



**EAST RENFREWSHIRE  
HEALTH AND SOCIAL CARE  
PARTNERSHIP  
INTEGRATION JOINT BOARD  
  
STANDING ORDERS FOR THE  
PROCEEDINGS AND BUSINESS**

**Approved by the Integration Joint Board  
on 19 August 2015  
Amended – 30 March 2016  
Amended – 1 June 2016**

## **1. GENERAL**

- 1.1 These Standing Orders are for regulation of the conduct and proceedings of East Renfrewshire Health and Social Care Partnership Integration Joint Board (“IJB”) and any committees.
- 1.2 The Standing Orders are made under the Public Bodies (Joint Working)(Scotland) Act 2014 (“the Act”), the Public Bodies (Joint Working)(Integration Joint Boards)(Scotland) Order 2014 (Scottish Statutory Instrument 2014 No 285) (“the Order”) and the East Renfrewshire Health and Social Care Partnership Integration Scheme (“the Scheme”) approved by the Scottish Ministers.
- 1.3 Any statutory provision, Regulation or Direction issued by the Scottish Ministers shall have precedence if they are in conflict with these Standing Orders.

## **2. MEMBERSHIP**

2.1 Membership of the IJB shall comprise the following:-

- (a) 4 councillors nominated by East Renfrewshire Council (“the Council”);
- (b) 4 non-executive directors nominated by NHS Greater Glasgow and Clyde Board (“the Health Board”);
- (c) the Council’s Chief Social Work Officer;
- (d) the Chief Officer of the IJB;
- (e) the proper officer of the IJB appointed under section 95 of the Local Government (Scotland) Act 1973 (Chief Financial Officer);
- (f) a registered medical practitioner whose name is included in the list of primary medical services performers prepared by the Health Board in accordance with Regulations made under section 17P of the National Health Service (Scotland) Act 1978;
- (g) 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;
- (h) a registered medical practitioner employed by the Health Board and not providing primary medical services

the members appointed under Standing Orders 2.1(f) to (h) must be determined by the Health Board.

2.2 If the Health Board is unable to nominate the number of non-executive directors determined in accordance with the Order, it must nominate no fewer than 2 non-executive directors, with the remaining members being members of the Health Board, but not any person who is both a member of the Health Board and a councillor.

- 2.3 Once the IJB is established, it must also appoint at least 1 member in respect of each of the following groups:-
- (a) staff of the constituent authorities engaged in the provision of services provided under integration functions;
  - (b) third sector bodies carrying out activities related to health or social care in the East Renfrewshire Council area;
  - (c) service users residing in the East Renfrewshire Council area; and
  - (d) persons providing unpaid care in the East Renfrewshire Council area.
- 2.4. The IJB may appoint such additional members as it sees fit subject to any such additional members being neither a councillor nor a non-executive director of the Health Board.

### **3. CHAIRPERSON AND VICE-CHAIRPERSON -**

- 3.1 A Chairperson and Vice-Chairperson of the IJB are to be appointed by the Council and the Health Board.
- 3.2 The Council may only appoint as Chairperson or Vice-Chairperson of the IJB one of the Elected Members of the Council nominated by the Council as members of the IJB.
- 3.3 The Health Board may only appoint as Chairperson or Vice-Chairperson of the IJB one of the non-executive directors nominated by the Health Board as members of the IJB.
- 3.4 The term of office for the persons appointed as Chairperson and Vice-Chairperson shall be 1 year for the first term of office and 2 years for each subsequent term of office thereafter.
- 3.5 The Council and the Health Board must alternate which of them is to appoint the Chairperson in respect of each successive appointing period.
- 3.6 The first Chairperson of the IJB shall appointed by the Health Board, with the Vice-Chairperson being appointed by the Council.
- 3.7 When either the Council or the Health Board are not entitled to appoint the Chairperson in respect of an appointing period, they must appoint the Vice-Chairperson of the IJB in respect of that period.
- 3.8 Either the Council or the Health Board may, during any appointing period, change the person appointed as Chairperson or Vice-Chairperson.

