



Item No: 18

Meeting Date: Wednesday 20th September 2017

Glasgow City Integration Joint Board

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INTEGRATION JOINT BOARD COMMITTEE STRUCTURES

Purpose of Report:	To propose a revision to the Integration Joint Board's committee structures.
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Recommendations:	The Integration Joint Board is asked to: a) note this report; and, b) approve the proposals outlined in Section 3 and revised Terms of Reference for Committees at appendix 2.
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Relevance to Integration Joint Board Strategic Plan:

None – relates to matters of governance.

Implications for Health and Social Care Partnership:

Reference to National Health & Wellbeing Outcome:	None – relates to matters of governance.
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Personnel:	None
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Carers:	None
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Provider Organisations:	None
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Equalities:	None	
Financial:	None	
Legal:	Under the Public Bodies (Joint Working) (Scotland) Act 2014 and associated regulations, the IJB is permitted to establish committees of its members as it sees fit.	
Economic Impact:	None	
Sustainability:	None	
Sustainable Procurement and Article 19:	None	
Risk Implications:	None	
Implications for Glasgow City Council:	None	
Implications for NHS Greater Glasgow & Clyde:	None	
Direction Required to Council, Health Board or Both	Direction to:	
	1. No Direction Required	✓
	2. Glasgow City Council	
	3. NHS Greater Glasgow & Clyde	
	4. Glasgow City Council and NHS Greater Glasgow & Clyde	

1. Purpose

- 1.1 The purpose of this report is to propose a revision to the IJB's committee structures.

2. Background

- 2.1 At the first meeting of the Glasgow City Integration Board on 8 February 2016, the IJB agreed to the establishment of three committees, the Executive Committee, Finance and Audit Committee, and the Public Engagement Committee. The remits of these committees are outlined in the paper presented to the IJB and available at <https://www.glasgow.gov.uk/CHttpHandler.ashx?id=32333&p=0>
- 2.2 Following discussion at development sessions and at the 9 December 2016 IJB meeting, the IJB agreed an amendment to the terms of reference and frequency of

the Executive Committee, which were formally agreed by the IJB on 18 January 2017 in a paper available at <https://www.glasgow.gov.uk/CHttpHandler.ashx?id=36436&p=0>

2.3 The IJB therefore currently has three committees:

Finance and Audit Committee

- Meets approximately 8-weekly
- Considers matters such as operational performance, financial management and scrutiny, risk management, audit findings

Public Engagement Committee

- Meets quarterly
- Considers matters such as communications, stakeholder and locality engagement, petitions, community development

Executive Committee

- Meets on an 'as required' basis to consider matters of urgency which cannot wait until the next scheduled IJB meeting
- Has not been convened since its role was changed in January 2017, and had not met since August 2016 before that

3. Proposals to Revise Committee Structure

- 3.1 The volume of reports presented to the IJB at recent meetings, in particular the number which are provided for information and do not require a decision, is such that there is limited capacity for the IJB to fully discuss important matters at hand.
- 3.2 It is therefore considered that additional capacity within IJB committees would free up more time for the IJB to focus on matters of strategy and policy development directly linked to its statutory functions.
- 3.3 It is proposed that this additional capacity be created through the IJB re-designating the Executive Committee as a Performance Scrutiny Committee, scheduled to meet on a quarterly basis. This committee would largely focus on operational matters directly linked to service delivery such as performance management, professional and clinical governance, and updates on progress with key pieces of work across the Health and Social Care system. Performance management and scrutiny as it relates to financial governance would remain with the Finance and Audit Committee.
- 3.4 Where the Performance Scrutiny Committee considered a matter to be of significant importance and requiring to be referred to the full IJB or another committee, the existing Standing Orders for the IJB and Committees permit this to happen.
- 3.5 Examples of reports which have previously been presented to the IJB but which it is anticipated would be presented to the Performance Scrutiny Committee instead are available at Appendix 1.
- 3.6 Establishment of the Performance Scrutiny Committee will require drafting of Terms of Reference for that committee, and an amendment to the Terms of

Reference of the Finance and Audit Committee. No changes will be required to the Terms of Reference for the Public Engagement Committee or to the Standing Orders for the IJB and Committees. Revised committee terms of reference are available at Appendix 2

4. Recommendations

4.1 The Integration Joint Board is asked to:

- a) note this report; and,
- b) approve the proposals outlined in Section 3 and revised Terms of Reference for Committees at Appendix 2.

