



West Lothian  
Council



## ***West Lothian Integration Joint Board***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

30 March 2016

A meeting of the **West Lothian Integration Joint Board** of West Lothian Council will be held within the **Strathbrock Partnership Centre, 189 (a) West Main Street, Broxburn EH52 5LH** on **Tuesday 5 April 2016** at **2:00pm**.

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Audit Committee - Report by Director (herewith)
5. Schedule of Meetings 2016/17 - Report by Director (herewith)
6. Standing Orders and Code of Conduct - Report by Director (herewith)
7. Terms of Reference for Commissioning Plan Working Groups - Report by Director (herewith)
8. IJB Member Induction - Report by Director (herewith)
9. Workplan (herewith)

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DATA LABEL: Public

NOTE     **For further information contact Anne Higgins, Tel: 01506 281601 or email: [anne.higgins@westlothian.gov.uk](mailto:anne.higgins@westlothian.gov.uk)**

## West Lothian Integration Joint Board

Date: 5 April 2016

Agenda Item: **4**

### AUDIT COMMITTEE

#### REPORT BY DIRECTOR

##### **A PURPOSE OF REPORT**

To consider again the establishment of an Audit Committee to assist the Board in compliance with statutory duties and contribute to good governance arrangements for the Board and its committees.

##### **B RECOMMENDATION**

1. To consider and approve the revised remit and change of name for the proposed Audit Committee, as set out in the appendix to the report
2. To agree the remaining members of the committee
3. To appoint the Chair and Vice-Chair of the committee

##### **C TERMS OF REPORT**

On 20 October 2015 the Board agreed that a report should be brought to a future meeting to establish an Audit Committee to secure compliance with relevant legislation and assist in the good governance of the Board and its committees and their proceedings. That report was considered at the Board meeting on 16 February 2016 when some matters could not be agreed.

The decision, with each part followed by up-to-date information to assist further deliberation, was:-

*1. To agree to establish an Audit Committee, with the remit set out in the Appendix to the report, but for consideration to be given to expanding the remit slightly to give more focus to governance arrangements.*

The remit proposed to the Board at its February meeting is in Appendix 1, and some suggested additions are shown **in bold type** to make more explicit the committee's role in relation to risk and the wider field of corporate governance.

*2. To delegate to the Director and the Chair of the committee the arrangements for its first meeting, with a schedule of meeting dates to be agreed there by the committee itself.*

No further consideration is required – once the committee's Chair is appointed, arrangements can be made for the committee to meet.

*3. To note that the legislation regarding the Board's Standing Orders, and the Board's Standing Orders themselves, applied to committees of the Board as they did to the Board itself.*

No further consideration is required - the legislation governing Integration Joint Boards requires that its Standing Orders must contain certain specific provisions, and that those Standing Orders are to apply to the proceedings of its committees as they do to the Board itself. The Board adopted such Standing Orders on 20 October 2015 and so the Audit Committee will be governed by their terms.

*4. To agree that the Audit Committee comprise six members of the Board as undernoted:-*

- *2 voting members appointed by NHS Lothian*
- *2 voting members appointed by West Lothian Council*
- *2 non-voting members (comprising Jane Houston and 1 other, with non-voting members to be canvassed about their willingness and ability to participate in the committee).*

The four voting members have yet to be identified, and the second non-voting member. Substitutes will be allowed at meetings of the committee.

*5. To note that, whilst the Board unanimously agreed that the Chair of the IJB should not be appointed to the Audit Committee, a consensus could not be reached by members when asked to determine whether the Vice-Chair of the IJB may, or may not, be appointed to the Audit Committee.*

The Board has to decide if its Vice-Chair should be a member of the committee. The Board then has to appoint the committee's Chair and Vice-Chair. In relation to other Integration Joint Boards in the Lothian Health Board area and some others elsewhere, the position is:-

- None of the other three Lothian IJBs have the IJB Chair as a committee member (and so not as Chair of their committee). Two of the other three have the IJB Vice-Chair as a committee member. Neither of those two have the Vice-Chair as chair of the committee. One has a non-voting member as committee chair
- Of seven other IJBs who responded to an enquiry, five have the IJB Vice-Chair on their committee, and two of those have the IJB Vice-Chair as committee chair

*6. To agree that a report would come back to the Board to allow further consideration of these unresolved matters.*

This report brings the establishment of the Audit Committee back to the Board for determination. The Board has accepted the principle and value of having an Audit Committee, and the committee should have a significant part to play almost immediately in relation to the work of the Board's Internal Auditor, the annual work plans of both the Internal and External Auditors, and the process of agreeing and submitting the Board's accounts for audit. It is recommended that the committee is established as soon as possible.

## **D CONSULTATION**

Relevant officers of council and health board

## **E REFERENCES/BACKGROUND**

Board meetings on 20 October 2015 and 16 February 2016

## **F APPENDICES**

Remit of Audit (**Risk and Governance**) Committee

## **G SUMMARY OF IMPLICATIONS**

<b>Equality/Health</b>	The report has little or no relevance with regard to equality or the Public Sector Equality Duty. As a result, equality impact assessment has not been conducted
<b>National Health and Wellbeing Outcomes</b>	N/A
<b>Strategic Plan Outcomes</b>	N/A
<b>Single Outcome Agreement</b>	N/A
<b>Impact on other Lothian IJBs</b>	N/A
<b>Resource/finance</b>	None
<b>Policy/Legal</b>	Public Bodies (Joint Working) (Scotland) Act 2014 and Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014
<b>Risk</b>	Failure to have appropriate procedures in place to ensure statutory compliance and good governance arrangements risk successful delivery of the integrated functions

## **H CONTACT**

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5 April 2016

## **WEST LOTHIAN INTEGRATION JOINT BOARD**

### **AUDIT *RISK AND GOVERNANCE* COMMITTEE**

#### **A REMIT AND POWERS**

- 1 To review the effectiveness of the Board's framework of governance, risk management and internal control
- 2 To approve the annual risk based internal audit plan and monitor internal audit work against the plan
- 3 To consider the annual external audit plan
- 4 To approve the internal audit charter and monitor the independence and effectiveness of the internal audit function
- 5 To consider internal and external audit reports and receive assurance that agreed recommendations have been timeously and effectively implemented
- 6 To consider the unaudited annual accounts and governance statement
- 7 To redirect internal audit resources as and when deemed appropriate
- 8 **To review with officers, the adequacy of the policies and practices in operation to ensure compliance with relevant statutes, directions, standards or codes of corporate governance**
- 9 **To develop a culture of good corporate governance and to promote awareness of and compliance with the principles of good corporate governance**
- 10 **To give consideration to internal and external reports which identify issues in relation to corporate governance, to scrutinise action plans for compliance, and to ensure that such action plans are implemented by officers**
- 11 **To develop a culture of risk awareness and risk management**
- 12 **To review and monitor the Board's strategy and systems for the management of risk and relevant reporting arrangements and ensure they are adequate and cost effective**
- 13 **To give consideration to internal and external reports which identify issues in relation to risk and risk management, to scrutinise action plans for compliance, and to ensure that such action plans are implemented by management**
- 14 To make recommendations to the Board on any matters within its remit or which are otherwise referred to it by the Board

