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<b>Report To:</b>	<b>Inverclyde Integration Joint Board</b>	<b>Date:</b>	<b>26 June 2023</b>
<b>Report By:</b>	<b>Kate Rocks Chief Officer, Inverclyde Health &amp; Social Care Partnership</b>	<b>Report No:</b>	<b>VP/LS/062/23</b>
<b>Contact Officer:</b>	<b>Vicky Pollock</b>	<b>Contact No:</b>	<b>01475 712180</b>
<b>Subject:</b>	<b>Inverclyde Integration Joint Board Audit Committee – Terms of Reference, Membership, Chair and Vice-Chair Appointments</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to agree revised membership arrangements and Chair and Vice-Chair appointments for the Inverclyde Integration Joint Board Audit Committee (“IJB Audit Committee”). The report also seeks approval to a proposed change to the IJB Audit Committee’s Terms of Reference

1.3 The IJB has previously agreed the powers, remit and membership of the IJB Audit Committee. As a result of changes to the Chair and Vice-Chair arrangements for the IJB, it is necessary to change the membership and appoint a new Chair and Vice-Chair of the IJB Audit Committee.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that the Inverclyde Integration Joint Board approves the amended Terms of Reference of the Inverclyde Integration Joint Board Audit Committee as detailed in Appendix 1 of this report.

2.2 It is recommended that the Inverclyde Integration Joint Board:-

1. Appoints one Inverclyde Council voting member to serve on the Inverclyde Integration Joint Board Audit Committee; and
2. appoints a Chair and a Vice-Chair to the Inverclyde Integration Joint Board Audit Committee, having due regard to the requirements set out in Paragraph 3.1 of the Inverclyde Integration Joint Board Audit Committee Terms of Reference

with nominations and appointments being made at the meeting;

**Kate Rocks**  
**Chief Officer**  
**Inverclyde Health and Social Care Partnership**

### 3.0 BACKGROUND AND CONTEXT

3.1 The IJB has previously agreed the powers, remit and membership of the IJB Audit Committee. As a result of changes to the Chair and Vice-Chair arrangements and voting membership for the IJB, there is a voting member vacancy and the Chair and Vice-Chair appointments on the IJB Audit Committee require to be filled by voting members of the IJB.

### 4.0 TERMS OF REFERENCE

4.1 The IJB Audit Committee's Terms of Reference have recently been reviewed as part of proposals to improve and strengthen assurance around performance of the IJB. It is within the powers of the IJB Audit Committee to provide additional assurance when sought by the IJB and the IJB can ask the IJB Audit Committee to take further reports where areas of performance concern the IJB for assurance purposes.

4.2 The Terms of Reference have been reviewed to ensure that they remain fit for this purpose and a minor amendment is proposed to paragraph 8.1.5 of the Terms of Reference. The proposed changes are shown in the copy of the Terms of Reference attached at Appendix 1. Additions are shown in bold italics and underlined.

### 5.0 AUDIT COMMITTEE – MEMBERSHIP AND CHAIR AND VICE-CHAIR APPOINTMENTS

5.1 The current membership of the IJB Audit Committee is set out at Appendix 2.

5.2 As Councillor Elizabeth Robertson is stepping down as a member of the IJB, it is therefore required to appoint one new Inverclyde Council voting member to the IJB Audit Committee.

5.3 The IJB also requires to appoint the Chair (from the NHS Board voting members) and Vice-Chair (from the Inverclyde Council voting members) of the IJB Audit Committee.

5.4 In terms of paragraph 3.1 of the IJB Audit Committee's Terms of Reference (attached at Appendix 1), the Chair of the IJB should not be a member of the IJB Audit Committee and this will require to be taken into account when agreeing the new Chair and Vice-Chair appointments.

### 6.0 PROPOSALS

6.1 It is proposed that the IJB agrees the proposed amendments to the Terms of Reference and the revised membership and the Chair and Vice-Chair appointments of the IJB Audit Committee.

