

West Lothian Integration Joint Board

Date: 10 March 2020

Agenda Item: 7

STYLE OF MINUTES

REPORT BY STANDARDS OFFICER

A PURPOSE OF REPORT

To propose a new approach to the preparation of minutes of the Integration Joint Board and its committees, which is presented to the Board for approval.

B RECOMMENDATION

To agree the new approach to the preparation of minutes of the Integration Joint Board and its committees as outlined in part D of this report.

C SUMMARY OF IMPLICATIONS

C1	Directions to NHS Lothian and/or West Lothian Council	A direction(s) is not required.
C2	Resource/ Finance	N/a
C3	Policy/Legal	Public Bodies (Joint Working) (Scotland) Act 2014; Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014; Board's Standing Orders, Scheme of Delegation and committee remits
C4	Risk	There is no specific risk identified in the Risk Register but poor governance arrangements may result in unsound decision-making and poor performance and outcomes
C5	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, an equality impact assessment has not been conducted. The relevance assessment can be viewed via the background references to this report.

C6	Environment and Sustainability	N/A
C7	National Health and Wellbeing Outcomes	Good governance promotes good decisions and good performance.
C8	Strategic Plan Outcomes	Good governance promotes good decisions and good performance.
C9	Single Outcome Agreement	Good governance promotes good decisions and good performance.
C10	Impact on other Lothian IJBs	None

D TERMS OF REPORT

1 Background

IJB Audit, Risk and Governance Committee on 11 December 2019 approved the contents of a report reviewing IJB standing orders and which included the suggestion for revisiting the style of minutes separately.

While reviewing its Standing Orders, the Board on 21 January 2020 agreed to separately consider reducing the size and scope of minutes by removing the narrative part and just record the actual decision and anything else judged by the clerk to be significant.

IJB minutes follow the style and format of West Lothian Council minutes and are stored in the Council Information System (Coins); hard copies are held within the council's Legal Services. The council recently adopted a similar approach to minutes to the one proposed here.

2 Legal requirements

In accordance with The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 – Article 18 (Schedule – Matters to be Included in Standing Orders) Paragraph 6 (Records), standing orders of IJBs must make provision for the following, among others:

(1) A record must be kept of the names of the members attending every meeting of the integration joint board or of a committee of the integration joint board.

(2) Minutes of the proceedings of each meeting of the integration joint board or a committee, including any decision made at that meeting, are to be drawn up and submitted to the next ensuing meeting of the integration joint board or the committee for agreement after which they must be signed by the person presiding at that meeting.

2.2 Furthermore, IJB's Standing Orders stipulate that minutes shall record:

- a) The names of members present at a meeting
- b) The names of any officers in attendance
- c) Declarations of interest made, and whether members declaring an interest participated in the relevant item of business, or not
- d) Significant legal and other advice provided by officers and professional advisers
- e) Rulings by the Chair
- f) A brief summary of the terms of the report and recommendations
- g) Motions, amendments, voting and decisions made
- h) Other matters required to be recorded by these Standing Orders

3 Approach required

3.1 Overall, the approach to be taken requires:

- Compliance with legal rules on minutes (above)
- Compliance with Standing Orders (above)
- Clarity, brevity, precision and no ambiguity
- A clear record of significant events at the meeting which is sufficient to demonstrate reasons for decisions
- A clear record of decisions taken which can be understood without extensive cross-referencing

4 Current practice / minute format

The current minute style, adopting the council's practice, pre-dates the extensive use of the internet for publishing and accessing meeting papers and using electronic versions at meetings. Minutes currently include a fairly lengthy narrative drawn from the report as well as critical information such as the recommendations, motions, amendments, voting and decisions.

4.1

- Drafts are prepared by the Clerk with no reference to or input or influence from the Chair or other members. Members are generally content with the standard of minutes and it is extremely rare for their accuracy or content to be questioned by members or corrected when considered for accuracy.
- 4.2

5 Reasons for change

- Minutes and reports are now almost universally accessed on the internet. Members of the public may occasionally ask for copies of specific documents. However, directing them to the council's website is almost always enough to meet the request.
- 5.1

- On the internet, committee reports and appendices and, after approval, minutes for the whole meeting and for each individual item of business sit side by side on the same web page. The report can be read and the minute checked without any searching or extensive cross-referencing. Both can be printed or downloaded readily and easily if desired.
- 5.2

- When preparing a draft minute, there is a significant amount of work involved in "telling the story" based on the report. There is more involved than simply copying and pasting a report into the minute.
- 5.3

- However, there is scope for reducing minute size and length without impinging on what is required of a sound and accurate record of decisions, which in turn will reduce the workload of officers and save some time for those reading the minutes, including members, officers, press and members of the public.
- 5.4

6 Proposed minute format / style and content

- It is proposed that the style of minutes is changed to reduce the size, length and work involved in producing them whilst still meeting legal and good practice requirements. In short, that will involve the omission of the lengthy narrative based on the report. The proposed minute format will be as follows:
- 6.1

- 6.2 The minute for the first part of the meeting:

- The sederunt
- Declarations of interest
- Rulings on Order of Business, including urgent business
- Consideration and approval of the minute of the last meeting
- Minutes for noting, if any
- Membership and meeting changes
- Entries for each item of business

6.3 The entry for each report by officers:

- An introductory paragraph copied from Part A of the committee report
- The recommendations copied from Part B of the report
- Significant legal, financial or clerkly advice
- Significant rulings by the Chair
- Any additional information pertinent to the type of business covered by the report
- Motions (if any) and amendments and their movers and seconders
- Voting
- Decisions

6.4 The entry for each stand-alone motion (if any) by a member:

- The motion and its mover and seconder
- Amendments and their movers and seconders
- Significant legal, financial or clerkly advice
- Significant rulings by the Chair
- Voting
- Decisions

6.5 A sample minute following this proposed format is appended to the report.

E CONSULTATION

West Lothian Integration Joint Board Audit, Risk and Governance Committee
11 December 2019

West Lothian Integration Joint Board 21 January 2020

F REFERENCES/BACKGROUND

West Lothian Integration Joint Board Audit, Risk and Governance Committee
11 December 2019 – Review of Standing Orders

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%92oz%8D>

The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 – Article 18 (Schedule – Matters to be Included in Standing Orders)

<http://www.legislation.gov.uk/ssi/2014/285/schedule/made> Paragraph 6 (Records)

G APPENDICES

Sample minute of IJB 26 November 2019

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10 March 2020