



Shetland Islands Council



MINUTE - PUBLIC

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| Meeting | Integration Joint Board – Inaugural Meeting |
| Date and Time Place | 20 July 2015 at 11 a.m. Council Chamber, Town Hall, Lerwick, Shetland |
| Present [Members] | G Cleaver B Fox K Massey C Smith C Waddington M Williamson |
| In attendance [Observers/Advisers] | S Beer, Carers Representative S Gens, SIC Staff Representative M Nicolson, SIC Chief Social Work Officer E Watson, NHS Chief Nurse Community and ACF C Ferguson, SIC Director of Corporate Services J Riise, SIC Executive Manager – Governance and Law A Nicolson, SIC Personal Assistant A Cogle, SIC Team Leader – Administration |
| Apologies | S Boker-Ingram, Director of Community Health and Social Care C Hughson, Voluntary Sector Representative H Massie, Patient/Service User Representative K Williamson, NHS Financial Officer M Boden, Chief Executive SIC R Roberts, Chief Executive NHS |
| Chairperson | Mr C Smith, Chair of the Integration Joint Board, presided. |
| Welcome | The Chair welcomed everyone to this inaugural meeting of the Integration Joint Board. He said it was a day of some excitement, having worked towards health and social care integration for a number of years. The Chair said that since 2012 a good working relationship had developed between the organisations, and he was sure that, through the Board, the services would continue to be delivered to those in need in the community. |
| Declarations of Interest | None. |

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| 01/15 | Appointments to the Integration Joint Board |
| Report No. CRP-13 | The Board considered a report which sought to appoint the Chief Officer, the Chief Financial Officer and the non-voting members of the IJB. |
| | <p>The Director of Corporate Services introduced the report, explaining firstly that there were some minor typos in the report, and apologised for that.</p> <p>Regarding the style of reporting to the Board, she said that a different format was being used to those that members may be familiar with through either the Council or the NHS. The Director said that the intention of the new format was to bring the summary, decision required and the implications of the decision to the forefront, thereby focussing attention on those and any risks involved.</p> <p>She added that in this particular report, there was no reference to the national context, but assured the Board that the decision required and the Integration Scheme, in terms of which these appointments were to be made, were in line with national strategies and in reference to the NHS Scotland's Health and Social Care Integration strap line "There's no ward like home", that mission statement was very much in line with the Integration Scheme.</p> <p>With regard to the key decisions required today, the Director of Corporate Services said that the Council and NHS had appointed their members to the Board, who were sitting today as members at the inaugural meeting, and each had also appointed a Chair and Vice-Chair. In terms of representation for key stakeholder interests, nominations had been made through the various organisations, including those recognised through membership of the Community Health and Care Partnership, and the detail of those nominees were set out in the report. The Director added that all the nominations required had been made, and the Board was now in a position to make all those appointment to ensure the IJB commenced with its full membership. She directed the Board to section 3.5 of the report, and referred to the names and the process through which each had been nominated.</p> <p>The Director said that this concluded the introduction and background, and the recommendation was to appoint those members listed in paragraph 3.5 on page 8 of the report.</p> <p>As there were no questions or matters raised for discussion and debate, the Chair moved the appointment of the Chief Officer, the Chief Financial Officer, and the non-voting members of the Integration Joint Board. Mr K Massey seconded.</p> <p>The Chair welcomed those appointed to the Board, and advised those present that the next meeting would be on 29 July 2015.</p> |

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| | Before closing the meeting, the Chair thanked everyone involved for their support, and especially the Director of Corporate Services and other officers for the work done, in bringing the Board successfully to its inaugural meeting. | |
| Decision | The Integration Joint Board resolved to make the following appointments: | |
| | IJB OFFICERS: | |
| | Chief Officer | Director of Community Health and Social Care, Simon Bokor-Ingram |
| | Chief Financial Officer | NHS Head of Finance, Karl Williamson |
| | NON-VOTING MEMBERS: | |
| | Senior clinicians / Professional Advisers: | |
| | Local GP | Dr Susan Bowie |
| | Clinician practising in a local acute setting | Dr Jim Unsworth |
| | Lead Nurse for community | Edna Mary Watson |
| | Chief Social Work Officer | Martha Nicolson |
| | Stakeholder representatives: | |
| | Patients and service users representative | Chair of Shetland's Public Partnership Forum, Harold Massie |
| | Carers' representative | Member of Carers' Link Group, Sue Beer |
| | Third Sector representative | Executive Officer Voluntary Action Shetland, Catherine Hughson |
| | Staff representatives: | |
| | SIC Employees Joint Consultative Committee | Suzanne Gens |
| | NHS Area Partnership Forum | Ian Sandilands |

The meeting concluded at 11.10 a.m.

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| Meeting: | Integration Joint Board |
| Date: | 29 July 2015 |
| Report Title: | Constitutional Documents |
| Reference Number: | IJB-150729-01 <i>Cover</i> |
| Author / Job Title: | Jan-Robert Riise, Executive Manager – Governance and Law (SIC) |

Decisions / Action required:

The Integration Joint Board is asked to adopt the following constitutional documents with immediate effect, with or without amendment:

1. Scheme of Administration;
2. Standing Orders for Meetings; and
3. Financial Regulations.

High Level Summary:

Shetland's Integration Joint Board (IJB) was formally constituted on 27 June 2015. The voting members of the IJB were appointed by the Council and the Health Board and the IJB appointed its remaining non-voting members at its inaugural meeting on 20 July 2015.

The purpose of this report is to ask the IJB to consider and approve the documents that make up the governance framework for the IJB as supplemental documents to the Integration Scheme, namely the Scheme of Administration, the Standing Orders for Meetings and the Financial Regulations.

Corporate Priorities and Joint Working:

The Integration Scheme sets out requirements for the IJB, and the SIC and NHS, to communicate with each other and interact in order to contribute to its agreed aims and outcomes, however the IJB has a distinct legal personality and consequential autonomy to manage itself. In order to do so, and to meet public governance principles as well as the legislative requirements, the IJB is required to set its own standing orders, administration and financial regulations.

Key Issues:

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| <p>The IJB should be assured that the governance documents contain the legislative requirements and matters of best practice and standards, and consider whether they cover all aspects of the operation of the IJB and supports its decision making processes in an open and transparent way, in keeping with the principles of good governance.</p> | |
| Implications : | |
| Service Users, Patients and Communities: | <p>The approval of the governance documentation will give assurance to service users, patients, communities, carers and the third sector that the IJB is meeting agreed governance principles, and that the arrangements will ensure their views and interests are formally considered in all matters relating to the health and social care functions delegated to the IJB.</p> |
| Human Resources and Organisational Development: | <p>The approval of the governance documentation will give assurance to staff that the IJB is meeting agreed governance principles, and that the arrangements will ensure their views and interests are formally considered in all matters relating to the health and social care functions delegated to the IJB.</p> |
| Equality, Diversity and Human Rights: | <p>The key stakeholder groups appointed to the IJB will support work locally on Equalities, Diversity and Human Rights. The recommendations in this report do not require an Equalities Impact Assessment.</p> |
| Legal: | <p>Approval of the governance arrangements is a requirement of the Public Bodies (Joint Working) (Scotland) Act 2014 and associated Regulations, in particular the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014. Approval of the attached Financial Regulations will ensure the IJB complies with the requirements of Section 95 of the Local Government (Scotland) Act 1973, which states that relevant authorities “shall make arrangements for the proper administration of their financial affairs and shall secure that the proper officer of the authority has responsibility for the administration of those affairs.</p> |
| Finance: | <p>Any expenses and costs associated with the IJB including backfill for the members will be met from within existing budgets of the Council and the Health Board. The costs will be recorded and monitored to inform future budget setting processes.</p> <p>Approval of the Financial Regulations will ensure that the IJB fulfils the terms of the Integration Scheme.</p> |
| Assets and Property: | <p>There are no implications for major assets and property. It is proposed that all meetings of the IJB will be held in either the premises of the Council or the Health Board and that the costs will be covered accordingly by the Council and the Health Board.</p> |
| Environmental: | <p>There are no environmental issues arising from this report.</p> |

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| Risk Management: | <p>Before the IJB can approve its Strategic Commissioning Plan it will require to have its own Risk Management Strategy and Risk Register in place. Work is in hand on these matters with a view to the IJB approving those at its next meeting.</p> <p>For the purpose of this report, failure to agree the governance documents would place the IJB in breach of the Integration Scheme.</p> |
| Policy and Delegated Authority: | <p>Shetland's Integration Joint Board (IJB) was formally constituted on 27th June 2015. The IJB has authority to approve the governance arrangements, following legislative requirements and having taken advice through the Chief Officer and the decisions already taken by the Parties.</p> <p>The IJB will assume responsibility for the functions delegated to it by the Council and the Health Board when it (the IJB) approves and adopts a joint Strategic (Commissioning) Plan. In the meantime, the Social Services Committee and CHP Committee will continue to meet concurrently with the CHP Committee acting in an informal advisory capacity to the Health Board.</p> |
| Previously considered by: | <p>Draft versions of the Scheme of Administration and Standing Orders have been subject to informal consultation with members during, and following, induction sessions.</p> <p>The draft Financial Regulations have been considered by the Local Partnership Finance Team.</p> |

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| Reference Number: | IJB-150729-01 <i>Report</i> |
| Author / Job Title: | Jan-Robert Riise, Executive Manager – Governance and Law (SIC) |

1 Introduction

- 1.1 This report presents a number of governance documents for approval by the IJB in order to support its decision making requirements under the Public Bodies (Joint Working)(Scotland) Act 2014.
- 1.2 The report is being presented to this second meeting of the IJB, now that all voting and non-voting members and officers were appointed at the inaugural meeting on 20 July 2015.