- 15 To require the attendance of the Director, Finance Officer and members of the Board, and the provision of information held by the Board, for the purposes of discharging its remit

## **B MEMBERSHIP**

- 1 Six members of the Board comprising two voting members appointed by NHS Lothian, two voting members appointed by West Lothian Council, and two non-voting members (*for discussion and agreement*)
- 2 The Chair and Vice-Chair of the Committee are to be appointed by the Integration Joint Board
- 3 The Chair and Vice-Chair of the Integration Joint Board may not be members of the Committee (*for discussion and agreement*)

## **C QUORUM AND STANDING ORDERS**

- 1 The quorum for any meeting of the committee shall be on half of its voting members
- 2 The Standing Orders adopted by the Board on 20 October 2015, as amended if applicable, shall apply to the meetings of the Committee

## **D SUBSTITUTES**

- 1 Substitutes are permitted from the membership of the Integration Joint Board, but a voting member may not attend as a substitute for a non-voting member

## **E MEETINGS**

- 1 The committee shall meet at least four times in each financial year on dates fixed either by the Board or by the committee itself

## **F REPORTING ARRANGEMENTS**

- 1 Minutes of meetings are to be reported and approved at the next meeting of the Committee
- 2 Minutes of meetings are also to be reported to the Integration Joint Board for noting, either in draft form or as approved, depending on the date of the Board's next available meeting



## **West Lothian Integration Joint Board**

Date: 5 April 2016

Agenda Item: **5**

### **SCHEDULE OF MEETINGS 2016/17**

#### **REPORT BY DIRECTOR**

##### **A PURPOSE OF REPORT**

Meeting dates for West Lothian Integration Joint Board have been set until 31 May 2016. This report outlines a proposed schedule of meetings for the IJB until June 2017.

##### **B RECOMMENDATION**

Board is asked to agree the proposed schedule of meetings.

##### **C TERMS OF REPORT**

Standing Orders for the IJB stipulate that the Board shall 'at least annually approve a timetable of ordinary meetings, which shall be held at least six times in each financial year'.

In line with this requirement it is proposed that the following dates are agreed for IJB meetings after May 2016 until June 2017

#### **2016**

23 August - 2.00 pm  
18 October - 2.00 pm  
29 November - 2.00 pm

#### **2017**

31 January - 2.00 pm  
14 March - 2.00 pm  
20 April - 10.00 am  
27 June - 2.00 pm

It is also proposed that the IJB meetings continue to be held in Strathbrock Partnership Centre, Broxburn, as this building meets requirements for accessibility, parking and meeting space.

## **D CONSULTATION**

Dates were drafted after taking into account available date and time opportunities within NHS Lothian and West Lothian Council meeting calendars.

## **E REFERENCES/BACKGROUND**

West Lothian IJB Standing Orders

## **F APPENDICES**

None.

## **G SUMMARY OF IMPLICATIONS**

<b>Equality/Health</b>	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.
<b>National Health and Wellbeing Outcomes</b>	None.
<b>Strategic Plan Outcomes</b>	None.
<b>Single Outcome Agreement</b>	None.
<b>Impact on other Lothian IJBs</b>	None.
<b>Resource/finance</b>	None.
<b>Policy/Legal</b>	Compliance with Standing Orders
<b>Risk</b>	Non-compliance with Standing Orders

## **H CONTACT**

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5 April 2016

## **West Lothian Integration Joint Board**

Date: 5 April 2016

Agenda Item: **6**

### **STANDING ORDERS AND CODE OF CONDUCT**

#### **REPORT BY DIRECTOR**

#### **A PURPOSE OF REPORT**

To review the Board's Standing Orders and Code of Conduct.

#### **B RECOMMENDATION**

1. To review the Board's Standing Orders (Appendix 3) and determine if any changes should be made
2. To approve the change to Standing Order 9.12 in relation to amended legislation affecting members declaring interests and withdrawing from meetings (Appendix 1)
3. To approve the changes to paragraphs 5.6 and 5.7 of the interim Code of Conduct in relation to amended legislation affecting members declaring interests and withdrawing from meetings (Appendix 2)

#### **C TERMS OF REPORT**

##### **Standing Orders**

- 1 In terms of statutory rules made under the Public Bodies (Joint Working) (Scotland) Act 2014 ("the 2014 Act") the Board requires to make Standing Orders regulating its proceedings. Those rules also set out certain minimum requirements to be included in such Standing Orders whilst leaving other matters for inclusion at the Board's discretion. In some areas they stipulate the particular terms which must be included, and in others they leave the detail for local decision.

- 2 In addition to the statutory rules, there are other provisions which experience shows are necessary elements of Standing Orders to ensure sound decisions are taken, not in the sense of the merits of the decisions, but in the relation to lawfulness, efficiency, speed, promptness, accuracy and on the basis of all relevant information.
- 3 At its inaugural meeting in October 2015 the Board approved Standing Orders to regulate its own meetings and meetings of its committees. It requested that they be brought back to the Board for further consideration prior to the delegation of functions to review their operation and in relation to comments and suggestions made at meetings of the Shadow Board when the draft Standing Orders had been previously considered. The request to report prior to the delegation of functions has not been met, since functions were delegated on 5 April, but this report was held back, after discussion with the Chair and Vice-Chair, due to the pressure of other business for the last two meetings of the Board.
- 4 The Standing Orders adopted by the Board are Appendix 3, and the schedule of definitions and terminology has now been populated.
- 5 Other IJBs have adopted their own versions of Standing Orders which cover the same processes and procedures, but which have local preferences and variations. For instance, some make it far easier for the public to be excluded from meetings; some allow meetings to be called at shorter notice; some allow for Standing Orders to be suspended; some call for proxies to be identified by name by the respective appointing authority; and some have appointed different types of additional non-voting Board members. These are all areas where there is room for local discretion, and no right and wrong answers.
- 6 The Standing Orders have served the Board well in the first six months of its existence, for example:-
  - a) Meetings have been called in an orderly and timeous fashion
  - b) Papers have been circulated and published on the internet generally in good time (with the exception of those for the additional Board meeting on 23 March which were issued late)
  - c) Reports have all been made public and the public has had access to all meetings (apart from one item of business in relation to the Appointments Committee for which the public were excluded in accordance with the limited grounds in Standing Orders for so doing)
  - d) Reports have been prepared on the agreed template, helping to ensure a consistency of approach and that all relevant considerations are brought to the Board's attention
  - e) The provisions in relation to urgent business have been sparingly used – taking urgent business at a meeting one occasion, and outwith a meeting on two occasions, ensuring that action could be taken for good reasons of urgency. In all three cases, the processes contained in Standing Orders were followed