### 7.0 IMPLICATIONS

7.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk	X		
Human Resources		X	
Strategic Plan Priorities		X	
Equalities		X	
Clinical or Care Governance		X	
National Wellbeing Outcomes		X	
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X

Data Protection			X
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## 7.2 Finance

There are no financial implications arising from this report.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments

## 7.3 Legal/Risk

Standing Order 13 of the IJB's Standing Orders for Meetings regulates the establishment by the IJB of the IJB Audit Committee.

## 7.4 Human Resources

There are no Human Resource implications arising from this report

## 7.5 Strategic Plan Priorities

This report helps deliver Strategic Plan Big Action 6 – we will build on the strengths of our people and our community.

## 7.6 Equalities

There are no equality issues within this report.

### (a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required.

(b) Equality Outcomes

How does this report address our Equality Outcomes?

<b>Equalities Outcome</b>	<b>Implications</b>
People, including individuals from the above protected characteristic groups, can access HSCP services.	None
Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.	None
People with protected characteristics feel safe within their communities.	None
People with protected characteristics feel included in the planning and developing of services.	None
HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do.	None
Opportunities to support Learning Disability service users experiencing gender based violence are maximised.	None
Positive attitudes towards the resettled refugee community in Inverclyde are promoted.	None

7.7 **Clinical or Care Governance**

There are no clinical or care governance issues within this report.

7.8 **National Wellbeing Outcomes**

How does this report support delivery of the National Wellbeing Outcomes?

<b>National Wellbeing Outcome</b>	<b>Implications</b>
People are able to look after and improve their own health and wellbeing and live in good health for longer.	None
People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community	None
People who use health and social care services have positive experiences of those services, and have their dignity respected.	None
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	None
Health and social care services contribute to reducing health inequalities.	None
People who provide unpaid care are supported to look after their own health and wellbeing, including reducing any negative impact of their caring role on their own health and wellbeing.	None
People using health and social care services are safe from harm.	None
People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.	None
Resources are used effectively in the provision of health and social care services.	None

## 7.9 Children and Young People

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
X	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights.

## 7.10 Environmental/Sustainability

Summarise any environmental / climate change impacts which relate to this report.

Has a Strategic Environmental Assessment been carried out?

	YES – assessed as relevant and a Strategic Environmental Assessment is required.
X	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

## 7.11 Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

## 8.0 DIRECTIONS

8.1 <b>Direction Required to Council, Health Board or Both</b>	Direction to:	
	1. No Direction Required	X
	2. Inverclyde Council	
	3. NHS Greater Glasgow & Clyde (GG&C)	
	4. Inverclyde Council and NHS GG&C	

## 9.0 CONSULTATION

9.1 The Chief Officer has been consulted in the preparation of this report.

## 10.0 BACKGROUND PAPERS

10.1 None.



**INVERCLYDE INTEGRATION JOINT BOARD  
AUDIT COMMITTEE  
TERMS OF REFERENCE**

<b>1</b>	<b>Introduction</b>
1.1	The Audit Committee is identified as a Committee of the Integration Joint Board (IJB). The approved Terms of Reference and information on the composition and frequency of the Committee will be considered as an integral part of the Standing Orders.
1.2	The Committee will be known as the Audit Committee of the IJB and will be a Standing Committee of the IJB.
<b>2</b>	<b>Constitution</b>
2.1	The IJB shall appoint the Committee. Membership must comprise an equal number of voting members from both NHS GCC and the Council. The Audit Committee shall comprise 2 voting members from NHS GGC, 2 voting members from the Council and 2 non-voting members from the IJB (excluding professional advisers).
2.2	The provisions in relation to duration of membership, substitution and removal of membership together with those in relation to code of conduct and declaration of interest will be those which apply to the IJB.
<b>3</b>	<b>Chair</b>
3.1	The Chair and Vice Chair of the Audit Committee will be voting members nominated by the IJB but will not be the Chair of the IJB. The Chair and Vice Chair of the Audit Committee should be selected from the voting members nominated by the organisation which does not currently chair the IJB. For example, if the Chair of the IJB is a voting member nominated by the Council then the Chair of the Audit Committee should be a voting member nominated by NHS GCC and vice versa.
<b>4</b>	<b>Quorum</b>
4.1	Three Members of the Audit Committee will constitute a quorum. At least two members present at a meeting of the Audit Committee shall be IJB voting members.
<b>5</b>	<b>Attendance at meetings</b>
5.1	In addition to Audit Committee members the Chief Officer, Chief Financial Officer, Chief Internal Auditor and other professional advisors and senior officers will attend as required as a matter of course. External audit or other persons shall attend meetings at the invitation of the Audit Committee.