2 Background

- 2.1 Shetland NHS Board (the Health Board) and Shetland Islands Council (the Council) approved the Integration Scheme meetings on 11th and 18th February 2015 respectively (Min Ref SIC 05/15).
- 2.2 The final version of the Integration Scheme submitted to the Scottish Government on 15 May 2015 and was signed by the Cabinet Secretary for Health, Wellbeing and Sport, the Scheme was laid in Parliament on 29 May 2015. Consequently, Shetland's Integration Joint Board (IJB) was formally constituted on 27th June 2015.
- 2.3 An Induction programme for the members of the IJB has been delivered. The Induction Programme included sessions on:
 - The Strategic Plan and IJB Budgets
 - The Integration Scheme and IJB Business Programme
 - Clinical and Care Governance
 - HR and Organisational Development
 - Localities
 - ICT and Data Sharing
 - Financial Governance and the role of the Chief Financial Officer

- Risk Management, and
- Audit.

Copies of the slides, handouts and notes have been provided to all the members of the IJB and are available on the shared health and social care integration website.

- 2.4 The IJB will assume responsibility for the functions delegated to it by the Council and the Health Board on approval and adoption by the IJB of a Strategic Plan, which will be presented to the IJB at a later meeting. If this Plan is approved by the IJB, then the IJB will become responsible for the delivery of the Strategic Plan. Until then, the Council's Social Services Committee will continue to meet with delegated authority from the Council for all Community Care matters. Meetings of the Committee will be held concurrently with the CHP Committee acting in an informal advisory capacity to the Health Board.
- 2.5 In the meantime, as a constituted public body, the IJB is required to put in place its own governance arrangements, ensuring that these meet the principles of good governance for public sector bodies.

3 Scheme of Administration – Appendix 1

- 3.1 The Scheme of Administration sets out the Constitution of the IJB, how it is established in terms of membership, terms of office and dealing with vacancies. It also sets out the scope of the IJB responsibilities and reserved matters, and the roles and responsibilities of the Chief Officer and Chief Financial Officer.

4 Standing Orders for Meetings – Appendix 2

- 4.1 The Standing Orders for Meetings of the IJB set out the how decisions are made and the procedures that are followed, and will ensure that meetings of the IJB and transparent, inclusive and following the guiding principles of good governance in public sector.

5 Financial Regulations – Appendix 3

- 5.1 The Financial Regulations are a key component of the IJB governance arrangements. They set out the expectations on and the responsibilities of the Board and senior officers in relation to the proper administration of the Board's finances, as well as approving the role of Internal Audit and its rights of access across the IJB. The Financial Regulations will not supersede those of the Shetland Islands Council or the Standing Financial Instructions of Shetland NHS Board but will operate alongside those procedures allowing the IJB to fulfil its objectives in relation to financial decision making on matters relating to health and social care integration.

6 Recommendation

- 6.1 It is recommended that the IJB adopt the following constitutional documents with immediate effect, with or without amendment:
 1. Scheme of Administration;

2. Standing Orders for Meetings; and
3. Financial Regulations.

7 Conclusions

- 7.1 The recommendation in this report will ensure that the majority of the IJB governance framework documentation is in place and will lead to the IJB being able to take decisions with regard to the commissioning of health and social care services.

Contact Details:

For further information please contact:

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22 July 2015

Appendices

1. Scheme of Administration;
2. Standing Orders for Meetings; and
3. Financial Regulations.

Background Documents

H&SCI Integration Scheme

http://www.shetland.gov.uk/Health_Social_Care_Integration/Integrationscheme.asp

The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014

<http://www.legislation.gov.uk/ssi/2014/285/contents/made>



Shetland Health and Social Care Partnership

Scheme of Administration Integration Joint Board

Approved XX 2015

1.0 CONSTITUTION

- 1.1 The Integration Joint Board is a body corporate, established by Order under section 9 of the Public Bodies (Joint Working) (Scotland) Act 2014.

The Parties:

Shetland Islands Council, established under the Local Government etc (Scotland) Act 1994 and having its principal offices at 8 North Ness, Lerwick, Shetland, ZE1 0LZ (**“the Council”**);

And

Shetland Health Board, established under section 2(1) of the National Health Service (Scotland) Act 1978 (operating as Shetland NHS Board) and having its principal offices at Montfield, Lerwick (**“NHS Shetland”** or **“the Health Board”** - *these terms are used inter-changeably in this context*)

(together referred to as **“the Parties”**)

- 1.2 The Parties agreed the Integration Scheme for Shetland Islands Health and Social Care Partnership, which sets out the delegation of functions by the Parties to the Integration Joint Board.
- 1.3 This Integration Scheme came into effect on 27 June 2015, the date on which the Parliamentary Order formally established the Integration Joint Board.

MEMBERSHIP

Voting membership

- 2.1 Voting members of the Integration Joint Board shall comprise three persons appointed by the Shetland NHS Board, and three persons appointed by the Shetland Islands Council, as follows:

| Member | Nominating Organisation(s) | Appointing Organisation |
|------------------------------------|----------------------------|--------------------------|
| 3 Councillors | n/a | Shetland Islands Council |
| 3 NHS Non-Executive Board Members* | n/a | Shetland NHS Board |

*Where the NHS Board is unable to fill its places with non-Executive Directors it can then nominate other appropriate people, who must be members of the NHS Board to fill their spaces, but at least two must be non-executive members.

Non-voting membership

2.2 Non-voting members of the Integration Joint Board shall comprise the following [descriptions in brackets are as contained in the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014]:

| | Member | Nominating Organisation(s) | Appointing Organisation |
|---|--|--|--------------------------|
| A | Chief Officer | Shetland Islands Council Shetland NHS Board | Integration Joint Board |
| B | Chief Financial Officer [the proper officer of the Integration Joint Board appointed under Section 95 of the Local Government (Scotland) Act 1973] | Shetland Islands Council Shetland NHS Board | Integration Joint Board |
| C | Chief social work officer of the local authority | n/a | Shetland Islands Council |
| D | Senior Clinician – GP [a registered medical practitioner whose name is included in the list of primary medical services performances prepared by the | Shetland NHS Board | Integration Joint Board |

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| | Health Board in accordance with Regulations made under section 17P of the National Health Service] | | |
| E | Senior Consultant: Local Acute Sector [a registered medical practitioner employed by the Health Board and not providing primary medical services] | Shetland NHS Board | Integration Joint Board |
| F | Senior Clinician – Senior Nurse [a registered nurse who is employed by the Health Board or by a person or body with which the Health Board has entered into a general medical services contract] | Shetland NHS Board | Integration Joint Board |
| G | A staff representative of each of the constituent authorities engaged in the provision of services provided under integration functions | Shetland Islands Council – Employees JCC (1) Shetland NHS Board – Area Partnership Forum (1) | Integration Joint Board |
| H | A representative of third sector bodies carrying out activities related to health or social care in the area of the local authority | Voluntary Action Shetland | Integration Joint Board |
| I | A representative of service users residing in the area of the local authority | Public Partnership Forum | Integration Joint Board |
| J | A representative of persons providing unpaid care in the area of the local authority | Carers' Link Group | Integration Joint Board |

2.3 A member appointed in terms of G to J above must not also be a member in terms of A to F above.

2.4 The Integration Joint Board may appoint such additional members as it sees fit, but such additional members may not be a councillor or a non-executive director of the Health Board.

Proxies

2.5 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.

2.6 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 subject to prior notification to the Chairperson.

Terms of Office

2.7 A member of the Integration Joint Board in terms of A to C [Chief Officer of the IJB, the Chief Financial Officer of the IJB and the Council's Chief Social Work Officer] will remain a member for as long as they hold the office in respect of which they are appointed.

2.8 All IJB appointments with the exception of the Chief Officer of the IJB, the Chief Financial Officer of the IJB and the Council's Chief Social Work Officer, who are members of the IJB by virtue of the Regulations and the post they hold, will be for a period of 3 years.

2.9 In addition, individual IJB appointments will be made as required when a position becomes vacant for any reason.

2.10 On expiry of a Member's term of appointment the Member shall be eligible for re-appointment provided that he/she remains eligible and is not otherwise disqualified from appointment.

2.11 Any member of the IJB can be appointed for a further term. There is no limit on the number of terms that any individual can serve as a member of the IJB.

2.12 Where a Member resigns or otherwise ceases to hold office, the person appointed in his/her place shall be appointed for the unexpired term of the Member they replace.

Disqualification

2.13 The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 specifies that persons will be disqualified from being a member of an Integration Joint Board if any of the following applies:-

- They have within the period of five years immediately preceding the proposed date of appointment been convicted of any criminal offence in respect of which they have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine);
- They have been removed or dismissed for disciplinary reasons from any paid employment or office with a Health Board or local authority;
- They are insolvent;
- They have been removed from a register maintained by a regulatory body, other than where the removal was voluntary; or
- They have been subject to a sanction under section 19(1)(b) to (e) of the Ethical Standards in Public Life etc. (Scotland) Act 2000.

2.14 Definitions for these disqualifications are set out in the Order.

2.15 Upon accepting membership of the Integration Joint Board, each member will be required to sign a Declaration of Acceptance of Office, which will require a declaration that they do not knowingly meet any of the disqualification criteria.