- f) Two committees have been established to which Standing Orders apply, and the business of the Appointments Committee was able to be arranged at short notice and to be progressed very quickly
- g) Minutes have been approved without question and without views being expressed that they have not adequately captured the decisions made

The issues which were subject of comment at earlier Board and shadow Board meetings included the following:-

- 7
  - a) The list of items reserved to the Board itself in Standing Order 15 should include the creation and adoption of a set of values for the Board
  - b) The list of items reserved to the Board itself in Standing Order 15 should include adopting a policy or position on risk appetite
  - c) Standing Orders should ensure that Board members would always receive five clear days' notice of a Board meeting, no matter how the meeting is called (Standing Order 5.1 and 5.2)
  - d) There should be clarification of the meaning of "temporary vacancy" (Standing Order 12.3 and, now, the definitions in Appendix 1)
  - e) The very detailed provisions in relation to the time allowed for members to speak in debate (Standing Order 11.5 – 11.10)
  - f) The addition of rules allowing members of the public or organisations the chance to appear at a Board meeting and address the Board on a policy matter
  - g) The number and frequency of meetings and the way in which dates of meetings are fixed

### **Code of Conduct changes**

- 8 One specific change is recommended to Standing Orders, and is an issue which has been flagged up on several occasions.
- 9 The regulations regarding Standing Orders stated that when a member declared an interest it would be for the rest of the Board members to decide if s/he should withdraw from the meeting. After many representations, the Scottish Government accepted that provision went against the grain of legislation relating to codes of conduct for public bodies, and went against the provisions of those Codes which left it as an issue of personal responsibility for the member declaring the interest. The regulations have been duly amended, and integration joint boards now require to amend their standing orders to reflect that change.
- 10 The proposed change is shown in bold type in the copy of Standing Order 9.12 in Appendix 1.

- 11 A similar change is required for the same reason to the Code of Conduct adopted by the Board on an interim basis on 20 October 2015. Rather than attaching the full Code, the changes proposed are shown in Appendix 2.
- 12 For the information of members, the Scottish Government has still not issued the model Code of Conduct for Integration Joint Boards which has been under development for several months. In February, it was with the Standards Commission for Scotland as part of the consultation process.

## **D CONSULTATION**

Relevant officers in council and health board in relation to form and content of Standing Orders.

## **E REFERENCES/BACKGROUND**

1. Public Bodies (Joint Working) (Scotland) Act 2014
2. Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014
3. Public Bodies (Joint Working) (Integration Joints Boards and Integration Joint Monitoring Committees) (Scotland) Amendment (No. 2) Order 2015
4. Meetings of Shadow Board, 2 June and 25 August 2015
5. Board meeting, 20 October 2015

## **F APPENDICES**

1. Standing Order 9.12 and suggested change
2. Extract from Code of Conduct and suggested change
3. Standing Orders as adopted

## **G SUMMARY OF IMPLICATIONS**

<b>Equality/Health</b>	The report has little or no relevance with regard to equality or the Public Sector Equality Duty. As a result, equality impact assessment has not been conducted
<b>National Health and Wellbeing Outcomes</b>	N/A
<b>Strategic Plan Outcomes</b>	N/A
<b>Single Outcome Agreement</b>	N/A

<b>Impact on other Lothian IJBs</b>	N/A
<b>Resource/finance</b>	None
<b>Policy/Legal</b>	Legislative references in Part E
<b>Risk</b>	Failure to have appropriate procedures in place to ensure statutory compliance and good governance arrangements risk successful delivery of the integrated functions

## H CONTACT

James Millar, IJB Standards Officer; Governance Manager, West Lothian Council, 01506 281613, [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk)

Date of meeting: 5 April 2016

## APPENDIX 1

### STANDING ORDERS

- 9.12 Members must always consider the relevance of any interests they may have to any business presented to the Board and declare any interests where required by the Code of Conduct in relation to such business., ~~before the other members of the Board decide if members may take part in any discussion on the matter, or must withdraw, as the case may be.~~ **When members have declared an interest they must consider whether they should withdraw from the meeting, and come to a decision which will be their own to make and their own responsibility.**

## APPENDIX 2

### CODE OF CONDUCT

5.6 The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) (Order) 2014 states that an IJB member must disclose any direct or indirect pecuniary or other interest in relation to an item of business to be transacted at a meeting of the IJB, or a committee of the integration joint board, before taking part in any discussion on that item. ~~It also requires that once an interest has been declared it is for the other voting members present to decide if the member concerned should withdraw or should be able to take part.~~

5.7 ~~This makes this Code of Conduct different from the codes of conduct for councils and other devolved public bodies. Once you have declared an interest, it is not for you to determine whether or not you may remain in the meeting and participate in the discussion and voting (should you be a voting member). The other voting members will determine this.~~ have no say in that decision.







**STANDING ORDERS  
FOR THE  
PROCEEDINGS  
OF  
THE WEST LOTHIAN  
INTEGRATION JOINT  
BOARD**

(Adopted by the IJB on 20 October 2015)

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**1 General**

- 1.1 These Standing Orders regulate the conduct and proceedings of the West Lothian Integration Joint Board.
- 1.2 The terms used in these Standing Orders are defined in Appendix 1.
- 1.3 Any statutory provision, regulation or direction by Scottish Ministers shall have precedence if these Standing Orders conflict with them.
- 1.4 These Standing Orders may be amended, varied or revoked at a meeting of the Board provided the notice for the meeting at which the proposal is to be considered states that there is a proposal to amend the Standing Orders, states what that proposal is, and the proposal itself does not result in the Board not complying with any statutory provision or regulation.
- 1.5 These Standing Orders shall apply at every meeting of the Board, and may not be suspended in any way, for any reason or at any time.

**2 Membership**

- 2.1 The membership of the Board shall comprise:-
  - a) Those voting and non-voting members prescribed by law
  - b) Those additional non-voting members appointed by the Board of its own volition
- 2.2 If and when a person ceases to hold the office or post as a result of which he or she became a member of the Board then that person shall cease to be a member of the Board.
- 2.3 If a voting member is unable to attend a meeting of the Integration Joint Board, the relevant constituent authority is to use its best endeavours to arrange for a suitably experienced substitute, who is either a councillor, or, as the case may be, a member of the health board. The substitute voting member may vote on decisions put to that meeting, but may not preside over the meeting.
- 2.4 If a non-voting member is unable to attend a meeting of the Integration Joint Board, that member may arrange for a suitably experienced substitute to attend the meeting.