5.2	The Chief Internal Auditor should normally attend meetings and the external auditor will attend at least one meeting per annum.
5.3	The Audit Committee may co-opt additional advisors as required.
<b>6</b>	<b>Meeting Frequency</b>
6.1	The Audit Committee will meet at least three times each financial year. There should be at least one meeting a year, or part thereof, where the Audit Committee meets the external and Chief Internal Auditor without other senior officers present.
<b>7</b>	<b>Authority</b>
7.1	The Audit Committee is authorised to instruct further investigation on any matters which fall within its Terms of Reference.
<b>8</b>	<b>Duties</b>
8.1	The Audit Committee will review the overall Internal Control arrangements of the IJB and make recommendations to the IJB regarding signing of the Governance Statement.
	Specifically it will be responsible for the following duties:
	1. Acting as a focus for value for money and service quality initiatives;
	2. To review and approve the annual audit plan on behalf of the IJB, receiving reports, overseeing and reviewing actions taken on audit recommendations and reporting to the Board;
	3. Monitoring the annual work programme of Internal Audit;
	4. To consider matters arising from Internal and External Audit reports;
	5. Review on a regular basis action planned by management to remedy <b><i>performance</i></b> weaknesses or other criticisms made by Internal or External Audit <b><i>or the IJB, making full use of the Audit Committee.</i></b>
	6. Review risk management arrangements, receive annual Risk Management updates and reports.
	7. Ensure existence of and compliance with an appropriate Risk Management Strategy.
	8. To consider annual financial accounts and related matters before submission to and approval by the IJB;
	9. To be responsible for setting its own work programme which will include the right to undertake reviews following input from the IJB and any other IJB Committees;

10.	The Audit Committee may at its discretion set up short term working groups for review work. Membership of which will be open to anyone whom the Audit Committee considers will assist in the task assigned. The working groups will not be decision making bodies or formal committees but will make recommendations to the Audit Committee;
11.	Promoting the highest standards of conduct by Board Members;
12.	Monitoring and keeping under review the Codes of Conduct maintained by the IJB, and.
13.	Will have oversight of Information Governance arrangements as part of the performance and audit process.
14.	Monitoring progress on the delivery of Directions on a six monthly basis and escalating key delivery issues to the IJB.
<b>9</b>	<b>Conduct of Meetings</b>
9.1	Meetings of the Audit Committee will be conducted in accordance with the relevant Standing Orders of the IJB.

Classification : Official

**Inverclyde Integration Joint Board  
Audit Committee Membership – as at 26 June 2023**

<b>SECTION A. VOTING MEMBERS</b>		
		Proxies (Voting Members)
Inverclyde Council	<b>Vacancy*</b> Councillor Lynne Quinn <b>*Vice Chair is also vacant</b>	### Councillor Drew McKenzie
Greater Glasgow and Clyde NHS Board	Mr David Gould (Chair)** Mr Simon Carr <b>**Chair tbc on 26 June 2023</b>	
<b>SECTION B. NON-VOTING MEMBERS</b>		
A staff representative (NHS Board)	Ms Diana McCrone	
A third sector representative	Ms Charlene Elliott	