Resignation

2.16 A Member of the Integration Joint Board, other than the Chief Officer, the Chief Financial Officer and the Chief Social Work Officer, may resign his/her membership at any time during their term of office by giving notice to the Integration Joint Board in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no

date is notified. If this is a voting member the Integration Joint Board must inform the constituent authority that made the appointment.

Removal of Members

2.17 If a Member has not attended three consecutive meetings of the, Integration Joint Board, and their absence was not due to illness or some other reasonable cause as determined by the Integration Joint Board, the Integration Joint Board may, by giving one month's notice in writing to that Member, remove that person from office. The nominating body will be advised by the Chief Officer, and be required to make arrangements to fill the vacancy.

2.18 If a member acts in a way which brings the Integration Joint Board into disrepute or in a way which is inconsistent with the proper performance of the functions of the Integration Joint Board, the Integration Joint Board may remove the member from office with effect from such date as the Integration Joint Board may specify in writing.

2.19 If a member is disqualified under article 8 [Disqualification] of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 during a term of office they are to be removed from office immediately.

2.20 A voting Member ceases to be a member of the Integration Joint Board if they cease to be either a Councillor or a non executive Director of the NHS Board or an Appropriate Person in terms of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

2.21 A constituent authority may remove a member which it appointed by providing one month's notice in writing to the member and the Integration Joint Board.

Temporary Vacancies in voting membership

2.22 Shetland Islands Council and the Shetland NHS Board shall also attend to any issues relating to the resignation, removal and disqualification of members in line with the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

2.23 Where there is a temporary vacancy in the voting membership of the Integration Joint Board, the vote which would be exercisable by a member appointed to that vacancy may be exercised jointly by the other members nominated by the relevant constituent authority.

2.24 Where a temporary vacancy exists for more than six months, the Chairperson of the Integration Joint Board must notify the Scottish Ministers in writing of the reasons why the vacancy remains unfilled.

2.25 A vacancy in the membership of the Integration Joint Board will not invalidate anything done or any decision made by the Integration Joint Board.

Chairperson and Vice Chairperson

2.26 The first Chair of the Integration Joint Board will be appointed by the Council.

2.27 The initial term of office of the first Chairperson will be for the period to 31 March 2017.

2.28 Thereafter, the term of office of the Chairperson will be for a period not exceeding three years and carried out on a rotational basis between the appointments made by the Council and the NHS Board.

2.30 The Chairperson and Vice Chairperson will be drawn from the voting members appointed to the Integration Joint Board. If a Council member is to serve as Chairperson then the Vice Chairperson will be a member appointed by the NHS Board and vice versa.

2.31 The NHS Board may only appoint as Chairperson or Vice Chairperson a voting member of the Integrated Joint Board who is a non-executive director of the Health Board.

2.32 The Council or NHS Board may change their appointee as Chairperson or Vice Chairperson during an appointing period.

2.33 The Vice Chairperson may act in all respects as the Chairperson of the Integration Joint Board if the Chair is absent or otherwise unable to perform his/her duties.

3.0 Code of Conduct and Conflicts of Interest

3.1 Members of the Integration Joint Board shall subscribe to and comply with the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies.

3.2 All members who are not already bound by the terms of the Code shall be obliged before taking up membership, to agree in writing to be bound by the terms of the Code of Conduct for Members of Devolved Public Bodies.

4.0 Committees

4.1 The Integration Joint Board may establish committees or sub-committees of its members for the purpose of carrying out such of its functions as the Board may determine.

4.2 Any established committees and sub-committees must include voting members, and must include an equal number of voting members appointed by the Health Board and local authority.

4.3 The Integration Joint Board shall appoint the chairs of these committees and sub-committees.

4.4 Any Integration Joint Board member may substitute for a committee or sub-committee member who is also an Integration Joint Board member.

4.5 The Integration Joint Board may establish working groups for such purposes and functions as the Board may determine.

4.6 The Board shall approve the terms of reference and membership of the committees, sub-committees and working groups and shall review these as and when required.

4.7 The Integration Joint Board shall appoint to fill any vacancy in the membership of committees, sub-committees and working groups as and when required.

4.8 The Integration Joint Board Standing Orders for Meetings shall also be applied to committee and sub-committee meetings, but not working group meetings.

4.9 The constitution and remit of any established Committees, Sub-Committees or Working Groups shall be added to this Scheme of Administration, at Annex A.

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5.0 Responsibilities of the IJB on Behalf of the Parties

5.1 The local operational arrangements agreed by the Parties are:-

- The IJB has responsibility for the planning of the Integrated Services. This will be achieved through the Strategic Plan.
- The IJB is responsible for the operational oversight of Integrated Services and through the Chief Officer will be responsible for the operational management of Integrated Services.
- The IJB will be responsible for the planning of Acute Hospital services delegated to it but the Health Board will be responsible for the operational oversight of Acute Services and through a responsible Director for the operational management of all Acute Services. The Health Board will provide information on a regular basis to the Chief Officer and the IJB on the operational delivery of Acute Services.
- The Chief Officer and Director responsible for Acute Services will establish joint arrangements to ensure effective working relationships across the whole Health & Care system. These will be built on the existing joint working arrangements including joint acute and community strategic meetings and co-location of senior managers from acute and community services.
- The detailed commissioning and operational delivery arrangements will be set out in the Strategic Plan.
- The Parties will support the IJB to work closely with Shetland's Community Planning Partnership as required by the Scottish Government.
- The IJB will be responsible for the development and maintenance of a set of performance measures including the Outcomes, national targets, the national inspection processes and locally developed targets.
- The IJB will establish a Strategic Planning Group which will develop the Strategic Plan for the IJB.
- The Strategic Plan will include the nationally determined performance measures and targets to meet the Outcomes, other national targets and local targets relating to the integrated functions. These will be developed and articulated through the process of preparing the Strategic Plan.
- A Strategic Plan has been developed for 2015-18 and this will be presented to the IJB in the first cycle of meetings for its consideration. The IJB will develop the three

year Strategic Plan for 2016-19. Thereafter the IJB will maintain and develop the Strategic Plan, updating the Strategic Plan at least every three years as required by the legislation.

- The IJB will prepare and publish an Annual Report as required by the legislation.

6.0 MATTERS RESERVED TO THE INTEGRATION JOINT BOARD

6.1 The following is a comprehensive list of what is reserved to the Integration Joint Board. Matters which are not reserved may be delegated, in accordance with the provisions of the Integration Scheme.

Reserved matters:

1. To change the name of the Integration Joint Board;
2. To receive any certified abstract of the Integration Joint Board's annual accounts;
3. Approval of the any investment strategy and annual investment report;
4. Any other functions or remit which is, in terms of statute or other legal requirement bound to be undertaken by the Integration Joint Board itself;
5. To establish such committees, sub-committees and working groups as may be considered appropriate to conduct business and to appoint and remove Chairpersons, Vice Chairpersons and members of committees and working groups;
6. The approval annually of the Revenue Budget;
7. The approval annually of the Capital Plan;
8. The incurring of any net new expenditure not provided for in the estimate of capital or revenue expenditure unless, such expenditure is reported to and approved by the Board;
9. The approval or amendment of the Scheme of Administration regulating the constitution, membership, functions and powers of Committees of the Integration Joint Board;
10. The approval or amendment of the Standing Orders regulating meetings proceedings and business of the Integration Joint Board and Committees;
11. The approval or amendment of the Scheme detailing those functions delegated by the Integration Joint Board to its Officers;
12. The appointment and the dismissal of the Chief Officer or the S95 Financial Officer;

13. The decision to co-operate or combine with other Integration Joint Boards in the provision of services other than by way of collaborative agreement;
14. The approval or amendment of the Strategic Plan;
15. To fix and amend a programme of Board and committee meetings; and
16. To deal with matters reserved to the Integration Joint Board by Standing Orders, Financial Regulations and other Schemes approved by the Integration Joint Board.

6.2 In exercising its functions, the IJB must take into account the Parties' requirement to meet their respective statutory obligations, including those that pertain to the functions delegated by virtue of the Integration Scheme.

7.0 Delegations of Functions

NHS Shetland Functions/Services:

7.1 The functions that are to be delegated by the Health Board to the IJB are set out in Part 1 of Annex 1 of the **Integration Scheme**.

7.2 The services to which these functions relate, which are currently provided by NHS Shetland and which are to be integrated, are set out in Part 2 of Annex 1 of the **Integration Scheme**.

7.3 The functions in Part 1 are being delegated only to the extent that they relate to services listed in Part 2 of Annex 1 of the **Integration Scheme**.

7.4 For both Part 1 and Part 2, services relate to those for Adults unless stated otherwise in the Annex. For services delivered in hospital, delegation only relates to the care and treatment provided as part of that service by health professionals.

Shetland Islands Council Functions/Services:

7.5 The functions that are to be delegated by the Council to the IJB are set out in Part 1 of Annex 2 of the **Integration Scheme**.

7.6 The services to which these functions relate, which are currently provided by the Council and which are to be integrated, are set out in Part 2 of Annex 2 of the **Integration Scheme**.

7.7 For both Part 1 and Part 2, services relate to those for Adults unless stated otherwise in the Annex to the **Integration Scheme**.

7.8 With regard to their respective functions that are not delegated by virtue of the Integration Scheme, the Parties retain their distinct statutory responsibilities and their formal decision-making roles.

8.0 General Restrictions on Exercise of Delegated Powers by Officers

8.1 If any decision proposed under delegated powers might lead to a budget being exceeded, the officer must consult with the Chair of the Integration Joint Board before exercising the delegated power.

