
Report To:	Inverclyde Integration Joint Board	Date:	16 September 2016
Report By:	Brian Moore, Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership	Report No:	VP/LP/122/16
Contact Officer:	Vicky Pollock	Contact No:	01475 712180
Subject:	Membership of the Inverclyde Integration Joint Board		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Inverclyde Integration Joint Board ("IJB") of a change in its membership arrangements.

2.0 SUMMARY

- 2.1 The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 sets out the arrangements for the membership of all Integration Joint Boards.
- 2.2 Greater Glasgow and Clyde NHS Board ("the NHS Board") recently conducted a review of the non-executive membership of Integration Joint Boards which has resulted in a change in the voting members nominated by the NHS Board to sit on the IJB.
- 2.3 There have also been some changes to the non-voting professional advisory membership of the IJB.
- 2.4 This report sets out the revised membership arrangements for the IJB and the IJB Audit Committee.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Inverclyde Integration Joint Board:-
- (1) notes the appointment by Greater Glasgow and Clyde NHS Board of Mr Alan Cowan and Ms Dorothy McErlan as voting members of the Inverclyde Integration Joint Board;
 - (2) notes the appointment by Greater Glasgow and Clyde NHS Board of Mr Simon Carr as Vice-Chair of the Inverclyde Integration Joint Board;
 - (3) notes the appointment by Inverclyde Council of the Head of Children's Services and Criminal Justice as Chief Social Work Officer from 1 October 2016;
 - (4) notes the appointment, on an interim basis, by Greater Glasgow and Clyde NHS Board of Susan O'Rourke as Professional Nurse Advisor;
 - (5) appoints two Greater Glasgow and Clyde NHS Board voting members to serve on the Inverclyde Integration Joint Board Audit Committee, with nominations and appointments being made at the meeting; and
 - (6) appoints a 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.

4.0 BACKGROUND

4.1 The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 (“the Order”) sets out the arrangements for the membership of all Integration Joint Boards. As a minimum this must comprise:

- voting members appointed by the NHS Board and Inverclyde Council;
- non-voting members who are holders of key posts within either the NHS Board or Inverclyde Council; and
- representatives of groups who have an interest in the IJB.

5.0 VOTING MEMBERSHIP

5.1 The NHS Board, on 16 August 2016, agreed revised membership arrangements for the IJB to take effect from 1 September 2016 as follows:

Non Executive Lead

Simon Carr

Non Executive Deputy Lead

Donny Lyons

Non Executive Membership

Alan Cowan

Dorothy McErlean

5.2 The Order states that the Council or the NHS Board may change the person appointed by them as Chair or Vice-Chair of the IJB during an appointing period. Paragraph 2.3 of the Integration Scheme between the Council and the NHS Board sets out the local arrangements for the appointment of the Chair and the Vice-Chair of the IJB.

5.3 As a result of the revised membership arrangements set out in paragraph 5.1, the NHS Board has nominated two new voting members, Alan Cowan and Dorothy McErlean and has appointed Simon Carr as the new Vice-Chair of the IJB.

5.4 Proxies for voting members of the IJB are to be arranged by the authority which nominated them as voting members. While the NHS Board is not in a position to provide named proxy members, as the Council has, it has put in place arrangements from 1 September to ensure that proxy NHS Board non-executive members are provided in the event that a NHS Board voting member is unable to attend a meeting of the IJB.

6.0 AUDIT COMMITTEE MEMBERSHIP

6.1 On 20 June 2016, the IJB agreed the remit, powers and membership of the IJB Audit Committee. As a result of the NHS Board voting membership changes highlighted in paragraph 5 above, it is necessary to change the membership of the IJB Audit Committee.

6.2 The IJB is required to appoint two new NHS Board voting members, one of which is to be appointed as Chair, of the IJB Audit Committee.

6.3 In terms of paragraph 3.1 of the IJB Audit Committee’s Terms of Reference (Appendix 2), the Chair and Vice-Chair of the IJB should not be members of the IJB Audit Committee and this will require to be taken into account when agreeing the new member and Chair appointments.