### **4. TERM OF OFFICE**

- 4.1 The term of office of members of the IJB shall be three years except for those members of the IJB referred to at Standing Order 2.1(c) to (e) whose appointment shall be for as long as they hold the office in respect of which they are appointed.
- 4.2 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.

- 4.3 The acts, meetings or proceedings of the IJB shall not be invalidated by any defect in the appointment of any member.

## **5. RESIGNATION OF MEMBERS**

- 5.1 With the exception of those members referred to at Standing Order 2.1(c) to (e), a member of the IJB may resign at any time by giving notice in writing to the IJB.
- 5.2 If the person giving notice of resignation is a voting member, the IJB must inform the constituent authority which nominated that member.
- 5.3 Where a member resigns, or otherwise ceases to hold office before the expiry of the term of office as outlined at Standing Order 4.1 above, the person appointed in his/her place shall be appointed for the unexpired term of office of the member they replace.

## **6. REMOVAL OF MEMBERS**

- 6.1 If a member has not attended three consecutive meetings of the IJB, and their absence was not due to illness or other reasonable cause, the IJB may remove the member from office by providing the member with one month's notice in writing.
- 6.2 If a member acts in a way which brings the IJB into disrepute or in a way which is inconsistent with the proper performance of the functions of the IJB, the IJB may remove the member from office with effect from such date as the IJB may specify in writing.
- 6.3 If a member of the IJB who is a councillor appointed on the nomination of the Council ceases, for any reason, to be a councillor during a term of office they are to be removed from office with effect from the day that they cease to be a councillor.
- 6.4 Subject to Article 10(1) to 10(4) of the Order and Standing Orders 6.1 to 6.4 of these Standing Orders, both the Council and the Health Board may remove a member of the IJB nominated by them by providing 1 month's notice in writing to the member and the IJB.

## **7. PROXIES**

- 7.1 If a voting member is unable to attend a meeting of the IJB the constituent authority which nominated the member is to use its best endeavours to arrange for a suitably experienced proxy, who is either a councillor or, as the case may be, a member of the Health Board, to attend the meeting in place of the voting member.
- 7.2 A proxy attending a meeting of the IJB by virtue of Article 12(1) of the Order and in terms of Standing Order 7.1 may vote on decisions put to that meeting.
- 7.3 If a member of the IJB who is not a voting member is unable to attend a meeting of the IJB, that member may arrange for a suitably experienced proxy to attend the meeting.
- 7.4 If either the Chairperson or Vice-Chairperson is unable to attend a meeting of the IJB any proxy attending the meeting may not preside over that meeting.

## **8. DISQUALIFICATION**

- 8.1 Any person to whom Article 8 of the Order applies is disqualified from being a member of the IJB.
- 8.2 Where, during a term of office, a Member becomes disqualified under Article 8 of the Order, they are to be removed from office such removal to take immediate effect. Notice shall be given in writing to the member in question to the effect that being disqualified from membership their term of office has been terminated.

## **9. CODE OF CONDUCT AND DECLARATIONS OF INTEREST**

- 9.1 Members of the IJB, and any proxy members appointed, shall subscribe to and comply with the Code of Conduct for Members of the East Renfrewshire Integration Joint Board ("the Code") which shall be regarded as incorporated into these Standing Orders. 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.
- 9.2 If any member of the IJB has any financial or non-financial interest in relation to an item of business to be transacted at a meeting of the Board, or a committee of the Board, or knows of any financial or non-financial interest of any other person as set out in Clauses 5.10 and 5.12 of the Code in relation to the matter under consideration, they must disclose the interest..
- 9.3 Where an interest is disclosed under 9.2 above, it shall be for the member in question to decide whether it will be appropriate for them to take part in the consideration and voting on the item.
- 9.4 A member is not to be treated as having an interest in any item of business 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 item of business.
- 9.5 Persons appointed to the IJB as members shall have one month from appointment to give notice of any registerable interest in each relevant category as specified in the standard form to be supplied by the Chief Officer.
- 9.6 Where the Code requires an interest to be registered, or an amendment to be made to an existing interest, this shall be notified to the Chief Officer in writing by giving notice in writing using the standard form within one month of the interest or change arising. The Chief Officer will write to members every 12 months to request them to formally review their declarations.