8.2 The Chief Officer must ensure that the Chair of the Integration Joint Board, is where appropriate consulted on matters of a controversial nature. Where appropriate, such matters should be referred to the Integration Joint Board or the appropriate Committee for decision.

8.3 In particular and without prejudice to the foregoing, the Chief Officer will exercise particular care in determining whether a matter is to be regarded as controversial in the following circumstances:-

- Where determination of the issue may involve a decision contrary to local or national policy, the Strategic Plan or the determination may lead to a breach of a relevant Code of Guidance.
- Where it is proposed that any issue be determined contrary to significant objections or the strong recommendation of Statutory Consultees.
- The Officer proposes to determine the matter, or act in a manner, contrary to the recommendation of other officers whom he/she is obliged to, or has chosen to, consult with.
- There are perceived public safety or significant public policy issues dependent on the determination (save in the case of urgency as aforesaid).

- Standing Orders, National or International regulation requires determination otherwise.
- There are questions of legality or financial advisability/probity involved.

9.0 Chief Officer

9.1 The Chief Officer will provide a strategic leadership role as principal advisor to and officer of the Integration Joint Board and will be a member of the senior management teams of the Parties. The Chief Officer will lead the development and delivery of the Strategic Plan for the Integration Joint Board and will be accountable to the IJB for the content of the directions issued to the Parties by the Integration Joint Board and for monitoring compliance by the Parties with directions issued by the Integration Joint Board.

9.2 The Director of the Community Health and Social Care is the Chief Officer appointed by the Shetland Islands Integration Joint Board. The arrangements in relation to the Chief Officer agreed by the Parties are:

- The Chief Officer reports directly to both the Chief Executive of the Council and the Chief Executive of the Health Board and is a full member of the senior management teams of both the Council and the Health Board.
- The management structure for operational delivery of the integrated services managed by the Chief Officer is through a single hierarchical management structure illustrated in the detailed organisational structure diagram, which is included in the Supplementary Documentation to the Integration Scheme.

The management structure and levels of authority including the management of services in localities is summarised in the Supplementary Documentation to the Integration Scheme.

- The Chief Executives of the Council and the Health Board, at the request of the IJB and in conjunction with the Chief Officer where appropriate, will be responsible for making cover arrangements through the appointment or nomination of a suitable interim replacement or depute in the event that the Chief Officer is absent or otherwise unable to carry out their functions.

- The Chief Officer and the Director for Acute Services will both sit on the Health Board Senior Management Team, and will establish joint arrangements to ensure effective working relationships across the whole health and care system.

10 Chief Finance Officer

10.1 The Chief Officer in his/her operational role within NHS Shetland or the Shetland Islands Council is responsible for the financial management of any operational budgets and is accountable for this to the NHS Shetland's Chief Executive or the Council's Section 95 officer.

10.2 The Integration Joint Board will develop and approve its own financial regulations. The Chief Finance Officer will periodically review these financial regulations and present any proposed changes to the Integration Joint Board for its approval.

10.3 The Chief Finance Officer appointed by the Shetland Islands Integration Joint Board has overall responsibility for the following services:

Finance including: Audit; Financial Management; and any Procurement by the Health and Social Care Partnership.

10.4 The Chief Finance Officer is responsible for the leadership and co-ordination, planning and policy and the strategic management of those services, and the extent of delegation is contained within the approved Financial Regulations.

10.5 The Chief Finance Officer will be responsible for preparing the Integration Joint Board's accounts and ensuring compliance with statutory reporting requirements as a body under the relevant legislation.

10.6 The Chief Finance Officer will also be responsible for preparing the annual financial statement that the IJB must publish under Section 39 of the Act.

10.7 The Chief Finance Officer will also be responsible for preparing a medium-term financial plan which sets out what the Integration Joint Board intends to spend in

implementation of its Strategic Plan and which will be incorporated into the Strategic Plan.

10.8 The Chief Finance Officer will be responsible for producing finance reports to the Integration Joint Board, ensuring that those reports are comprehensive. The Council and NHS Shetland will provide the appropriate information to allow the Chief Financial Officer to produce these reports.

10.9 The Chief Finance Officer will liaise closely with the Council's Section 95 officer and NHS Shetland's Director of Finance and their teams in order to discharge all aspects of his or her role.

END

Annex A - Committees, Sub-Committees and Working Groups

ANNEX A**Committees, Sub-Committees and Working Groups****Clinical and Care Governance Committee****Membership****Remit**

“The Parties will establish a joint Clinical and Care Governance Committee (CCGC) to replace existing arrangements. The CCGC will include the IJB and representatives of the relevant professional groups for all health and social care professions. Details of the membership of the CCGC will be maintained within the Supplementary Documentation to The Integration Scheme. “

Audit Committee**Membership****Remit****Strategic Planning Working Group****Membership****Remit**



Shetland Health and Social Care Partnership

Standing Orders for Meetings of the Integration Joint Board

Approved XX 2015

1.0 INTRODUCTION

- 1.1 These Standing Orders are made under the Public Bodies (Joint Working) (Scotland) Act 2014 and the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014. These Standing Orders shall, as far as applicable be the rules and regulations for the proceedings of Committees and Sub-Committees and therefore reference to the term 'Board' in the said Standing Orders should be interpreted accordingly. The term 'Chairperson' shall also be deemed to include the Chairperson of any Committee or Sub-Committee but only in relation to such Committees or Sub-Committees.
- 1.2 In these Standing Orders "the Integration Joint Board" shall mean the Shetland Islands Integration Joint Board established in terms of the Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Order 2015.
- 1.3 Any statutory provision, regulation or direction issued by the Scottish Ministers shall have precedence if they are in conflict with the Standing Orders.

2.0 MEMBERSHIP

- 2.1 The Integration Joint Board shall have two categories of members:
- Voting Members; and
 - Non-Voting Members.
- 2.2 The Shetland Islands Health and Social Care Partnership Integration Scheme 2015 prescribes the list of non-voting members who are to be included in the membership.
- 2.3 Shetland Islands Council and Shetland NHS Board shall attend to any issues relating to the resignation, removal and disqualification of members in line with the Scheme. If and when a voting member ceases to be a councillor or a member of the NHS Board for any reason, either on a permanent or temporary basis, then that individual ceases to be a member of the Integration Joint Board.
- 2.4 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.

- 2.5 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 subject to prior agreement with the Chairperson.
- 2.6 Further detailed provisions relating to the membership and terms office of the Integration Joint Board and the establishment of Committees, Sub-Committees and Working Groups, are addressed in the Shetland Islands Health and Social Care Partnership Integration Scheme 2015, and in the Integration Joint Board Scheme of Administration.

3.0 WHO PRESIDES AT MEETINGS

- 3.1 At every meeting of the Integration Joint Board the Chairperson, if attending the meeting, shall preside. If the Chairperson is absent from any meeting the Vice-Chairperson shall preside. If both the Chairperson and the Vice-Chairperson are absent, a Chairperson shall be appointed from within the voting members present for that meeting.

4.0 THE POWERS AND DUTIES OF THE CHAIRPERSON

- 4.1 The Chairperson shall amongst other things:-
- (a) Preserve order and ensure that every Member has a fair hearing;
 - (b) Decide on matters of relevancy, competency and order, and whether to have a recess during the Meeting, having taken into account any advice offered by the Chief Officer or other relevant officer in attendance at the Meeting;
 - (c) Determine the order in which speakers can be heard;
 - (d) Ensure that due and sufficient opportunity is given to Members who wish to speak to express their views on any subject under discussion;

- (e) If requested by any Member ask the mover of a motion, or an amendment, to state its terms;
- (f) Deference shall at all times be paid to the authority of the Chairperson. when he/she speaks, the Chairperson shall be heard without interruption; and
- (g) Members shall address the Chairperson while speaking.

4.2 The Chairperson of the Integration Joint Board may exclude or eject from a meeting a member or members of the press and public whose presence or conduct is impeding the work or proceedings of the Integration Joint Board.

4.3 The Chairperson will decide on all matters of order, competency, relevancy and urgency, and that ruling will be final.

5.0 MEETINGS

5.1 First Meeting

5.1.1 The first meeting of the Integration Joint Board will be convened at a time and place to be determined by the Chairperson.

5.2 Ordinary Meetings

5.2.1 Ordinary Meetings of the Integration Joint Board shall meet on such dates, times and at locations as may be agreed in advance by the Integration Joint Board.

5.3 Special Meetings

5.3.1 The Chairperson may convene Special Meetings if it appears to him/her that there are items of urgent business to be considered. Such Meetings will be held at a time, date and venue as determined by the Chairperson. If the Office of Chairperson is vacant, or if the Chairperson is unable to act for any reason the Vice-Chairperson may at any time call such a meeting.

5.3.2 If the Chairperson refuses to call a meeting of the Integration Joint Board after a requisition for that purpose specifying the business proposed to be transacted, signed by at least two thirds of the voting Members, has been presented to the Chairperson or if, without so refusing, the Chairperson does not call a meeting within seven days after such requisition has been presented, those Members who presented the requisition may forthwith call a Meeting provided no business shall be transacted at the Meeting other than specified in the requisition.

5.3.3 Before every meeting of the Integration Joint Board, or committee of the Integration Joint Board, a notice of the meeting, specifying the time, place and business to be transacted at it and signed by the Chief Officer, or by an appropriate person through Corporate Support Services, authorised by the Chief Officer, shall be delivered to every Member or sent by post to the usual place of residence of such Members or delivered by electronic means so as to be available to them at least five clear days before the meeting, unless for any reason the meeting is called at shorter notice. Members may opt in writing addressed to the Chief Officer to have notice of meetings delivered to an alternative address. Such notice will remain valid until rescinded in writing.

