

West Lothian Integration Joint Board

Date: 23 March 2016

Agenda Item: **8**

IJB FINANCIAL REGULATIONS

REPORT BY CHIEF FINANCE OFFICER

A PURPOSE OF REPORT

The purpose of this report is to seek approval from the Integration Joint Board (IJB) on the Financial Regulations to be used by the Board

B RECOMMENDATION

1. To note the content of the report:
2. Approve the Financial Regulations as set out in Appendix 1

C TERMS OF REPORT

C.1 Background

A key element of financial governance is a clear set of financial regulations that will allow the IJB to conduct its business efficiently. Section 95 of the Local Government (Scotland) Act 1973 requires all Integration Joint Boards (IJBs) in Scotland to have adequate systems and controls in place to ensure the proper administration of their financial affairs. The 1973 Act also requires that a proper officer is appointed to take responsibility for the administration of the IJBs financial affairs. For the IJB, this role will be fulfilled by the Chief Finance Officer.

C.2 West Lothian IJB Financial Regulations

As previously reported, the West Lothian IJB will take on functional and financial responsibilities for delegated NHS Lothian and Council from 1 April 2016. This will align to the IJB Strategic Plan covering the period 2016/17 to 2018/19.

The proposed Financial Regulations as set out in Appendix 1 provide the framework for managing the IJB's financial affairs from 1 April 2016. They apply to IJB members, IJB advisory members and all parties acting on behalf of the IJB. The Chief Finance Officer is responsible for maintaining a continuous review of the financial regulations and submitting any changes to the Board for approval. It is proposed that the financial regulations are reviewed at least once every three years.

The Chief Finance Officer is also responsible for issuing procedures, guidance and advice to underpin the financial regulations, and for investigating any breach of the regulations. It should also be noted that the IJB does not directly receive or expend cash via a bank account, or employ staff. As a result the Financial Regulations are relatively high level.

D CONSULTATION

Relevant officers in NHS Lothian and West Lothian Council.

E REFERENCES/BACKGROUND

Public Bodies (Joint Working) (Scotland) Act 2014

Local Government (Scotland) Act 1973

F APPENDICES

WL IJB Financial Regulations

G SUMMARY OF IMPLICATIONS

Equality/Health	The report has been assessed as having little or no relevance with regard to equality or the Public Sector Equality Duty. As a result, equality impact assessment has not been conducted. The relevance assessment can be viewed via the background references to this report.
National Health and Wellbeing Outcomes	None.
Strategic Plan Outcomes	None.
Single Outcome Agreement	None.
Impact on other Lothian IJBs	None.
Resource/Finance	The 2015/16 budget resources relevant to functions that will be delegated to the IJB from 1 April 2016 have been estimated at over £200 million.
Policy/Legal	None.
Risk	There are a number of risks associated with health and social care budgets, which will require to be closely managed.

H CONTACT

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