**3 Chair and Vice-Chair**

- 3.1 Members shall be appointed to, and shall hold the positions of, Chair and Vice-Chair in accordance with the Integration Scheme.
- 3.2 The Chair will preside at every meeting of the Integration Joint Board that he or she attends.
- 3.3 In the absence of the Chair the Vice-Chair shall preside at the meeting of the Integration

Joint Board.

- 3.4 In the absence of both the Chair and Vice Chair, the voting members present at the meeting shall choose a voting Integration Joint Board member to preside. In the event of a tied vote, the decision as to who shall preside shall be determined by lot.

#### **4 Ordinary and special meetings**

- 4.1 The Board shall at least annually approve a timetable of ordinary meetings, which shall be held at least six times in each financial year.
- 4.2 The Board may amend or adjust that timetable of ordinary meetings from time to time, provided that at least six such meetings are held in each financial year.
- 4.3 The Chair may change the date and/or time of an ordinary meeting, but may not cancel an ordinary meeting.
- 4.4 The Chair may call a special meeting of the Board at any time by delivering a signed requisition to the Clerk specifying the business to be transacted.
- 4.5 A request for a special meeting of the Board may be made in the form of a requisition specifying the business to be transacted, signed by at least two thirds of the number of voting members, and presented to the Clerk. If the Chair does not call that meeting within seven days of receiving the requisition, the members who signed the requisition may call a meeting by delivering a notice, signed by them all, calling the meeting.
- 4.6 Upon receipt of a requisition for a special meeting, the Clerk shall make arrangements for the meeting to be held as soon as reasonably practicable, but in any event within 14 days of the Chair's requisition, or the members' notice, as the case may be.
- 4.7 No business shall be transacted at a special meeting other than that specified in the requisition.

#### **5 Calling meetings**

- 5.1 All meetings of the Board, ordinary and special, shall be convened and shall take place in accordance with these Standing Orders.
- 5.2 A notice shall be sent, or its availability intimated, to every Board member at least five clear days before the meeting.
- 5.3 The notice shall be in the form of an agenda approved by the Chair or, in the absence of the Chair, by the Vice-Chair, and shall specify the date, time and place of the meeting and the business to be transacted.
- 5.4 Reports and other supporting papers shall be attached to the notice and delivered with it.
- 5.5 Reports shall be prepared using a standard template approved by the Board from time to time, and shall in particular advise on the following matters:-
- Relevance to the Board's values, national health and well-being outcomes, the

integration planning principles and the integration delivery principles

- Impact of decisions on services, facilities and resources used or to be used by other integration authorities and the constituent bodies
  - Requirements of legislation, directions and statutory guidance
  - Impacts on and views of localities
  - Health inequalities
  - Public sector equality duty
  - Financial implications
  - Relevance to the Strategic Plan
- 5.6 In the event that the Chief Social Work Officer or the Clinical Director requires that they be permitted access to the Board to report on matters within their professional and/or statutory roles and responsibilities then they shall be entitled to insist on a report being included on the agenda for an ordinary meeting.
- 5.7 The address for intimation or delivery shall be the email address notified by each member, unless a member requests that a different address, postal or electronic, is used.
- 5.8 Lack of or a defect in the service or intimation of the notice to any member shall not affect the validity of a meeting.
- 5.9 The notice and meeting papers shall be available to the public in terms of Standing Order 6 unless the Director, in consultation with the Chair, considers that consideration of an item of business may involve the disclosure of private information. The notice shall state if that is the case and state the category of private information involved.
- 5.10 Only the business specified in the notice shall be transacted at the meeting, unless an item of business is notified to the Chair before the meeting with a request for it to be added to the agenda, and the Chair rules to allow it to be considered on the ground of urgency. The Chair shall state the reason for such a ruling and the minute shall record the ruling and the reason given.
- 5.11 If the Chair rules that the matter is not urgent, it shall be included as an item for the next ordinary meeting, unless it is withdrawn or dealt with in some other way before then.

## **6 Public access to meetings and meeting papers**

- 6.1 By the day after the notice calling a meeting is sent or intimated to Board members, they shall be made available to the public through the internet, except for any papers which are withheld due to the potential disclosure of private information.
- 6.2 Board meetings shall be held in public, unless the Board resolves to exclude the public during its consideration of an item of business due to the potential disclosure of private

information.

- 6.3 The minute of the meeting will record the reason for any decision by the Board to exclude the public from a meeting.
- 6.4 The minute of the meeting shall contain a note of the outcome of the Board's consideration of an item of business for which the public was excluded which informs the public of the issues and the decision but does not disclose any private information.

## **7 Quorum**

- 7.1 A meeting shall not proceed unless there are present within 30 minutes of the starting time of the meeting at least one half of the voting members.
- 7.2 If a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed by the Chair.
- 7.3 Any business on the agenda for a Board meeting which is inquorate shall be carried forward to the adjourned meeting, unless it is withdrawn or dealt with in the meantime in another way. No business other than that on the agenda for the inquorate meeting shall be added to the agenda for the adjourned meeting.
- 7.4 Substitute voting members shall be counted for the purposes of the quorum.
- 7.5 A member shall be regarded as being present at a meeting if he or she is able to participate from a remote location by a secure video link or other communication link approved by the Board. A member participating in a meeting in this way will be counted for the purposes of deciding if a quorum is present.
- 7.6 If a member withdraws from consideration of an item of business following a declaration of interest then he or she shall not be counted for the purposes of a quorum for that item of business. If there is as a result no quorum for that item of business then the item shall not be considered, and shall be carried forward to the next ordinary meeting, unless it is withdrawn or is dealt with in the meantime in another way.

## **8 Duties and responsibilities of the Chair**

- 8.1 The Chair shall ensure that the agenda of business is properly dealt with and clear decisions are reached.
- 8.2 The Chair shall permit fair and responsible debate and shall ensure that the views and opinions of all those entitled to participate, including the advice of officers, are allowed to be expressed and that these contribute to the outcome of the meeting.
- 8.3 The Chair shall ensure the proper and timely conduct of the meeting, expediting the business on the agenda and reaching a sufficiency of debate, where appropriate.
- 8.4 On all points of order, relevance or competency, order of business, interpretation of these Standing Orders and in relation to urgent business, the ruling of the Chair is final and shall not be open to question or discussion.

