



Integration Joint Board
Transformation, Innovation and
Futures Committee

14th May 2024

This Report relates to
Item 5 on the Agenda

Terms of Reference

Paper presented by Alison Warrick

For Review

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List of Background Papers:	The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014
Appendices:	Appendix 1 – Draft Terms of Reference of Transformation Innovation and Futures Committee

1.	Introduction
1.1	This Report is brought before this Committee today to review the committee Terms of Reference following the inclusion of Independent Sector and Unpaid Carer Representative of each Committee prior to their submission to the IJB for approval.
2.	Recommendations
2.1	<p>The Transformation, Innovation and Futures Committee is asked to review these prior to their submission to the IJB:</p> <ul style="list-style-type: none"> • The draft Terms of Reference of this Committee
3.	Background and Main Report
3.1	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 for approval.
3.2	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. This would mean that either of these members could attend the Committee, however this will not affect the quoracy.
4.	Conclusions
4.1	Based on the information provided it is anticipated that committee members will be able to review the Terms of Reference for onward approval to the IJB.
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 Director of Strategic Planning and Transformation and with the Health and Social Care Leadership Group.
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:

EQIA	Equalities Impact Assessment
IJB	Integration Joint Board



Integration Joint Board Transformation and Innovation/Futures 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 Transformation and Innovation/Futures Committee is identified as a committee of the Integration Joint Board.
- 1.2 This committee will maintain oversight of those areas of business as specified by the Integration Joint Board:
 - **Sustainability and Modernisation**
 - **Population Health**
 - **Partnership and Collaboration**
 - **Health Inequalities Outcome and Inclusion**
 - **Engagement and Participation**

2. Remit

- 2.1 The committee will agree the Terms of Reference for approval to the Integration Joint Board.
- 2.2 The committee will develop and present 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 The committee will also highlight, to each meeting of the Integration Joint Board, any matters as they arise by way of updates, reports and/or presentations.
- 2.4 This committee will maintain oversight of those areas of business as specified by the Integration Joint Board:

- **Sustainability and Modernisation**
 - Ensure that there is a sufficient level of sustainability and modernisation planning activity in relation to the health and social care functions delegated to the Integration Joint Board.
 - Make recommendations to the Integration Joint Board with regard to directions relating to sustainability and modernisation.
 - Ensure that there is linkage between the Integration Joint Board and national programmes of sustainability and modernisation and provide the Integration Joint Board with assurance in relation to this.

- **Population Health**
 - Receive an annual report on changes to population health over time and, use this to help inform strategic commissioning intentions.

- **Partnership and Collaboration**
 - Receive assurance on the effectiveness of integration arrangements in Dumfries and Galloway and consider recommendations for improvement to the IJB as required

- **Health Inequalities Outcome and Inclusion**
 - Receive reports from NHS / HSCP on activity to tackle inequalities
 - Receive bi-annual (once every 2 years) reports on meeting the specific duty legislation, including mainstreaming equalities and equality outcomes reports
 - Review relevant indicators in relation to tackling inequalities (list of indicators to be developed)

- **Engagement and Participation**
 - Receive quarterly assurance reports on the application of the Participation and Engagement Strategy in all service change, modernisation and transformation activities
 - Receive an annual report on the effectiveness of the Strategy

3. Membership

3.1 This Committee will consist of the following:

Voting Members

- 2 Voting members appointed by NHS Dumfries and Galloway (1 of whom will be either Chair or Vice Chair)
- 2 voting members appointed by Dumfries and Galloway Council (1 of whom will be either Chair or Vice Chair)

Advisory Members

- Third Sector Representative
- Independent Sector Representative
- Service User Representative and/or
- Unpaid Carers Representative

Supporting Officers

- Lead Officer –Director of Strategic Planning and Commissioning
- Director of Public Health
- Sustainability and Modernisation Programme Manager
- Equality and Diversity Lead
- Governance/Standards Officer
- Communication and Engagement Manager

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

3.3 Any Integration Joint Board member may substitute for a committee member who is also an Integration Joint Board member.

4. Quorum

4.1 The following members are required to attend each meeting:

- 2 Integration Joint Board Voting Members
- Lead Officer or their nominated deputy

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 Teams 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 and to 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 Meetings of this Committee will be 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 committee are to be reported and approved at its next meeting

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 Papers

- 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 year and presented to the Integration Joint Board for approval.