5.3.4 Lack of service of the notice on any member shall not affect the validity of anything done at a meeting.

5.3.5 In the case of a meeting of the Integration Joint Board called by Members in default of the Chairperson, the notice shall be signed by those Members who requisitioned the meeting.

5.3.6 With regard to calculating clear days for the purpose of an agenda notice, the following days are to be excluded: the day the notice is sent; the day of the meeting; and weekends.

Urgent Items

5.3.7 At all Ordinary or Special Meetings of the Integration Joint Board, no business other than that on the agenda shall be discussed or adopted except where by reason of special circumstances, which shall be specified in the

minutes, the Chairperson is of the opinion that the item should be considered at the meeting as a matter of urgency.

5.4 Adjournment of Meetings

5.4.1 A meeting of the Integration Joint Board may be adjourned to another date, time or place by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the motion.

5.5 Quorum

5.5.1 No business shall be transacted at a meeting of the Integration Joint Board unless there are present and entitled to vote both Council and NHS Board members and at least one half [three] of the voting Members of the Integration Joint Board are present.

5.5.2 If within ten minutes after the time appointed for the commencement of a meeting of the Integration Joint Board, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed and the minute of the meeting will disclose the fact

5.6 Remote Participation

5.6.1 The Integration Joint Board may be conducted in any other way in which each member is enabled to participate although not present with others in such a place. This includes by telephone or video-conference. Such a meeting shall only be conducted on the ruling of the Chairperson, whom failing, the Vice-chairperson, of the Integration Joint Board.

5.7 Code of Conduct and Conflicts of Interest

5.7.1 Voting and non-voting Members of the Integration Joint Board shall subscribe to and comply with the Code of Conduct for Members of Devolved Public Bodies made in respect there to which is deemed to be incorporated into these Standing Orders. All members shall be obliged before taking up

membership, to agree in writing to be bound by the terms of the Code of Conduct for Members of Devolved Public Bodies. The Chief Officer or his/her authorised nominee, shall maintain the Integration Joint Board's Register of Interests. The Register shall be available for public inspection at the principal offices of the parties to the Integration Joint Board.

5.7.2 If any Member has a financial or non-financial interest as defined in the Code of Conduct of Members of Devolved Public Bodies and is present at any meeting at which the matter is to be considered, he/she must as soon as practical, and before taking part in any discussion on that item, disclose that he/she has an interest and the nature of that interest and if he/she is precluded from taking part in consideration of that matter.

5.7.3 If a Member or any associate of theirs has any pecuniary or any other interest direct or indirect, in any contract or proposed contract or other matter and that Member is present at a meeting of the Integration Joint Board, that Member shall disclose the fact and the nature of the relevant interest and shall not be entitled to vote on any question with respect to it and shall leave the meeting. A Member shall not be treated as having any interest in any contract or matter if it cannot reasonably be regarded as likely to significantly affect or influence the voting by that Member on any question with respect to that contract or matter.

5.7.4 Where an interest is disclosed under paragraphs 5.7.2 and 5.7.3 above, the other members present at the meeting in question must decide whether the member declaring the interest is to be prohibited from taking part in discussion of or voting on the item of business.

5.8 Public attendance at meetings

5.8.1 Every meeting of the Integration Joint Board will be open to members of the public, except in the following circumstances when members of the public will be excluded by resolution of the Integration Joint Board:

- Consideration of any document or matter classed as containing confidential information within the meaning of Section 50(a)(2) of the Local Government (Scotland) Act 1973;

- Consideration of any document. or any part of any document, marked “not for publication by virtue of the appropriate paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973, unless and until the document has been made available to the public or press under section 50B of the said 1973 Act;
- Consideration of any business relating to the commercial interests of any person and confidentiality is required;
- Consideration of any business which involves reference to personal information and requires to be discussed in private in order to uphold the Data Protection Principles;
- Consideration of any business which the Integration Joint Board is otherwise legally obliged to respect the confidentiality of the information being discussed.

5.8.2 No Member or Officer shall disclose to any person any information which falls into the above categories, nor any information regarding proceedings of the Integration Joint Board from which the public have been excluded unless or until disclosure has been authorised by the Integration Joint Board or the information has been made available to the press or to the public under the terms of the relevant legislation.

5.8.3 Without prejudice to the foregoing no Member shall use or disclose to any person any confidential and/or exempt information coming to his/her knowledge by virtue of his/her office as a Member where such disclosure would be to the advantage of the Member or of anyone known to him/her or which would be to the disadvantage of the Integration Joint Board.

5.9 Recording of Proceedings

5.9.1 No sound, film, video tape, digital or photographic recording of the proceedings of any Meeting shall be made without the prior approval of the Integration Joint Board.

5.10 Public Notice

4.10.1 The Chief Officer shall be responsible for giving public notice of the time and place of each meeting of the Integration Joint Board by posting within the main offices of the parties of the Integration Joint Board not less than five clear days before the date of each meeting, unless for any reason under standing order 4.3 a meeting is called at shorter notice.

6.0 RULES FOR DISCUSSION AND DECISION MAKING

6.1 Discussion

6.1.1 It is the duty of all Members to ensure they have all of the information they require in order to reach an informed decision on any item of business. Accordingly, in addition to the papers which have been issued to members, prior to any decision being reached on the item, the Chairperson will at any time:

- afford an opportunity to the relevant SIC or NHS officer presenting the report, or to any adviser to the Integration Joint Board, or representative Members to provide any further information or brief explanation as they may feel is necessary;
- afford a reasonable opportunity to any Member, Officer or Adviser to ask questions in order to seek further information or explanation;
- Following discussion a clear consensus may emerge allowing the voting Members of the IJB to proceed to make a final decision. However it is open to the Chairperson at any time during that discussion to give warning that s/he requires any motion and amendments to be placed before him/her or the discussion will be brought to a close. It is a matter for the Chairperson to decide at what point s/he may accept a motion to put to the meeting for a decision.

6.2 Motions and Amendments

6.2.1 It will be competent for any voting Member of the Integration Joint Board at a meeting of the Integration Joint Board to move a motion directly arising out of the business before the Meeting.

6.2.2 No Member, with the exception of the mover of the motion or amendment, will speak supporting the motion or amendment until the motion or amendment has been seconded.

6.2.3 Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same question at any meeting of the Integration Board except:-

- On a question of Order
- With the permission of the Chairperson
- In explanation or to clear up a misunderstanding in some material part of his/her speech.
- In all of the above cases no new matter will be introduced.

6.2.4 The mover of an amendment and thereafter the mover of the original motion will have the right of reply for a period of not more than 5 minutes. He/she will introduce no new matter and once a reply has commenced, no other Member will speak on the subject of debate. Once these movers have replied, the discussion will be held closed and the Chairperson will call for the vote to be taken.

6.2.5 Amendments must be relevant to the motions to which they relate and no Member will be at liberty to move or second more than one amendment to any motion, unless the mover of an amendment has failed to have it seconded. The mover and seconder of the motion will not move an amendment or second an amendment, unless the mover of the motion has failed to have it seconded.

6.3 Procedural Motions

6.3.1 When a motion is under debate, no other motion or amendment will be moved except in the following circumstances:

- to adjourn the debate; or
- to close the debate.

6.3.2 It will be competent for any Member who has not already spoken in a debate to move the closure of such debate. On such motion being seconded, the vote will be taken, and if a majority of the Members present vote for the motion, the debate will be closed. However, closure is subject to the right of the mover of the motion and of the amendment(s) to reply. Thereafter, a vote will be taken immediately on the subject of the debate.

6.3.3 Any Member may indicate his/her desire to ask a question or offer information immediately after a speech by another Member and it will be the option of the Member to whom the question would be directed or information offered to decline or accept the question or offer of information.

6.4 Voting

6.4.1 Every effort shall be made by Members to ensure that as many decisions as possible are made by consensus.

6.4.2 Only the three voting Members appointed by the NHS Board, and the three voting Members appointed by the Shetland Islands Council shall be entitled to vote.

6.4.3 Every question at a meeting shall be determined by a majority of votes of the Members present and who are entitled to vote on the question. A vote will be taken by a show of hands, unless the Board resolves in the case of any particular decision to take the vote by secret ballot or by any other method determined by the Board, including roll call. Different provisions apply to appointments, as set out in Standing Orders 6.4.8 to 6.4.12.

6.4.4 In the case of an equality of votes the person presiding at the meeting does not have a second or casting vote.

6.4.5 In the case of an equality of votes, and if the Board wish to pursue the issue voted on, the Chair of the Integration Joint Board, on reflection of the discussion, will bring consideration of the matter to a close for that meeting, and give direction to the Chief Officer on how the matter should be taken forward to the next ordinary meeting, or a special meeting, of the Integration Joint Board, to consider the matter further. The Chief Officer will then be

obliged to review the matter, in consultation the Chair, with the aim of addressing any concerns, and developing a proposal which the Integration Joint Board can reach a decision upon. Standing Order 6.5.1 shall not preclude reconsideration of any such item within a 6 month period.

6.4.6 Where the matter remains unresolved, and the Chair concludes that the equality of votes is effectively a representation of a dispute between the two constituent parties, then the dispute resolution process which is set out in Section 14 of the Integration Scheme shall take effect. Otherwise, the matter will remain unresolved and status quo shall remain.