**9 Conduct of members**

- 9.1 Members are accountable for their own individual conduct in the meeting room at all times.
- 9.2 Members must observe the rules of conduct stemming from the law, the Code of Conduct and any guidance from the Standards Commission, and the rules, standing orders and regulations of the Board.
- 9.3 Members must respect the chair, their member colleagues, Board officers and any members of the public present at meetings or other formal proceedings of the Board.
- 9.4 Members shall at all times conduct themselves in an orderly, courteous and respectful manner, shall comply with rulings of the Chair and shall otherwise respect the authority of the Chair.
- 9.5 When a member is speaking other members shall not converse or otherwise behave in a manner which is disruptive to the member speaking or to the meeting, or make any noise or disturbance which is so disruptive.
- 9.6 When the Chair speaks, any member who is addressing the meeting shall stop.
- 9.7 The Chair shall take appropriate action if he or she is of the view that a member is in breach of one or more of the foregoing standards, including requiring the withdrawal of a remark, requiring an apology, requiring the member's behaviour to cease or any other action required to allow the meeting to properly proceed.
- 9.8 If a member behaves obstructively or offensively or disregards the authority of the Chair, a motion may be moved and seconded to suspend the member for the rest of the meeting. The mover will explain briefly the reasons for so moving, and the member who is the subject of the motion shall have the right to make a brief reply. The motion shall then be put to a vote without amendment or discussion. If it is carried, the member shall withdraw from the meeting and take no further part in it.
- 9.9 The Chair has the right to adjourn a meeting in the event of disorderly conduct or other misbehaviour at the meeting.
- 9.10 Members of the Board are required to subscribe to and comply with the Code of Conduct adopted by the Board and approved by the Scottish Ministers.
- 9.11 The Clerk shall maintain the Board's Register of Interests, gifts and hospitality which shall be open for public inspection. When a member needs to update or amend his or her entry in the Register, he or she must notify the Clerk of the need to change the entry within one month after the date the matter requires to be registered.
- 9.12 Members must always consider the relevance of any interests they may have to any business presented to the Board and declare any interests where required by the Code of Conduct in relation to such business, before the other members of the Board decide if members may take part in any discussion on the matter, or must withdraw, as the case may be.

**10 Adjournment**

- 10.1 If it is necessary or expedient to do so for any reason, a meeting may be adjourned by the Board to another day, time and place.
- 10.2 An adjournment shall be determined by a motion, which shall be moved and seconded and be put to the meeting without discussion.
- 10.3 If such a motion is carried, the meeting shall be adjourned to such day, time and place as may be specified in the motion, but which shall be no later than the date and time for the next ordinary meeting of the Board.
- 10.4 Any business not dealt with prior to the adjournment shall be carried forward to the adjourned meeting, unless it is withdrawn or dealt with in the meantime in some other way.

**11 Items of business and debate**

- 11.1 The Chair shall allow the officer responsible for an item of business to speak to it.
- 11.2 The Chair shall then allow all members to ask questions on the item of business, and shall allow members a reasonable opportunity to do so and to express their views.
- 11.3 The Board may reach consensus on an item of business without taking a formal vote.
- 11.4 Any voting member may move a motion or an amendment in relation to an item of business. The Chair may require the motion or amendment to be in writing. Every motion and amendment is required to be moved and seconded by a voting member. A motion or amendment shall not be recorded or discussed until a seconder has been identified.
- 11.5 The mover of a motion may speak, on one occasion, for five minutes.
- 11.6 The seconder may speak, on one occasion, for three minutes.
- 11.7 The mover of an amendment may speak, on one occasion, for five minutes.
- 11.8 The seconder may speak, on one occasion, for three minutes.
- 11.9 Other members, voting and non-voting, may speak, on one occasion, for three minutes.
- 11.10 The mover of the motion shall have a right to reply, and may speak for three minutes, but may not introduce any new material.
- 11.11 After the reply, the question shall be put to the Board by the Chair without further debate or discussion.
- 11.12 A motion to adjourn any debate on any question or for the closure of a debate may be moved and seconded before the right to reply and shall be put to the meeting without discussion. An adjournment of any debate shall be to the next meeting.



**12 Voting**

- 12.1 Where a vote is required, every question at a meeting shall be determined by a simple majority of votes of the members present and voting, or abstaining from voting, on the question.
- 12.2 A vote shall be taken by a show of hands, and the minute of the meeting shall record the votes cast. Except by the attendance of a substitute or in the event of a temporary vacancy, no vote may be cast by proxy for an absent voting member.
- 12.3 Where there is a temporary vacancy in the voting membership of the Board, the vote which otherwise would have been cast by a member of the constituent authority to be appointed to the vacancy may be exercised jointly by the other members appointed by that constituent authority.
- 12.4 In the case of an equality of votes, the person presiding at the meeting does not have a second or casting vote.
- 12.5 Where there has been an equality of votes, the Chair will bring consideration of the matter to a close for that meeting, and give direction to the Director on how the matter should be taken forward. The Director will then be obliged to review the matter, with the aim of addressing any concerns, and developing a proposal which the integration joint board can reach a decision upon at a future meeting.
- 12.6 Where after consideration at the future meeting the matter remains unresolved, and the Chair concludes that the equality of votes is a representation of a dispute between the two constituent parties, then the dispute resolution process which is set out in the integration scheme shall take effect. If the unresolved equality of votes is not a representation of a dispute between the two constituent parties, then the Chair and the Director must work together to arrive at an acceptable position for the integration joint board.

**13 Changing a decision**

- 13.1 A decision of the Board cannot be changed within six months unless notice has been given in the notice of meeting and:-
  - a) The Chair rules there has been a material change of circumstance and explains the reasons for that, or
  - b) The Board agrees the decision was based on incorrect or incomplete information
- 13.2 The minute shall record the reason for the decision being changed.

**14 Minutes**

- 14.1 The Clerk shall prepare the minutes of meetings of the Board.
- 14.2 The Board shall receive and review its minutes for agreement at its following ordinary meeting.

14.3 The minute 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

**15 Matters to be determined by the Board**

- 15.1 The Board shall approve, vary or amend these Standing Orders.
- 15.2 The Board shall approve the establishment of, and terms of reference of all of its committees.
- 15.3 The Board shall appoint all committee members, as well as the Chair and Vice-Chair of all of its committees.
- 15.4 The Board shall appoint its Strategic Planning Group and its members (other than the members to be nominated by each constituent party).
- 15.5 The Board shall approve its Strategic Plan and any other strategies that it may need to develop for all the functions which have been delegated to it.
- 15.6 The Board will also review the effectiveness of its Strategic Plan.
- 15.7 The Board shall review and approve its contribution to community planning, and shall appoint its representative(s) at the West Lothian Community Planning Partnership Board and other meetings.
- 15.8 The Board shall approve its Risk Management Policy.
- 15.9 The Board shall approve its Health & Safety Policy, if and when required by statute.
- 15.10 The Board shall approve its annual financial statement.
- 15.11 The Board shall approve Financial Regulations and a Scheme of Delegation.
- 15.12 The Board shall approve its annual unaudited accounts and governance statement.

- 15.13 The Board shall approve the content, format, and frequency of performance reporting, and its performance report for the reporting year.
- 15.14 The Board shall approve the total payments to the constituent bodies to implement its agreed Strategic Plan.
- 15.15 The Board shall agree the form and content of the Directions to be given to the constituent authorities.
- 15.16 The Board shall consider its audited accounts and report by its external auditor.