Appendix 1 – Examples of Types of Reports Which May be Presented to Performance Scrutiny Committee

- HSCP Quarterly Performance Report
- Quarterly Clinical and Professional Governance Assurance Statement
- Scottish Government - Gender Balance on Public Boards Consultation
- Integrated Health and Social Care Out of Hours Reform Update
- Freedom of Information Requests submitted to the IJB
- HSCP Locality Plans 2017/18
- Scottish Living Wage Update
- MAPPA Annual Report
- Children and Young People Services - Residential Modernisation Programme
- Deaths from Suicide within Glasgow City
- Winter Planning
- Glasgow Community Planning Partnership Annual Report
- Glasgow City Children and Young People Integrated Services Plan 2017-20
- Supporting at Risk GP Practices in Glasgow
- Chief Social Work Officer Annual Report
- Learning from Dash (Child Sexual Exploitation)
- Care Inspectorate Reports
- Bi-Annual Complaints Report - Social Work and Health

Appendix 2 – Revised Committee Terms of Reference

IJB Finance and Audit Committee

The Finance and Audit Committee is responsible for monitoring the financial performance of the Glasgow Health and Social Care Partnership; reviewing audit and inspection reports; and for promoting the observance high standards of financial propriety.

Specific remit to include:-

- Monitoring internal financial control, ensuring that appropriate financial controls are in place
- Ensuring that financial performance is monitored against budget and that the budget plan is clearly linked to the strategic plan
- Endorsement of capital schemes promoted by the parent bodies
- Approval of the annual audit plan
- Initiating and undertaking specific audits and/or reviews of any matters falling within the remit of the committee or requested by the Integration Joint Board
- Receiving and considering summaries of internal and external audit reports which relate to any issue falling within the remit of the Integration Joint Board
- Promoting value for money studies and best value
- Taking an overview of the Integration Joint Board's Service Reform programme
- Review of Risk Registers
- Referring back to the Integration Joint Board for its consideration any Service/Financial performance issue which might have implications for policy development coming within the remit of the Integration Joint Board
- Approval of the Annual Accounts and Annual Governance Statement prior to presentation to the Integration Joint Board
- To consider the external auditor's annual letter and associated reports and to report on these to the IJB
- To advise on the effectiveness of relationships between external and internal audit and other inspection agencies

IJB Performance Scrutiny Committee

The Performance Scrutiny Committee is responsible for monitoring the operational performance of the Glasgow Health and Social Care Partnership, including performance within care groups, localities and city-wide services and matters of professional and clinical governance. In addition the committee will receive updates on and scrutinise progress with key pieces of work across the Health and Social Care system.

Specific remit to include:-

- Monitoring operational performance across the Health & Social Care Partnership
- Reviewing reports of external inspections of health and social care services and facilities within Glasgow City
- Review of the Quarterly Professional and Clinical Governance Statement and outputs from the IJB Professional and Clinical Governance Board
- Maintain oversight of the Health and Social Care Partnership's performance in statutory functions such as complaints handling, Freedom of Information and Participation Requests
- Monitor progress and review updates on various pieces of work across the Health and Social Care system on behalf of the IJB

IJB Public Engagement Committee

The Committee will enable Glasgow's citizens and local Third and Independent sector organisations to have a direct route of engagement and role in the policy development process in relation to health and social care integrated services by raising matters of concern. It will as part of this role, approve and keep under review the Board's Participation and Engagement Strategy.

- To consider petitions and representation on matters falling within the competence of the Integration Joint Board and recommend to the Integrated Joint Board the appropriate action to be taken.
- To monitor and review the development and implementation of the Integration Joint Board's Participation and Engagement Strategy.
- To carry out any and all functions conferred on the Committee by the Integration Joint Board in keeping with the Participation and Engagement Strategy