Roll Call Voting

6.4.7 A voting member may ask for a vote to be taken by calling the roll. If a majority of the voting members present agree then the vote will be taken in that way and the names of those voting for or against the motion or amendment(s) will be taken down and recorded in the minutes.

Appointments

6.4.8 When Members are to be appointed to any positions to be filled by the Board, and where the number of candidates nominated exceeds the number of vacancies, the members to be appointed will be determined by a vote or votes in each of which Members will be entitled to vote for as many candidates as there are vacancies; but they may not cast more than one vote for any candidate.

6.4.9 The vote will normally be taken by a show of hands, unless the Board resolves in the case of any particular appointment to take the vote by secret ballot.

6.4.10 The name of the candidate having fewest votes will be deleted from the list and a fresh vote, or votes, will be taken. This process of elimination will be continued until the number of candidates equals the number of vacancies.

6.4.11 Where only one vacancy requires to be filled, and any candidate has an absolute majority of the votes, the candidate will be declared appointed. Otherwise, the name of the candidate having fewest votes will be deleted from the list. This process of elimination will be continued until one candidate has a majority of the votes.

6.4.12 If in any vote among more than two candidates there is equality of votes among the candidates having the least votes, the candidates whose names will be eliminated will be determined by an additional vote. The candidate having fewest votes will be deleted from the list. Where in any additional vote there is equality in votes, the candidate to be eliminated will be determined by lot.

6.5 Alteration or Revocation of Decisions of the Integration Joint Board

6.5.1 Except insofar as required by reason of illegality, no motion to alter or revoke a decision of the Integration Joint Board will be competent within six months from the decision unless a decision is made prior to consideration of the matter, to suspend this Standing Order.

6.6 Minutes

6.6.1 The names of the Members and others present at a meeting shall be recorded in the minutes of the meeting.

6.6.2 Minutes of meetings of the Integration Joint Board will be included on the agenda for the next ordinary meeting of the body to which the minutes relate. At that meeting they will be considered, corrected if need be, and where they are held to be a correct record of the meeting, they will be signed by the person presiding at that next ordinary meeting.

6.6.3 No discussion or amendment will be competent on minutes submitted other than an amendment to the effect that they are not a correct record. Any

amendment will include the words of the alteration which is proposed to the minutes. An objection to the correctness of a minute will be dealt with by way of an amendment to a motion to approve the minutes.

6.6.4 Only Members of the Board who were present at the meeting to which the minutes relate may vote on the correctness of these minutes.

7.0 PUBLIC PARTICIPATION

The Integration Joint Board welcomes community participation in the business which it is considering. The Board undertakes community engagement in terms of its Participation and Engagement Strategy and communities are encouraged to participate in that way as the most effective process for involving them in the work of the Board. Beyond that the following arrangements are designed, in the interests of the Board and those who wish to be involved, to regulate participation at meetings of the Board.

7.1 Petitions

7.1.1 A petition bearing the signatures of not fewer than twenty members of the public who are ordinarily resident in Shetland which proposes that the Board considers a particular course of action on any competent matter will be received by the Board.

7.1.2 Where the petition is about an item of business which is otherwise included on the agenda for the meeting, the Board will receive the petition as part of its consideration of that business.

7.1.3 The petition will contain the names and addresses of those members of the public who wish to sign it, and will be submitted to the Chief Officer. Where the subject matter of the petition is concerned with an item of business which is otherwise on the agenda of the meeting concerned it must be lodged not later than one working day before the meeting concerned; but the

Chairperson may, at her/his sole discretion allow a petition to be received at shorter notice. Where the petition has been submitted in sufficient time, the Chief Officer will include the terms of the petition and a note of number of persons subscribing it with the papers for the meeting of the relevant body.

7.1.4 Having received the petition the Board will determine one of two courses of action –

- (a) whether to note the terms of the petition, or
- (b) whether to instruct the Chief Officer to provide a report for a subsequent meeting of the Board to deal with the matter appropriately under delegated powers

7.1.5 It will not be competent for the Board to take a substantive decision in the absence of a report referred to at sub paragraph (b) above.

7.2 Deputations

7.2.1 The Integration Joint Board may hear a deputation of not more than 3 persons on behalf of an organisation or group, including the organisers of a petition, on any competent matter.

7.2.2 The application for a deputation must be in writing, signed by a representative of the organisation or group wishing to be heard and setting out the matter on which they wish to be heard and delivered to the Chief Officer no later than 3 days before the meeting concerned; but the Chairperson may, at her/his sole discretion allow an application to be considered at shorter notice.

7.2.3 When an application is considered whether to hear a deputation, the merits of the matter itself will not be discussed. Unless the meeting agrees unanimously to hear or to refuse to hear the deputation, a vote will be taken without discussion on whether to hear the deputation.

7.2.4 A deputation will have up to 10 minutes to present its case. If the meeting decides to hear more than one deputation on the same subject, the deputations will be heard together, and the Chairperson will decide how much time to allow in total, up to a maximum of 10 minutes each.

7.2.5 The Chairperson will allow a period of 10 minutes, during which any Member may put two questions to the deputation that are relevant to the subject, but the merits of the case must not be discussed by Members whilst the deputation is being heard.

7.2.6 It will not be competent to move any motion arising from the subject matter raised by a deputation, unless the matter is included as an item of business on the agenda for the meeting, and discussion will be reserved until that item is reached.

7.2.7 Where the deputation is about a matter which is not otherwise included on the agenda for the meeting, having heard the deputation the Board will determine one of two courses of action –

- (a) whether to note what the deputation had to say, or
- (b) whether to instruct the Chief Officer to provide a report for the following meeting of the Board.

7.2.8 It will not be competent for the Board to take a substantive decision in the absence of a report referred to at sub paragraph (b) above.

7.2.9 It will not be competent to consider a request to be heard on the same matter within a period of six months of the original decision, unless the Chairperson is satisfied that a material change of circumstances has occurred: always provided that where a matter may be the subject of consideration on more than one occasion the Chairperson will, in her/his sole discretion, determine whether on each occasion the issue to be discussed is so closely related as to be regarded as the same matter.

8.0 SUSPENSION, DELETION OR AMENDMENT OF STANDING ORDERS

8.1 Any one or more of the Standing Orders in the case of emergency as determined by the Chairperson upon motion may be suspended, amended or deleted at any Meeting so far as regards any business at such meeting provided that two thirds of the voting Members of the Integration Joint Board present and voting shall so decide. Any motion to suspend Standing Orders shall state the number or terms of the Standing Order(s) to be suspended.

8.2 The following Standing Orders are prescribed by legislation and cannot be suspended, deleted or amended by the Board:

| | |
|------------------------|--|
| 2.4 and 2.5 | Proxies – limited to voting not chairing |
| 3.1 | Conduct of meetings – Chairperson |
| 5.1.1, 5.3.1 and 5.3.2 | Calling and requisition of meetings |
| 5.3.3, 5.3.4 and 5.3.5 | Notice of meetings |
| 5.4 | Conduct of meetings – adjournment |
| 5.5.1 | Quorum |
| 5.6 | Remote participation |
| 5.7.2 and 5.7.4 | Conflicts of interest |
| 6.4.3 | Voting - Decision by majority |
| 6.4.4 | Voting - No second or casting vote |
| 6.6.1 and 6.6.2 | Records – Minutes of Meetings |

END

SHETLAND ISLANDS INTEGRATION JOINT BOARD

FINANCIAL REGULATIONS

1. SCOPE AND OBSERVANCE

2. Shetland Islands Integration Joint Board is a legal entity in its own right created by Parliamentary Order, following Ministerial approval of the Integration Scheme. It is accountable for the stewardship of public funds and is expected to operate under public sector best practice governance arrangements, proportionate to its transactions and responsibilities. Stewardship is a function of management and, therefore, a responsibility placed upon the appointed members and officers of the Integration Joint Board, in particular:

Section 95 of the Local Government (Scotland) Act 1973 requires that every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that the proper officer of the authority has responsibility for the administration of those affairs, including:

- Approve the financial systems
 - Approve the duties of officers operating these systems
 - Maintain a written description of such approved financial systems including a list of specific duties
3. These financial regulations should be read in conjunction with the standing financial instructions of the Shetland NHS Board and the Financial Regulations and Codes of Financial Practice of Shetland Islands Council.
4. Elected and appointed Members of the Integration Joint Board (IJB) together with Officers appointed or seconded to the IJB have a duty to abide by the highest standards of probity in dealing with financial issues. This is achieved by ensuring everybody is clear about the standards to which they are working and the controls in place to ensure these standards are met.
5. The key controls and control objectives for financial management standards are:
- The promotion of the highest standards of financial management by the Board
 - A monitoring system to review compliance with the financial regulations;

- Preparation and approval of an annual budget;
- Regular comparisons of actual and forward projection of financial performance with planned/budgeted performance that are reported to the Integration Joint Board, Shetland NHS Board and Shetland Islands Council;
- Preparation of appropriate documents that inform the medium term financial planning and decision making of the Integration Joint Board; and
- Preparation of annual accounts which will be submitted for external audit.