## **16 Other decisions and urgent business**

- 16.1 The Board shall have the power to delegate matters other than those set out in Standing Order 15 to a committee or to the Director, subject to such conditions as it may determine, and such a delegation shall be recorded in the minute of the meeting.
- 16.2 The Director, in consultation with the Clerk, is authorised to take any necessary action where a matter arises of such urgency that it cannot await a decision of the Board.
- 16.3 Prior to using this delegated authority, the Director shall consult with the Chair and the Vice-Chair of the Board and shall not proceed until that consultation has taken place with both.
- 16.4 All action taken by the Director under this delegated authority shall be reported to the next meeting of the Board.

## **17 Committees**

- 17.1 The Board shall appoint such committees as it thinks fit, but shall appoint a committee to deal with internal and external audit business, risk management and corporate governance.
- 17.2 The Board shall appoint the Chairs, Vice-Chairs and members of its committees.
- 17.3 The Board shall approve the terms of reference, remit, powers and meeting arrangements of such committees, which shall not include the determination of matters specified in Standing Order 15.
- 17.4 Each committee must include voting Board members, and must include an equal number of voting members appointed by the constituent authorities.
- 17.5 Any Board member may substitute at a meeting for a committee member who is also a Board member.
- 17.6 If a non-voting member is unable to attend a meeting of the committee, that member may arrange for a suitably experienced substitute to attend the meeting.
- 17.7 These Standing Orders relating to the calling and notice of Board meetings shall also be

applied to committee meetings.

- 17.8 A member may be regarded as being present at a meeting of a committee if he or she is able to participate from a remote location by a secure video link or other communication link approved by the Board. A member participating in a meeting in this way will be counted for the purposes of deciding if a quorum is present.

**APPENDIX 3****APPENDIX 1****DEFINITIONS AND REFERENCES**

2014 Act	The Public Bodies (Joint Working) (Scotland) Act 2014
Annual financial statement	The statement required by section 39 of the 2014 Act setting out the amount the Board intends to spend in implementation of the strategic plan
Board	The integration authority in terms of section 2 of the 2014 Act established by the Scottish Parliament on 21 September 2015
Chief Social Work Officer	The Proper Officer appointed by the Council under section 3 of the Social Work (Scotland) Act 1968 for the purposes of its social work functions under that and other designated Acts and regulations
Clerk	The officer appointed by the Board to ensure the proper and lawful conduct of its proceedings and record its decisions and meetings
Code of Conduct	The code adopted by the Board and approved by the Scottish Ministers under the Ethical Standards in Public Life etc. (Scotland) Act 2000
Constituent authority	The Council or the Health Board
Council	West Lothian Council, a local authority constituted under section 2 of the Local Government etc. (Scotland) Act 1994
Direction	An instruction issued by the Board to one or both of the constituent authorities in connection with the performance of the integrated functions and related services, under section 26 or 28 of the 2014 Act
Director	The Board's Chief Officer under section 10 of the 2014 Act
Finance Officer	The officer appointed by the Board to be responsible for the proper administration of its financial affairs, in terms of section 95 of the Local Government (Scotland) Act 1973, applied to the Board by section 13 of the 2014 Act
Financial Regulations	Regulations made by the Board as part of its regime of good governance to direct and control the financial affairs of the Board, to guide and secure the effective discharge of the statutory responsibilities of the Finance Officer, to ensure an effective internal audit and system of financial control, and to provide clarity about the financial accountabilities of all those supporting the Board

Health Board	Lothian Health Board, established under section 2 of the National Health Service (Scotland) Act 1978
Integrated functions	The health and social care functions of the constituent authorities to be delegated to the Board in terms of the Integration Scheme
Integration delivery principles	The principles in section 31 of the 2014 Act informing the strategic plan
Integration Joint Board	See “Board”
Integration planning principles	The principles in section 4 of the 2014 Act informing the integration scheme
Integration Scheme	The scheme prepared by the constituent authorities and approved by the Scottish Ministers through which the integrated functions are delegated to the Board
Item of business	A report, motion, minute or other matter in the agenda for consideration and determination at a meeting of the Board
Locality	One of the areas into which the geographical area covered by the Board is to be divided by the Board in its strategic plan, in terms of section 29(3) of the 2014 Act
National health and well-being outcomes	The statutory outcomes prescribed by the Scottish Ministers under section 5 of the 2014 Act informing the integration scheme and the strategic plan, contained in the Public Bodies (Joint Working) (National Health and Wellbeing Outcomes) (Scotland) Regulations 2014
Non-voting member	A member of the Board other than one appointed by the Council or Health Board to be its voting members, under regulation 3(1)(a) or (b) of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014
Ordinary meeting	A meeting of the Board under Standing Order 4.1, held on a date fixed by the Board as part of its regular annual cycle of meetings
Proxy	See “substitute”
Public sector equality duty	The duties incumbent on the Board in terms of Part 11 of the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
Private information	Information which may justify a decision by the Board to exclude public access to its meetings and meeting papers, as set out in Appendix 2

Register of Interests	The record of matters required to be registered by Board members and disclosed to the public under the Ethical Standards in Public Life etc. (Scotland) Act 2000 and the Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003
Scheme of Delegation	The record maintained by the Board recording the powers and responsibilities delegated to its officers on a permanent or standing basis
Special meeting	A meeting other than an ordinary meeting, called by the Chair or requisitioned by Board members under Standing Order 4.4 or 4.5
Standards Commission	The Standards Commission for Scotland, established under the Ethical Standards in Public Life etc. (Scotland) Act 2000
Strategic Plan	The plan required by section 29 of the 2014 Act setting out the arrangements for the carrying out of the integration functions, how they are intended to achieve the national health and wellbeing outcomes, and other information determined by the Board
Strategic Planning Group	The group required by section 32 of the 2014 Act to be established by the Board for the purposes of preparing, finalising and reviewing the strategic plan
Substitute	A person attending a Board meeting in place of an appointed Board member and entitled to participate and vote in place of that absent member (otherwise a “proxy”) in terms of Regulation 12 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014
Temporary vacancy	A vacancy arising in the voting membership of the Board as a result of which the other voting members appointed by the same constituent authority may exercise the missing member’s or members’ vote or votes, under regulation 13 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014
Voting member	A member of the Board appointed by the Council or Health Board to be its voting members, under regulation 3(1)(a) or (b) of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014

**APPENDIX 3****APPENDIX 2****PRIVATE INFORMATION**

<b>Category</b>	<b>Description</b>
1	Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the Board or a constituent authority, where the information relates to that person in one of those capacities.
2	Information relating to any particular applicant for, or recipient or former recipient of, any service or financial assistance provided by the Board or one or both of the constituent authorities.
3	Information relating to the financial or business affairs of any particular person or body (other than the Board or a constituent authority).
4	Information relating to anything done or to be done in respect of any particular person for the purposes of any of the integrated functions and related services.
5	The amount of any expenditure proposed to be incurred by the Board or a constituent authority under any particular contract for the acquisition of property or the supply of goods or services, provided that disclosure to the public of the amount there referred to would be likely to give an advantage to a person entering into, or seeking to enter into, a contract with the Board or the constituent authority in respect of the property, goods or services.
6	Any terms proposed or to be proposed by or to the Board or a constituent authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services, provided that disclosure to the public of the terms would prejudice the board or constituent authority in those or any other negotiations concerning the property or goods or services.
7	Any advice received, information obtained or action to be taken in connection with— (a) any legal proceedings by or against the Board or a constituent authority, or (b) the determination of any matter affecting the Board or a constituent authority, (whether, in either case, proceedings have been commenced or otherwise).
8	Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.