## **10. CALLING OF MEETINGS**

- 10.1 The first meeting of the IJB shall be held on such day and at such time and place as may be determined by the Chairperson. Thereafter the IJB shall meet at such place and such frequency as may be agreed by the IJB
- 10.2. The Chairperson may call meetings of the IJB at such other times as he/she sees fit.

10.3 A request for a meeting of the IJB to be called may be made in the form of a requisition specifying the business to be transacted at the meeting and signed by at least two thirds of the voting members, presented to the Chairperson.

10.4 If a request is made under Standing Order 10.3 and the Chairperson refuses to call a meeting, or does not call a meeting within 7 days after the making of the request, the members who signed the requisition may call a meeting provided no business shall be transacted at the meeting other than that specified in the requisition. .

## **11. NOTICE OF MEETINGS**

11.1 Before each meeting of the IJB, a notice of the meeting, specifying the time, place and business to be transacted at it and signed by the Chairperson, or by a member authorised by the Chairperson to sign on the Chairperson's behalf, shall be sent electronically to every member or sent to the usual place of residence of every member so as to be available to them at least 5 clear days before the meeting.

11.2 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.

11.3 Lack of service of the notice on any member in accordance with Standing Order 11.1 shall not affect the validity of a meeting.

11.4 In the case of a meeting of the IJB called by members, the notice shall be signed by those members who requisitioned the meeting in accordance with Standing Order 10.4. The meeting will consider the business specified in the notice. Such meeting shall be held within 14 days of receipt of the notice by the Chairperson.

11.5 The notice of the meeting shall be accompanied by such reports and papers that are to be considered at the meeting unless those reports and papers are not available at the date of issue of the notice. Such reports and papers shall be issued as soon as possible thereafter.

11.6 Where an item is added to an agenda at shorter than five clear days' notice, a copy of the item shall be made available to members as soon as possible thereafter.

11.7 If by reason of special circumstances, which shall be specified in the Minutes, the Chairperson of the IJB is of the opinion that an item, of which no notice has been given, should be considered as a matter of urgency, the IJB shall be entitled to consider such a matter.

## **12. QUORUM**

12.1 No business shall be transacted at a meeting of the IJB unless at least one half of the voting members nominated by the Health Board and at least one half of the voting members nominated by the Council, are present. If 10 minutes after the time stated in the summons to attend the meeting a quorum is not present, the meeting shall stand adjourned until such date and time as may be determined by the Chairperson in consultation with the Chief Officer. The reason for the adjournment of the meeting will be minuted accordingly

- 12.2 If after a meeting has been started the number of members able to participate falls below the quorum, and after the lapse of 5 minutes, during which time no business shall be conducted or transacted, a quorum cannot be found, the meeting shall be adjourned and the reason for the adjournment will be minuted accordingly.
- 12.3 If less than a quorum of the IJB is entitled to vote on an item because of declarations of interest, that item cannot be dealt with at the meeting.

### **13. REMOTE PARTICIPATION IN MEETINGS**

- 13.1 A meeting of the IJB or a committee thereof may be conducted either:-
- (a) by all members being present together in the place specified in the notice of the meeting; or
  - (b) in any other way in which each member is enabled to participate despite not being present with other members.
- 13.2 Participation in a meeting by virtue of Standing Order 13.1(b) is to be treated as attendance at that meeting. .