6. FINANCIAL MANAGEMENT AND PERFORMANCE

7. Responsibility of Integration Joint Board

8. The Integration Scheme sets out the detail of the integration arrangement agreed between Shetland NHS Board and Shetland Islands Council. In relation to financial management it specifies:
 - The financial management arrangements including treatment of budget variances;
 - Reporting arrangements between the Integration Joint Board, Shetland NHS Board, and Shetland Islands Council
 - The method for determining the resources to be made available by Shetland NHS Board and Shetland Islands Council to the Integration Joint Board; and
 - The functions which are delegated to the Integration Joint Board by Shetland NHS Board and Shetland Islands Council.
9. The Integration Joint Board will lead the preparation of the Strategic Plan with other stakeholders. The requirements include:
 - The payment from Shetland Islands Council to the Integration Joint Board for delegated services managed by the Chief Officer
 - The payment from Shetland Islands Council to the Integration Joint Board for integrated services in pursuance of the Strategic Plan
 - The payment from Shetland NHS Board to the Integration Joint Board for delegated services managed by the Chief Officer

- The payment from Shetland NHS Board to the Integration Joint Board for integrated services in pursuance of the Strategic Plan

10. Responsibility of Chief Officer

11. The Chief Officer is the accountable officer of the Integration Joint Board. The Chief Officer will discharge their duties in respect of the delegated resources by:

- Ensuring that the strategic plan meets the requirement for economy, efficiency and effectiveness in the use of the Integration Joint Board resources; and
- Giving directions to the Shetland NHS Board and Shetland Islands Council that are designed to ensure resources are spent in accordance with the plan; it is the responsibility of the Chief Officer to ensure that the provisions of the directions enable them to discharge their responsibilities in this respect within available resources.

12. In their operational role within Shetland NHS Board and Shetland Islands Council, the Chief Officer has no “accountable officer” status but is:

- Accountable to the Chief Executive of the Health Board for financial management of the operational budget; and
- Accountable to the Chief Financial Officer (Section 95 officer) of Shetland Islands Council for financial management of the operational budget; and
- Accountable to the Chief Executive of the Shetland Islands Council and Chief Executive of the Shetland NHS Board for the operational performance of the services managed by the Chief Officer.

13. Responsibility of the Integration Joint Board Chief Financial Officer

14. The Integration Joint Board will appoint an officer responsible for its financial administration.

15. The Chief Officer may be appointed to this role if the Integration Joint Board deems it to be appropriate. If in such circumstances the Chief Officer does not hold a recognised professional accounting qualification arrangements must be put in place to provide the post holder and the Integration Joint Board with financial advice from a qualified person.

16. In appointing the Chief Financial Officer the Integration Joint Board will have specific regard to Chartered Institute of Public Finance and Accountancy

(CIPFA) guidance on the 'Role of the Chief Financial Officer in Local Government'.

17. CIPFA's guidance sets out five key roles for the Chief Financial Officer:

- Maintaining strong financial management underpinned by effective financial controls;
- Supporting and advising democratically elected members (which extends to the appointed member also);
- Contributing to the corporate management and leadership;
- Supporting and advising officers in their operational roles;

Leading and managing an effective and responsive financial service.

18. The Integration Joint Board Chief Financial Officer and Chief Officer will discharge their duties in respect of the delegated resources by:

- Establishing and maintaining financial governance systems for the proper use of the delegated resources; and
- Ensuring that the Strategic Plan meets the requirement for best value in the use of the Integration Joint Board's resources.

19. Responsibility of Health Board Accountable Officer; Shetland NHS Board Director of Finance & Chief Financial Officer (Section 95 officer) of Shetland Islands Council

20. The Health Board Accountable officer and the Chief Financial Officer (Section 95 officer) of Shetland Islands Council discharge their responsibility - as it relates to the resources that are delegated to the Integration Joint Board - by setting out in the Integration Scheme the purpose for which resources are used and the systems and monitoring arrangements for financial performance management. It is their responsibility to ensure that the provisions of the Integration Scheme enable them to discharge their responsibilities in this respect.

21. Shetland NHS Board, Director of Finance and the Chief Financial Officer (Section 95 officer) of Shetland Islands Council will provide specific advice and professional support to the Chief Officer and Chief Financial Officer to support the production of the Strategic Plan and also to ensure that adequate systems of internal control are established by the Integration Joint Board.

- 22.** The Health Board Director of Finance and the Chief Financial Officer (Section 95 Officer) of Shetland Islands Council will provide ongoing support and advice to the Chief Officer in the delivery of operational services within the Shetland NHS Board and the Shetland Islands Council.

23. FINANCIAL PLANNING

- 24.** The Integration Joint Board is responsible for the production of a Strategic Plan – setting out the services for their population over the medium term (3 years). This should include a medium term financial plan for the resources within the scope of the strategic plan, incorporating:
- The Integrated Budget – aggregate of payments to the Integration Joint Board; plus
 - The notional budget – the amount set aside by Shetland NHS Board for services used by the Integration Joint Board
- 25.** Shetland NHS Board and Shetland Islands Council will provide indicative three year rolling funding allocations to the Integration Joint Board to support the Strategic Plan and medium term financial planning process. Such indicative allocations will remain subject to annual approval by both organisations.
- 26.** It is the responsibility of the Chief Officer and the Integration Joint Board Chief Financial Officer to develop a business case for the Integrated Budget based on the Strategic Plan and to present this to Shetland NHS Board and Shetland Islands Council for consideration and agreement within each organisation's budget setting process. The business case should take account of such factors as:
- Activity Changes. The impact on resources in respect of increased demand (e.g. demographic pressures and increased prevalence of long term conditions) and for other planned activity changes;
 - Cost inflation. Pay and supplies cost increases;
 - Efficiencies. All savings (including increased income opportunities and service rationalisations/cessations) should be agreed between the Integration Joint Board, Shetland NHS Board and Shetland Islands Council as part of the annual rolling financial planning process to ensure transparency;

- Performance on outcomes. The potential impact of efficiencies on agreed outcomes must be clearly stated and open to challenge by the Shetland NHS Board and Shetland Islands Council.
- Legal requirements. Legislation may entail expenditure commitments that should be considered in adjusting the payment;
- Transfers to/from the notional budget, set out in the Strategic Plan.
- Adjustments to address equity Shetland NHS Board and Shetland Islands Council may choose to adjust contributions to smooth the variation in weighted capita resource allocations across partnerships; information to support this will be provided by ISD and NSS.

27. The method for the determination of contributions to the Integrated Budget has been stated in the Integration Scheme.

28. Limits on Expenditure

29. No expenditure will be incurred by the Integration Joint Board unless it has been included within the approved Integration Budget and Strategic Plan, except:

- Where additional funding has been approved by Shetland NHS Board and/or Shetland Islands Council and the integrated budget/strategic plan updated appropriately
- Where a supplementary budget has been approved by the Integration Joint Board
- In emergency situations in terms of any scheme of delegation
- As provided for in paragraph 29 below (Virement).

30. Virement

31. Virement is defined by CIPFA as “the transfer of an underspend on one budget head to finance additional spending on another budget head, in accordance with the Financial Regulations”. In effect virement is the transfer of budget from one main budget heading (employee costs, supplies and services etc), to another, or a transfer of budget from one service to another.

32. Virements require approval and they will be permitted subject to any Scheme of Delegation of the Integration Joint Board as follows:

- Virement must not create additional overall budget liability. One off savings or additional income should not be used to support recurring expenditure or to create future commitments including full year effects of decisions made part way through a year. Where the virement involves the transfer of up to £100,000 between operational budget headings, and will not affect the execution of existing Integration Joint Board policy, the transfer will be approved jointly by the Integration Joint Board Chief Financial Officer and Chief Officer.
- Where the amount is over £100,000 or where the transfer of any amount would affect the execution of existing Integration Joint Board policy, the prior approval of the Integration Joint Board will be required.
- The Chief Officer will not be permitted to vire between the Integrated Budget and those budgets managed by the Chief Officer, but which are outside of the scope of the strategic plan, unless agreed by those bodies.

33. Budgetary Control

- 34.** It is the joint responsibility of the Chief Officer and Integration Joint Board Chief Financial Officer to report regularly and timeously on all budgetary control matters, comparing projected outturn with the approved financial plan to the Integration Joint Board and other bodies as designated by Shetland NHS Board and Shetland Islands Council.
- 35.** The Director of Finance (NHS) and the Chief Financial Officer (section 95 officer) of Shetland Islands Council will, along with the Integration Joint Board Chief Financial Officer put in place a system of budgetary control which will provide the Chief Officer with management accounting information for both arms of the operational budget and for the Integration Joint Board in aggregate.
- 36.** It is the responsibility of the Integration Joint Board Chief Financial Officer, in consultation with the Director of Finance (NHS) and the Chief Financial Officer (section 95 officer) of Shetland Islands Council, to agree a consistent basis and timetable for the preparation and reporting of management accounting information.

37. Variances

- 38.** The Integration Scheme specifies how in year over/under spends will be treated. Where it appears that any heading of income or expenditure may vary significantly from that appearing in the Financial Plan, it will be the duty of the Chief Officer and Integration Joint Board Chief Financial Officer, in conjunction with the NHS Board Director of Finance and Section 95 Officer of

the Council, to report in accordance with the appropriate method established for that purpose by the Integration Joint Board, Shetland NHS Board and Shetland Islands Council, the details of the variance and any remedial action required.

39. Reports to Integration Joint Board

- 40.** All reports to the Integration Joint Board and sub-committees thereof must specifically identify the extent of any financial implications. These must have been discussed and agreed with the Integration Joint Board Chief Financial Officer prior to lodging of reports.

41. LEGALITY OF EXPENDITURE

It will be the duty of the Chief Officer to ensure that no expenditure is incurred, or included within the Strategic Financial Plan unless it is within the power of the Integration Joint Board. In cases of doubt the Chief Officer should consult the respective legal advisors of the Shetland NHS Board and Shetland Islands Council before incurring expenditure. Expenditure on new service developments, initial contributions to other organisations and responses to new emergency situations which require expenditure, must be clarified as to legality prior to being incurred.