## **Integration Joint Board**

Date: 05/04/2016

Agenda Item: 7

### **TERMS OF REFERENCE FOR COMMISSIONING PLAN WORKING GROUPS**

#### **REPORT BY DIRECTOR**

##### **A PURPOSE OF REPORT**

To advise the Integration Joint Board of Terms of Reference for Commissioning Plan Working Groups as detailed in Appendix 1 and to seek approval for these.

##### **B RECOMMENDATION**

To agree the Terms of Reference for Commissioning Plan Working Groups as detailed in Appendix 1.

##### **C TERMS OF REPORT**

As set out in the regulations to the Public Bodies (Joint Working) (Scotland) Act, the Integration Joint Board (IJB) must develop a strategic plan which includes details of how high level outcomes are to be achieved through a process of strategic commissioning. As indicated in the IJB Strategic Plan, the intention is to develop a series of care group based commissioning plans. These plans will be informed by a process of needs assessment intended to identify the priority needs associated with these care groups. Thereafter the planning process will develop a commissioning plan that identifies how priority needs are to be addressed including the deployment of resources and the performance management approach to be used to monitor progress.

Appendix 1 provides Terms of Reference for these groups including membership, lead officer and support officers, and planning schedule.

##### **D CONSULTATION**

- Strategic Planning Group

##### **E REFERENCES/BACKGROUND**

- Public Bodies (Joint Working) (Scotland) Act 2014, and related statutory instruments and guidance
- Scottish Government Guidance and Advice -

## **F APPENDICES**

1. Terms of Reference for Commissioning Plan Working Groups

## **G SUMMARY OF IMPLICATIONS**

<b>Equality/Health</b>	This 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.
<b>National Health and Wellbeing Outcomes</b>	The Care Group Commissioning Plans will address the relevant National Health and Well-Being Outcomes in accordance with the IJB Strategic Plan
<b>Strategic Plan Outcomes</b>	n/a
<b>Single Outcome Agreement</b>	The Strategic Plan outcomes are aligned to the Single Outcome Agreement outcomes related to health and social care
<b>Impact on other Lothian IJBs</b>	None
<b>Resource/finance</b>	None
<b>Policy/Legal</b>	Public Bodies (Joint Working) (Scotland) Act 2014 and statutory regulations and guidance
<b>Risk</b>	None

## **H CONTACT**

Contact Person:  
Alan Bell, Senior Manager Community Care Support & Services  
<mailto:Alan.bell@westlothian.gov.uk>

Tel 01506 281937

5 April 2016

## Care Group Commissioning Plan Working Group

### Terms of Reference and Membership

#### A. Remit of Working Group

The Scottish Government requires Integration Joint Boards (IJB) in collaboration with their partners to develop strategic commissioning plans for all adult care groups. Strategic commissioning plans should incorporate the important role of informal, community capacity building and asset based approaches, to deliver more effective preventative and anticipatory interventions, in order to optimise wellbeing and the potential to reduce unnecessary demand at the 'front door' of the formal health and social care system.

The purpose of this Working Group is to develop a three year commissioning plan for *Care Group* in accordance with the Scottish Government guidance on Strategic Commissioning Plans<sup>1</sup>. The plan will be informed by a detailed needs assessment which will have been prepared in conjunction with the IJB Strategic Planning Group.

The commissioning plan will be consistent with appropriate commitments within the following related high level strategies: West Lothian IJB Strategic Plan, West Lothian Single Outcome Agreement, NHS Lothian Local Delivery Plan, NHS Lothian Clinical Strategy, West Lothian Housing Strategy, and West Lothian Council Corporate Plan.

The *Care Group* commissioning plan will confirm the total resources available across health and social care in respect of service users and carers and relate this information to the needs of *Care Group* population set out in the needs assessment; such resources should be consistent with the relevant Directions issued by the IJB.

The plan will:

- confirm desired outcomes and link investment to them
- detail how improvement will be delivered against outcomes and associated performance indicators
- prioritise investment and disinvestment through a coherent and transparent approach
- ensure that resource deployment and performance is consistent with the duty of Best Value
- reflect needs and plans as articulated at locality level
- ensure that sound clinical and care governance is embedded

<sup>1</sup> <http://www.gov.scot/Resource/0046/00466819.pdf>

**B. Frequency**

The group will meet on a regular basis in accordance with the overall schedule for the delivery of the commissioning plan (attached).

**C1. Lead Officer**

The group will be chaired by (senior officer of the IJB with appropriate level of authority).

**C2. Contact**

The Lead Officer will be supported by

- support officer/s from Commissioning and Programme Management
- support officer from Financial Management

**D. Reporting**

The group will report to the Strategic Planning Group in accordance with the overall schedule for the delivery of the commissioning plan (attached).

**E1. Membership Profile**

Participants are chosen to provide the relevant knowledge and expertise to fulfil the remit of the group.

**E2. Membership**

Member	Role
	Lead Officer
	Commissioning Officer
	Financial Management Officer
	Health professionals
	Social care professionals
	Housing representative
	Third sector provider representative/s
	Scottish Care (Commercial providers)
	Service Users representative
	Carers representative

**F. Review**

As a short life group it is not anticipated that the remit and membership will need to be reviewed.

## **West Lothian Integration Joint Board**

Date: 5 April 2016

Agenda Item: **8**

### **IJB MEMBER INDUCTION**

### **REPORT BY DIRECTOR**

#### **A PURPOSE OF REPORT**

To advise the Board of the proposal for further progressing induction for the Board members.

#### **B RECOMMENDATION**

The board endorses the proposed approach and content of Board member induction as outlined in this report.

#### **C TERMS OF REPORT**

West Lothian IJB induction sessions were provided for Board Members on the 19<sup>th</sup> August 2015 with a view to providing a broad overview of key themes. This was well attended with 10 appointed members of the IJB attending.

A further repeat session was run on the 9<sup>th</sup> February 2016 which targeted and enabled new non - voting members and senior managers to also participate in a briefing along similar lines.

