



Meeting of East Renfrewshire Health and Social Care Partnership	Performance and Audit Committee
Held on	24 September 2025
Agenda Item	10
Title	Annual Policy Update
Summary <p>This paper provides an overview of the policies relating to the Integration Joint Board and when they were last reviewed. This paper is for information only.</p>	
Presented by	Margaret Phelps, Planning, Performance and Commissioning Manager
Action Required <p>Members of Performance and Audit Committee are asked to note the report.</p>	

East Renfrewshire Integration Joint Board**Performance and Audit Committee****24 September 2025****Report by Chief Officer****Annual Policy Update****Purpose Of Report**

1. This paper provides the annual update on policies relating specifically to Integration Joint Board governance.

Recommendation

2. Performance and Audit Committee are asked to note the report.

Background

3. As agreed by Performance and Audit Committee in 2022, this annual overview report shows the review status of policies relating specifically to the governance of the IJB to promote transparent governance.
4. Where policies do not have a statutory review date, or are dependent on other bodies/legislation changes, a formal review will be prompted at that time. Should there be any legislation or other significant changes during the year, reports will be brought to either PAC or IJB for approval as appropriate.

Report

5. The following table details the review cycle, along with the dates of the last formal review and when the next review is due. Those which do not have a set review period are because changes as triggered by legislation/other bodies.

Policy	Review Cycle	Last Reviewed	Review Due
Integration Scheme	No specific review period – As required by The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) 2014 Act	January 2018	Review in progress – see update at paragraph 6.
Standing Orders	No specific review period – As required by The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) 2014 Act	June 2016	n/a

Code of Conduct	No specific review period – As required by Standards Commission	March 2022	n/a
Financial Regulations	Annually	September 2025	September 2026
Reserves	Annually	September 2025	September 2026
IJB Risk Policy and Strategy	Bi-annually	September 2022	In progress
IJB FOI Policy	Bi-annually	September 2024	September 2026
IJB Publications Scheme	Annually	September 2025	September 2026
IJB Records Management Plan	Annually	September 2024	September 2025
IJB Complaints Handling Procedure	No specific review period - as required by Scottish Public Services Ombudsman	May 2021	n/a

Integration Scheme

6. Work remains ongoing across all six HSCP coterminous with NHSGGC to update the integration schemes.

Standing Orders

7. There is no statutory duty to review these outwith any legislative changes which would prompt a review however it was previously requested that these would be reviewed alongside reviews of other policies.

Financial Regulations

8. The policy has been reviewed and no changes are required. Members of the Performance and Audit Committee should be assured that if there are any changes in legislation between review periods the regulations will be revised as required.

Reserves Policy

9. The Reserves Policy has been reviewed and there are no changes required. The Committee will recognise we remain in breach of the policy and the ongoing tensions between building reserves, delivering savings and delivering services within budget.

IJB Risk Policy and Strategy

10. We still need to review our IJB risk policy and strategy alongside the approach of both partners to ensure the best reporting fit.

IJB FOI Policy and Publication Scheme

11. The IJB FOI Policy is next due for review in 2026 in line with its bi-annual review cycle.
12. Section 23 of the Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to produce and maintain a publication scheme. This is called the "publication scheme" duty.
13. The IJB publication scheme is based on the Scottish Information Commissioner's (SIC) model publication scheme therefore substantive changes to the scheme would be

triggered by the SIC. There have been no changes to SIC model publication scheme since 2021. The scheme includes our guidance to information which is hosted online and remains a 'live' document which is updated as and when policies and plans change throughout the year.

IJB Records Management Plan

14. The Public Records (Scotland) Act 2011 requires public authorities to prepare and implement a Records Management Plan (RMP) which must set out proper arrangements for the management of its records.
15. The IJB Records Management Plan was approved by the IJB in August 2022. At the last review in 2024 links to partner documents were updated. Due to capacity constraints a wider review of the plan has not been carried out this year and will be completed by December 2025.

Conclusions

16. As part of the HSCP Combined Delivery Plan we will be reviewing our governance and reporting arrangements. This will include a review of our governance framework, content and format of reports and reporting cycles to refresh and streamline our business.
17. In the event of any legislative or policy change in the interim, specific reports will be brought to the Performance and Audit Committee and/or the Integration Joint Board as appropriate and will also be reflected in the following annual overview.

Recommendations

18. Performance and Audit Committee are asked to note the report and those policies which have been reviewed.

Report Author and Person to Contact

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11 September 2025

Chief Officer, IJB: Alexis Chappell

Background Papers

All policy documents referred to in this paper can be found within the [IJB Publication Scheme](#)