42. TREASURY MANAGEMENT

- 43.** Legislation, under Section 106 of the Local Government (Scotland) Act 1973 empowers the Integration Joint Board to hold reserves, which should be accounted for in the financial accounts and records of the Integration Joint Board.
- 44.** As any underspend will be held by the Council on behalf of the Integration Joint Board and only adjusted through subsequent allocations from the Integration Joint Board no interest will be credited to the Integration Joint Board for balances held.

45. VAT

- 46.** HM Revenues and Customs (HMRC) have confirmed that there is no requirement for a separate VAT registration for the Integration Joint Board as it will not be delivering any services within the scope of VAT. This position will require to be kept under review by the Integration Joint Board Chief Financial Officer, should the operational activities of the Integration Joint Board change and a need to register be established. HMRC guidance will apply to Scotland which will allow a VAT neutral outcome.

47. PROCUREMENT/COMMISSIONING OF SERVICES

48. Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014/285 provides that the Integration Joint Board may enter into a contract with any other person in relation to the provision to the integration joint board of goods and services for the purpose of carrying out the functions conferred on it by the Act.

49. As a result of specific VAT and accounting issues associated with the Integration Joint Board contracting directly for the provision of goods and services the Chief Officer is required to consult with the Shetland NHS Board Director of Finance, the Chief Financial Officer (section 95 officer) of the Shetland Islands Council and the Integration Joint Board Chief Financial Officer prior to any direct procurement exercise being undertaken,

50. ACCOUNTING

51. Accounting Procedures and Records

52. All accounting procedures and records of the Integration Joint Board/Health and Social Care Partnership will be determined by the Integration Joint Board Chief Financial Officer. These will also be subject to discussion with the Chief Financial Officer of the Shetland NHS Board and Shetland Islands Council.

53. Legislation provides that the Integration Joint Board is subject to the audit and accounts provision of a body under section 106 of the Local Government (Scotland) Act 1973. This requires audited annual accounts to be prepared with the reporting requirements specified in the relevant legislation and regulations - Section 12 of the Local Government in Scotland Act 2003 and regulations under section 105 of the Local Government (Scotland) Act 1973. These will be proportionate to the limited number of transactions of the Integration Joint Board whilst complying with the requirement for transparency and true and fair reporting in the public sector.

54. Shetland NHS Board and Shetland Islands Council will include additional disclosures in their statutory accounts which reflect their formal relationship with the Integration Joint Board. The Integration Joint Board Chief Financial Officer will liaise with nominated contacts within each organisation to ensure that appropriate information is exchanged within agreed timescales.

55. Financial Statements of the Integration Joint Board

56. The reporting requirements for the Integration Joint Board will be as specified in applicable legislation and regulation. Financial statements will be prepared following the Code of Practice on Local Authority Accounting in the UK.

Statements will be signed as specified in regulations made under section 105 of the Local Government (Scotland) Act 1973.

- 57.** The financial statements must be completed to meet the audit and publication timetable specified in regulations made under section 105 of the Local Government (Scotland) Act 1973. It is the primary responsibility of the Integration Joint Board Chief Financial Officer to meet these targets and of the Chief Officer to provide any relevant information to ensure that Shetland NHS Board and Shetland Islands Council meet their respective statutory and publication requirements for the single entity and group accounts.
- 58.** The Integration Joint Board Chief Financial Officer will agree the financial statements timetable with the external auditors of the Integration Joint Board, Shetland NHS Board and Shetland Islands Council

59. INTERNAL AUDIT

60. Responsibility for Internal Audit

- 61.** The Integration Joint Board will establish adequate and proportionate internal audit arrangements for review of the adequacy of the arrangements for risk management, governance and control of the delegated resources. This will include determining who will provide the internal audit service for the Integration Joint Board and nominating a Chief Internal Auditor.
- 62.** Internal Audit services will be provided by Shetland Islands Council. Such provision will be subject to agreement.
- 63.** The operational delivery of internal audit services within Shetland NHS Board and Shetland Islands Council will be contained within their respective and established arrangements.
- 64.** A Chief Internal Auditor will be appointed to act as Integration Joint Board Chief Internal Auditor in addition to their substantive post.
- 65.** The Internal Audit Service will undertake its work in compliance with the Public Sector Internal Audit Standards.
- 66.** On or before the start of each financial year the Integration Joint Board Chief Internal Auditor will prepare and submit a strategic risk based audit plan to the Integration Joint Board for approval. It is recommended this is shared with the relevant committee of both Shetland NHS Board and Shetland Islands Council.
- 67.** The Integration Joint Board Chief Internal Auditor will submit an annual audit report of the Internal Audit function to the Chief Officer and the Integration

Joint Board indicating the extent of audit cover achieved and providing a summary of audit activity during the year. As a minimum the annual audit report and Chief Internal Auditor's opinion will also be reported to the Audit Committees of Shetland NHS Board and Shetland Islands Council.

68. Authority of Internal Audit

69. The person appointed by the Integration Joint Board to carry out the Internal Audit or their authorised representatives will have authority, on production of identification, to:

- Enter at all reasonable times and without notice any premises or land used or operated by the Integration Joint Board;
- Have access to, and remove, all records (both paper and electronic), documents and correspondence within the possession or control of any officer, relating to any financial or other transaction of the Integration Joint Board;
- Be provided with a separate log-in to any computer system used by the partners of the Integration Joint Board and have full access to any system, network, personal computer or other device including hardware owned by third party service providers;
- Require and receive such explanations as are necessary concerning any matter under examination;
- Require any employee to produce cash, stores or any other assets under their control.

70. RISK MANAGEMENT AND INSURANCE

71. Responsibility for Insurance and Risk

72. The Integration Joint Board will make appropriate insurance arrangements for all activities of the Integration Joint Board in accordance with the risk management strategy.

73. The Chief Officer will arrange, taking such specialist advice as may be necessary, that adequate insurance cover is obtained for all normal insurable risks arising from the activities of the Integration Joint Board and for which it is the general custom to insure. This will include the provision of appropriate insurance in respect of Members of the Integration Joint Board acting in a decision making capacity.

- 74.** Legislation will provide that the Integration Joint Board may become a member of the Scottish Government Clinical Negligence and Other Risks Scheme (CNORIS) – a risk transfer and financing scheme. The Chief Officer and the Integration Joint Board Chief Financial Officer will review the requirement for membership of CNORIS on an annual basis.
- 75.** The Shetland NHS Board Director of Finance and the Chief Financial Officer (Section 95) of the Shetland Islands Council will ensure that the Chief Officer has access to professional support and advice in respect of risk management.

76. Risk Strategy and Risk Register

- 77.** The Chief Officer will be responsible for establishing the Integration Joint Board's risk strategy and profile and developing the risk reporting arrangements; this will include arrangements for a risk register. The Risk Management Strategy will be approved by the Integration Joint Board.
- 78.** The Shetland NHS Board and Shetland Islands Council will continue to identify and manage within their own risk management arrangements risks they have retained under the integration arrangements. The Health Board and Council will continue to report risk management to the existing committees, including the impact of the integration arrangements.

79. Notification of Insurance Claims

- 80.** The Chief Officer and the Integration Joint Board Chief Financial Officer will put in place appropriate procedures for the notification and handling of any insurance claims made against the Integration Joint Board.

81. ECONOMY, EFFICIENCY AND EFFECTIVENESS (BEST VALUE)

- 82.** The Chief Officer will ensure that arrangements are in place to maintain control and clear public accountability over the public funds delegated to the Integration Joint Board. This will apply in respect of:
- The resources delegated to the Integration Joint Board by the partner Local Authority and Health Board; and
 - The resources paid to the partner Shetland NHS Board and Shetland Islands Council by the Integration Joint Board for use as directed and set out in the Strategic Plan.
- 83.** The Integration Joint Board has a duty to put in place proper arrangements for securing Best Value in the use of resources and delivery of services. There will be a process of strategic planning which will have full Member involvement, in order to establish the systematic identification of priorities and

realisation of Best Value in the delivery of services. It will be the regard to ensuring that the Joint Board provides Best Value.

- 84.** The Chief Officer will be responsible for ensuring implementation of the strategic planning process. Best Value should cover the areas of human resource and physical resource management, commissioning of services, financial management and policy, performance and service delivery process reviews.

85. PARTNERSHIPS

- 86.** The IJB will put in place appropriate governance arrangements to record all joint working arrangements entered into by the IJB.

87. OBSERVANCE OF FINANCIAL REGULATIONS

88. Responsibility of Chief Officer and the Integration Joint Board Chief Financial Officer

- 89.** It will be the duty of the Chief Officer assisted by the Integration Joint Board Chief Financial Officer to ensure that these Regulations are made known to the appropriate persons within the Integration Joint Board and to ensure that they are adhered to.

90. Breach of Regulations

- 91.** Any breach of these regulations should be reported immediately to the Integration Joint Board Chief Financial Officer, who may then discuss the matter with the Chief Officer, Shetland NHS Board Chief Executive, Shetland Islands Council Chief Executive or another nominated or authorised person as appropriate to decide what action to take.

92. Review of Financial Regulations

These Regulations will be the subject of regular review by the Integration Joint Board Chief Financial Officer in consultation with the NHS Director of Finance and the Chief Financial Officer (Section 95 officer) of the Shetland Islands Council, and where necessary, subsequent adjustments will be submitted to the Integration Joint Board for approval.