Conclusions</b></p> <p>Based on the information provided it is anticipated that committee members will be able to approve the changes to membership as outlined within the content of the</p>

report.

**5. Resource Implications**

5.1 There are no resource implications as a result of this report.

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

6.1 There will be no impact on any of the IJB Outcomes, Priorities or Policy as a result of this report.

**7. Legal and Risk Implications**

7.1 This report has been written with reference to the Public Bodies (Joint Working) (Integration Joint Board) (Scotland) Order 2014 therefore there are no legal and risk implications as a result of this report.

**8. Consultation**

8.1 This report has been shared with the Chief Finance Officer and the Director of Strategic Planning and Transformation.

**9. Equality Impact Assessment**

9.1 As this report does not require a change to policy or procedure an Equality Impact Assessment is not required.

**10. Glossary**

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:

<b>EQIA</b>	<b>Equalities Impact Assessment</b>
<b>IJB</b>	<b>Integration Joint Board</b>



## **Integration Joint Board Finance, Performance and Quality Committee Terms of Reference**

(All Integration Joint Board Committee meetings must be conducted in accordance with the Integration Joint Board Standing Orders)

### **1. Purpose**

- 1.1 The Integration Joint Board Finance, Performance and Quality Committee is identified as a committee of the Integration Joint Board.
- 1.2 The committee will maintain oversight of those areas of business as specified by the Integration Joint Board:
  - **Finance/Delegated Budget**
  - **Performance and Business Intelligence**
  - **Quality Assurance**

### **2. Remit**

- 2.1 This committee will monitor and review its Terms of Reference for approval by the Integration Joint Board.
- 2.2 The committee will develop a full committee report to the Integration Joint Board once a year to be presented by the Chair or Vice Chair of the committee.
- 2.3 Under the remit of this committee, it will:
  - **Finance/Delegated Budget**
    - Scrutinise and discuss the annual delegated budget and financial reports
    - Provide assurance and advice, and make recommendations, to the Integration Joint Board in relation to the delegated budget
    - Oversee development of the financial plans for the Integration Joint Board
  - **Performance and Business Intelligence**

- Oversight of the delivery of the Integration Joint Board Strategic Commissioning Plan
  - Oversight of performance against the National Health and Wellbeing Outcomes
  - Recommend approval of the Annual Performance Report to the Integration Joint Board
  - Make recommendations and provide advice to the Integration Joint Board on performance management arrangements
  - Monitor and review adherence to the agreed Integration Joint Board Performance Management Framework
  - Provide assurance to the Integration Joint Board on Performance
- **Quality Assurance**
    - Seek assurance with regard to the quality of the implementation of those directions issued by the Integration Joint Board.
    - Provide the Integration Joint Board with assurances in relation to quality
    - Seek assurance on the quality aspects of contract management

### 3. Membership

3.1 This committee will consist of the following:

#### **Voting Members:**

- Chair (either NHS or Local Authority Voting Member)
- Vice Chair (either NHS or Local Authority Voting Member)
- 1 x NHS Voting Member
- 1 x Local Authority Voting Member

#### **Advisory Members:**

- Lead Officer –Deputy Chief Officer/Chief Operating Officer
- Third Sector Representative
- Independent Sector Representative
- Service User Representative and/or
- Unpaid Carer Representative

#### **Supporting Officers:**

- Chief Finance Officer
- Performance and Intelligence Officer
- Strategic Planning and Commissioning Officer
- Governance/Standards Officer

3.2 All committee members will be appointed by the Integration Joint Board.

3.3 Any Integration Joint Board voting member may act as a substitute on a committee for another Integration Joint Board voting member.

3.4 A deputy can attend a committee on behalf of an advisory member with prior agreement of the committee Chair.

#### **4. Quorum**

4.1 The following members require to be in attendance at each meeting of the committee:

- 2 x Integration Joint Board Voting Members
- Lead Officer or their nominated supporting officer

4.2 If a quorum is not present, the meeting will stand adjourned to such a date and time as may be agreed by the Chair/Vice Chair.

#### **5. Attendance at Meetings**

5.1 A member will be regarded as being present at a committee meeting if they are able to participate from a remote location via Microsoft Team or other communication link.

5.2 Members are expected to attend each meeting of the committee or to nominate a deputy unless there are exceptional circumstances that would prevent attendance. These should be communicated to the Chair/Vice Chair as well as the Health and Social Care Business Support Team.

5.3 The committee may co-opt additional advisory members as required

#### **6. Schedule of Meetings**

6.1 This committee will meet 4 times per year.

6.2 Committee meeting dates will be agreed by the Integration Joint Board on an annual basis.

6.3 Additional committee meeting dates can be called by the Chair/Vice Chair.

#### **7. Reporting and Arrangements**

7.1 Minutes of the previous committee meeting are to be presented and approved by the next meeting of the committee.

7.2 Thereafter, approved committee minutes will be circulated to Chairs/Vice Chairs and members of other committees.

7.3 Approved minutes of all committees will be submitted to the next meeting of the Integration Joint Board for noting.

#### **8. Support**

8.1 Administrative support to the committee will be provided by the Health and Social Care Business Support Team.

#### **9. Agenda and Reports**

- 9.1 Responsibility of the preparation of Agenda and Reports for meetings rests with the Lead Officer for the committee.
- 9.2 An agenda setting for the committee will be held approximately 4 weeks prior to the meeting
- 9.3 A pre-meet for the committee will be held approximately 2 weeks prior to the meeting
- 9.4 All Reports will be distributed electronically by the Health and Social Care Business Support Team one week prior to the date of the meeting.

**10. Review**

- 10.1 This document will be reviewed by the committee every 2 years and presented to the Integration Joint Board for approval.