7.0 NON-VOTING MEMBERSHIP – PROFESSIONAL ADVISORS

7.1 On 9 August 2016, Inverclyde Council approved the resignation of the Chief Officer from and the appointment of the Head of Children’s Services and Criminal Justice to the role of Chief Social Work Officer for Inverclyde Council, with effect from 1 October 2016. This means that Sharon McAlees, will from 1 October 2016, replace Brian Moore as the Chief Social Work

Officer professional adviser non-voting member on the IJB.

- 7.2 The non-voting Professional Nurse Adviser, Cathy Roarty, recently retired from the NHS Board. This membership role is to be filled on an interim basis by Susan O'Rourke, who has been appointed by the NHS Board in terms of Regulation 3(2) of the Order.

8.0 PROPOSALS

- 8.1 It is proposed that the IJB agree the revised IJB membership arrangements as set out in Appendix 1 and agrees the revised NHS Board voting membership of the IJB Audit Committee.

9.0 IMPLICATIONS

Finance

- 9.1 None.

Financial Implications:

One Off Costs

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

Annually Recurring Costs/ (Savings)

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

Legal

- 9.2 The membership of the IJB is set out in the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

Human Resources

- 9.3 None.

Equalities

- 9.4 There are no equality issues within this report.

- 9.4.1 Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
X	NO – This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

- 9.4.2 How does this report address our Equality Outcomes

There are no Equalities Outcomes implications within this report.

Equalities Outcome	Implications
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

Clinical or Care Governance

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

National Wellbeing Outcomes

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

There are no National Wellbeing Outcomes implications within this report.

National Wellbeing Outcome	Implications
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

10.0 CONSULTATIONS

- 10.1 The Corporate Director (Chief Officer) and the Chief Financial Officer of the Inverclyde Health & Social Care Partnership, and the Head of Board Administration of Greater Glasgow and Clyde NHS Board have been consulted in the preparation of this report.

11.0 BACKGROUND PAPERS

- 11.1 N/A

Inverclyde Integration Joint Board Membership

SECTION A. VOTING MEMBERS		
		Proxies (Voting Members)
Inverclyde Council	Councillor Joe McIlwee (Chair)	Councillor Gerry Dorrian
	Councillor Stephen McCabe	Councillor Jim Clocherty
	Councillor Ciano Rebecchi	Councillor Kenny Shepherd
	Councillor Vaughan Jones	Councillor Ronnie Ahlfeld
Greater Glasgow and Clyde NHS Board	Mr Simon Carr (Vice Chair)	
	Dr Donald Lyons	
	Mr Alan Cowan	
	Ms Dorothy McErlean	
SECTION B. NON-VOTING PROFESSIONAL ADVISORY MEMBERS		
Chief Officer of the IJB	Brian Moore	
Chief Social Worker of Inverclyde Council	Sharon McAlees	
Chief Finance Officer	Lesley Aird	
Registered Medical Practitioner who is a registered GP	Inverclyde Health & Social Care Partnership Clinical Director Dr Hector MacDonald	
Registered Nurse	Professional Nurse Advisor Susan O'Rourke	
Registered Medical Practitioner who is not a registered GP	Chief Medical Officer Dr Chris Jones	
SECTION C. NON-VOTING STAKEHOLDER REPRESENTATIVE MEMBERS		
A staff representative (Council)	Ms Robyn Garcha	
A staff representative (NHS Board)	Ms Diana McCrone	
A third sector representative	Mr Ian Bruce Manager CVS and Chief Executive Inverclyde Third Sector Interface	
A service user	Ms Margaret Telfer Chair Inverclyde Health and Social Care Partnership Advisory Group	

A carer representative	Ms Christina Boyd	
SECTION D. ADDITIONAL NON-VOTING MEMBERS		
Representative of Inverclyde Housing Association Forum	Ms Sandra McLeod, Director of Housing & Customer Services, River Clyde Homes	

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

1	Introduction
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.
2	Constitution
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.
3	Chair
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 or Vice 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 or vice 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.
4	Quorum
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.
5	Attendance at meetings
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.
6	Meeting Frequency
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.
7	Authority

7.1	The Audit Committee is authorised to instruct further investigation on any matters which fall within its Terms of Reference.
8	Duties
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 weaknesses or other criticisms made by Internal or External Audit
	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.
9	Conduct of Meetings
9.1	Meetings of the Audit Committee will be conducted in accordance with the relevant Standing Orders of the IJB.