### **14. CONDUCT OF MEETINGS**

- 14.1 At each meeting of the IJB the Chairperson, if present, shall preside. If the Chairperson is absent from any meeting the Vice-Chairperson, if present, shall preside. If both the Chairperson and Vice-Chairperson are absent, a voting member chosen at the meeting by the other voting members attending the meeting shall preside.
- 14.2 If it is necessary or expedient to do so a meeting of the IJB may be adjourned to another date, time or place. Proposals for such an adjournment shall be made by a motion, which shall require to 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, then unless times of the adjournment and resumption are specified in the motion, adjournment shall take effect immediately and the meeting shall stand adjourned until such time as decided by the Chairperson in consultation with the Chief Officer. A motion for adjournment shall take precedence over all other motions.
- 14.3 A second or subsequent motion to adjourn may not be made within 30 minutes of any defeated motion to adjourn unless it is moved by the Chairperson in which case it will be dealt with.
- 14.4 In the event of public disorder at a meeting of the IJB, the Chairperson can, by vacating the chair, adjourn the meeting to a future time and place which they may then or afterwards fix.
- 14.3 The Chairperson shall amongst other things:-
- preserve order and ensure that every member of the IJB has the opportunity to be heard
  - decide on matters of relevancy, competency and order, and whether to have a recess during a meeting, having taken into account any advice officered by the Chief Officer or any other relevant officer in attendance at the meeting

- determine any questions of procedure for which no express provision has been made in these Standing Orders
- determine the order in which speakers can be heard
- maintain order and at his/her discretion, order the exclusion of and member of the public who is deemed to have caused disorder or behaved in an inappropriate manner.

14.3 The decision of the Chairperson on all matters within his/her jurisdiction shall be final and shall not be open to question or discussion.

14.4 Deference shall be paid at all times to the authority of the Chairperson. When the Chairperson addresses a meeting of the IJB they shall be heard without interruption.

14.5 Members of the IJB shall address the Chairperson whilst speaking.

## **15. OBSTRUCTIVE AND OFFENSIVE CONDUCT**

15.1 Any member disregarding the authority of the Chairperson or obstructing the meeting or conducting him/herself offensively shall be suspended from the remainder of the meeting if a resolution for suspension, moved and seconded, is carried. There shall be no discussion on such a motion. The member concerned shall forthwith leave the meeting place

## **16. ORDER OF BUSINESS**

16.1 For ordinary meetings of the IJB, the order of business shall be:-

- a) the Chair shall be taken in accordance with the provision of Standing Order No.14.1;
- b) the names of those members present shall be recorded, and apologies for absence intimated;
- c) Members will be invited to declare any interests they may have on any of the items on the agenda
- d) the Minutes of the previous ordinary meeting and of any special meeting of the IJB shall be submitted for approval as a correct record;
- e) the Minutes of meetings of any committees shall be submitted for information;
- f) reports relative to recommendations made to the IJB by committees shall be submitted for approval or otherwise;
- g) business (if any) remaining from the last meeting;
- h) appointments which may arise from time to time;
- i) other business, if any, specified in the summons relating to the meeting; and
- j) matter(s) of urgency accepted by the Chairperson.



16.2 Notwithstanding the foregoing, the Chairperson at ordinary meetings of the IJB may, at his/her discretion, alter the order of business to facilitate the conduct of the meeting.

## **17. MOTIONS, AMENDMENTS AND DEBATE**

17.1. A voting member of the IJB, at a meeting of the IJB, shall be entitled to move a motion directly arising out of the business before the meeting. The first proposition on any particular subject shall be known as the original motion and all succeeding propositions on the subject shall be called amendments.

17.2 Any member of the IJB desiring to propose a motion or amendment shall state precisely its terms to enable the Chairperson to rule as to its competency.

17.2 No member of the IJB, with the exception of the mover of the motion or amendment, will speak supporting the motion or amendment until the same has been seconded.

17.3 Any motion or amendment which is not seconded shall fall and shall be recorded in the Minutes of that meeting to that effect.

17.4 A motion or amendment once moved and seconded shall not be altered nor withdrawn without the consent of the majority of those present.

17.5 The Chairperson may require that any motion or amendment shall be reduced to writing and a copy thereof circulated to each member, or may require the Clerk to read to members any motion or amendment prior to it being put to the meeting.

17.6 A mover of a motion and an amendment shall be allowed to speak for not more than 5 minutes. All other speakers in debate shall be allowed to speak for not more than 3 minutes.