Appendix 1 sets out an overview of the topics covered.

The aim of these sessions was to ensure that Board members have all the necessary information to meet their individual and collective needs.

In addition it was felt that it would be useful for Board Members to undertake a series of visits and to meet a range of teams in order to familiarise themselves with current service provision and environments .

Whilst it is recognised that not all service areas will be able to tolerate visits on site (Acute Mental Health and Dementia units) due to the sensitivity and vulnerability of those patients in situ. It is proposed that the Board are given the opportunity to potentially undertake planned visits to some of the following areas outlined below:

- Fauldhouse Partnership Centre
- Strathbrock Partnership Centre
- Eliburn Day Centre
- Craigmair or Colinshiel

- East Calder Health Centre
- Forrest Walk, Uphall

Further detail is outlined in Appendix 2

It is also proposed for the Board to consider a session where they could meet with Teams who would present an overview of the care they deliver.

Suggested Teams would be :

- REACT
- Crisis Care
- Reablement
- DASAT and
- ADP

Although specific dates have not been outlined it is proposed that the visits and meeting of the Teams follow the themes and timing of areas to be covered at the IJB Board

## **D CONSULTATION**

None Required

## **E REFERENCES/BACKGROUND**

1. Leading the Journey of Integration – a guide for Integration Joint Board members (produced by Scottish Government in conjunction with SSSC and NESS)
2. Leading for Outcomes – Integrated Working & Delivering Integrated Care and Support, The Institute for Research and Innovation in Social Services (IRISS)
3. Readiness for Integration Tool & Success Factors for Integration – Joint Improvement Team (JIT)

## **F APPENDICES**

Appendix 1 - INTEGRATION JOINT BOARD – INDUCTION & DEVELOPMENT

Appendix 2 – Proposed Site Visits

## **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**

**Strategic Plan  
Outcomes**

**Single Outcome  
Agreement**

**Impact on other  
Lothian IJBs**

**Resource/finance**      None

**Policy/Legal**              None

**Risk**                          None

**H   CONTACT**

Marion Barton (marion.barton@nhslothian.scot.nhs.uk)

## WEST LoTHIAN HEALTH &amp; SOCIAL CARE

## INTEGRATION JOINT BOARD – INDUCTION &amp; DEVELOPMENT Content

West Lothian's Health & Social Care Integration Joint Board induction programme outline:-

Time	Activity	Content	Facilitator
1.00 – 1.10	Welcome and Introduction to programme – purpose and outcomes	<ul style="list-style-type: none"> <li>Outline of Phase 1 –Lothian wide</li> <li>Outline of Phase 2 – Local programme</li> </ul> Emphasis on importance of attendance at both to fully understand role/remit/accountability both nationally and locally	Isobel Meek/Gerry Cavanagh
1.10 – 1.20		<ul style="list-style-type: none"> <li>Overview of national vision for Integration of Health &amp; Social Care including any legislative timeframes</li> </ul>	Jim Forrest
1.20 – 1.40		<ul style="list-style-type: none"> <li>Individual input</li> </ul>	
1.40 – 1.55	Structure of West Lothian's Health and Social Care Partnership board and Role of members	<ul style="list-style-type: none"> <li>The role of an integrated joint board (board of governance) - Voting and non-voting members</li> <li>Standing orders</li> <li>IJB mapped to organisational landscape and links to Community Planning Partnership etc</li> </ul>	James Millar
1.55 – 2.10	Risk Register	<ul style="list-style-type: none"> <li>Linkages to National outcomes and local organisational performance and monitoring to deliver on the outcomes</li> <li>Board's role in managing and mitigating risk</li> </ul>	Kenneth Ribbons
2.10 – 2.30	Local context setting Strategic Planning Group's Role and	<ul style="list-style-type: none"> <li>Overview of the 2 localities</li> <li>Role of strategic planning group and its interaction with IJB</li> </ul>	Carol Bebbington



	links to decision making	<ul style="list-style-type: none"> <li>Informed decision making - use of data/research to inform decision making – e.g. intelligence generated from GP practices in relation to patterns of admissions, prescribing, diagnostics</li> </ul>	“
2.30 – 2.50	<p>Strategic Commissioning</p> <p>Performance Reporting and continuous improvement</p>	<ul style="list-style-type: none"> <li>Assessing and forecasting need</li> <li>Linking investment to agreed desired outcomes</li> <li>Considering options and planning the nature, range and quality of future services in partnership</li> <li>Annual report, review of the year</li> </ul>	<p>Alan Bell</p> <p>“</p>
2.50 – 3.05	Tea/coffee		
3.05 – 3.15	First business of board - Approval of non-voting members	<ul style="list-style-type: none"> <li>Overview of prospective members and their role/background/experience.</li> </ul>	Jim Forrest
3.15 – 3.50	IJB direction of future needs	<ul style="list-style-type: none"> <li>Outline of future session and direction from Board Members of their needs/priorities</li> <li>Suggestions could include –</li> <li>Leadership</li> <li>Culture</li> <li>Integrated Teams</li> </ul>	Isobel Meek/Gerry Cavanagh
3.50 – 4.00	Close	<ul style="list-style-type: none"> <li>Questions, next steps</li> <li>Date of next meeting</li> <li>Closing remarks</li> </ul>	<p>Isobel Meek/Gerry Cavanagh</p> <p>Jim Forrest</p>

## Appendix 2

<b>Proposed visit</b>	<b>Theme</b>
Strathbrock Partnership Centre	Mental Health (Mental health awareness day)
Fauldhouse Partnership Centre	West Locality
Craigmair or Colinshiel	Older People
Eliburn Day Centre	Learning Disability
Forrest Walk, Uphall	Physical Disability
Civic Centre based presentation (all main providers)	Alcohol/Drugs also REACT, Crisis Care and Reablement Services
East Calder Health Centre	East Locality

Date: 5 April 2016

Agenda Item: 9

# **WORKPLAN FOR WEST LOTHIAN IJB 2016**

<b>Date of IJB meeting</b>	<b>Meeting to approve reports</b>	<b>Title of Report</b>	<b>Lead Officer</b>	<b>Action</b>
31 May	19 May			
		Engagement Strategy	Steve Field	
		Draft Governance Statement	James Millar / Kenneth Ribbons	
		Draft unaudited accounts	James Millar / Patrick Welsh / Carol Mitchell	
		Risk Management	Kenneth Ribbons / Sharon Leitch	
		Performance Monitoring and Reporting	Alan Bell	
FOR FUTURE UNSPECIFIED MEETINGS				
		Lothian Hospitals Strategic Plan		
		Arrangements to liaise / cooperate with other Lothian IJBs		
		Community Planning Partnership / IJB relationship		
		SW Audit	Jane Kellock	
		Provision of Support Services		
		JIT Evaluation Tool		
		NMC Revalidation	Mairead Hughes	