17.7 Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no member of the IJB will speak more than once on the same question at any meeting of the IJB 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.

17.8 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 3 minutes. No new matters are to be introduced at this stage and once a reply is commenced, no other member of the IJB shall speak on the subject of debate. Once the movers of the amendment and the motion have replied, the discussion will be held to be closed and the Chairperson will call for the vote to be taken.

17.9 Amendments must be relevant to the motions to which they relate and no member of the IJB will be at liberty to move or second more than one amendment to any motion, although a member who has moved or seconded a motion or amendment shall not be precluded from moving or seconding a fresh amendment if the original motion or amendment is withdrawn.

17.10 It will be competent for any member of the IJB who has not already spoken in a debate to move the closure of the 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 of the debate is subject to the right of reply for the movers of the motion and amendment. Thereafter, a vote will be taken immediately on the subject of the debate.

17.11 The time limits specified in Standing Orders 17.6 and 17.8 above may be exceeded with the consent of the majority of members present and the Chairperson may determine without taking a vote whether such consent has been obtained.

## **18. POINTS OF ORDER**

18.1 Should a member indicate a desire to raise a point of order, he/she shall state at the outset the Standing Order or rule of debate considered to have been infringed. A member shall cease speaking when a point of order is raised until the point in question has been decided by the Chairperson. The decision of the Chairperson shall be final and shall not be discussed

## **19. VOTING**

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

19.2 Each question put to a meeting of the IJB is to be decided on by a majority of the votes of the voting members attending and entitled to vote on the question. The person presiding at a meeting of the IJB shall not have a second or casting vote.

19.3 Voting on all matters before the IJB shall be by a show of hands with the exception of anyone participating in the meeting remotely in which case they will be required to state their preference.

## **20. DISPUTE RESOLUTION**

20.1 In the event there is an equality of votes cast in relation to a decision in respect of any matter put to a meeting of the IJB, the following procedures shall apply:-

(a) The Chief Executives of the Council and the Health Board (“the Parties”) shall meet to resolve the issue.

(b) If unresolved, the Chief Executives of the Parties and the IJB will each prepare a written note of their position on the issue and exchange it with the others for their consideration within 10 working days of the date of the decision to proceed to written submissions.

(c) In the event that the issue remains unresolved following consideration of written submissions, the Chief Executives of the Parties, the Chair of the Health Board and the Leader of the Council will meet to appoint an independent mediator and the matter will proceed to mediation with a view to resolving the issue.

20.2 Where the issue remains unresolved after following the processes outlined in (a)-(c) above, the Parties agree to notify Scottish Ministers that agreement cannot be reached: the Chief Executives of the Parties, and the Chief Officer will jointly make a written application to Scottish Ministers stating the issues in dispute and requesting that the Scottish Ministers give directions.

## **21. TEMPORARY VACANCIES IN VOTING MEMBERSHIP**

21.1 Where there is a temporary vacancy in the voting membership of the IJB, 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.

21.2 Where the Chairperson is to be appointed by either the Council or the Health Board, but where due to two or more temporary vacancies, the number of members nominated by either the Council or the Health Board is one; or either the Council or the Health board has been unable to nominate any members, the Chairperson of the IJB must be temporarily appointed by the other constituent authority.

21.3 Where a temporary vacancy, or the circumstances referred to above persist for longer than six months, the Chairperson of the IJB must notify the Scottish Ministers in writing of the reasons why the vacancy remains unfilled.

21.4 A vacancy in the membership of the IJB will not invalidate anything done or any decision made by the IJB.

## **22. MINUTES**

22.1 The names of the members of the IJB and others present at a meeting shall be recorded in the Minutes of the meeting

22.2 The Minutes of the proceedings of a meeting of the IJB, including any decision made at that meeting, shall be drawn up and submitted to the next ensuing meeting of the IJB for agreement, after which they must be signed by the person presiding at that meeting.

## **23. ADMISSION OF PRESS AND PUBLIC**

23.1 In accordance with the provisions of the Local Government (Scotland) Act 1973, as amended, members of the public and representatives of the press will be admitted to formal meetings of the IJB but will not be permitted to take part in discussion.

23.2 The IJB may by resolution at any meeting exclude the press and public during consideration of any item(s) where it is likely in view of the nature of the business to be transacted or of the nature of the proceedings that if members of the press and public were present there would be a disclosure to them of exempt information as defined in Schedule 7A of the Local Government (Scotland) Act 1973, as amended; or it is likely that confidential information would be disclosed in breach of an obligation of confidence.

- 23.3 The terms of any resolution specifying the part of the proceedings to which it relates and the categories of confidential or exempt information involved shall be specified in the minutes of the meeting.
- 23.4 In accordance with the provisions of the Local Government (Scotland) Act 1973, as amended, members of the public and representatives of the press admitted to meetings are not permitted to make use of photographic or recording apparatus of any kind unless agreed by the IJB.
- 23.5 Members of the public and press may be denied access to a meeting, or requested to leave a meeting, if they are preventing, or are likely to prevent, the meeting from carrying out its business. If such person interrupts any meeting, the Chairperson may warn that person about their conduct. If the person continues to interrupt the meeting, the Chairperson may order the person to be removed from the meeting room. If there is a general disturbance in any part of the meeting room that is open to the press and public, the Chairperson may order that part of the room to be cleared.

## **24. DISCLOSURE OF INFORMATION**

- 24.1 No member of the IJB shall disclose to any person any information which falls into the following categories:-
- confidential information within the meaning of Section 50A(2) of the Local Government (Scotland) Act 1973, as amended
  - the full 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, as amended, unless and until the document has been made available to the public or press under Section 50B of the said 1973 Act.
  - any information regarding proceedings of the IJB from which the press and public have been excluded unless or until disclosure has been authorised by the IJB or the information has been made available under the terms of the relevant legislation.
- 24.2 Without prejudice to the foregoing, no member of the IJB shall use or disclose to any person any confidential information coming to their attention by virtue of their office as a member of the IJB, where such disclosure would be to the advantage of the member or anyone known to them or which would be to the disadvantage of the IJB.

## **25. COMMITTEES AND WORKING GROUPS**

- 25.1 Subject to any Directions issued by Scottish Ministers, the IJB may establish committees of its members for the purpose of carrying out such of its functions as the IJB may determine.
- 25.2 The Chairperson, number of members, and remit of any committee established by the IJB will be determined by the IJB.
- 25.3 The membership of any committee established by the IJB must include an equal number of voting members of the IJB from both the Council and the Health Board.
- 25.4 Any decision relating to the carrying out of functions under the Act or to integration functions taken by a committee established by the IJB must be agreed by a majority of the votes of the voting members who are members of the committee.

- 25.5 At all meetings of a committee, 3 members shall form a quorum, with at least 1 voting member each from both the Council and the Health Board.
- 25.6 The Chairperson, number of members, remit and time span of any working group established by the IJB will be determined by the IJB.
- 25.7 At all meetings of a working group, 3 members will form a quorum.
- 25.8 All decisions of a working group will require to be ratified by the IJB.

**26. SUSPENSION, ALTERATION AND REVIEW OF STANDING ORDERS ETC.**

- 26.1 So far as not inconsistent with any statutory provisions, any one or more of the Standing Orders may be suspended at any meeting of the IJB, but so far only as regards the business at such a meeting, provided that two-thirds of the voting members present so decide. Any motion to suspend Standing Orders shall state the number or terms of Standing Order(s) to be suspended
- 26.2 These Standing Orders may be varied or revoked by the IJB. No alteration of the Standing Orders shall be effected except on a resolution adopted by a majority of the voting members present and voting.
- 26.3 The IJB shall review its Standing Orders as appropriate.
- 26.4 Except insofar as required by reason of illegality, no motion to alter, delete or rescind a decision of the IJB shall be competent within 6 months from the decision, unless a decision is made prior to consideration of the matter to suspend this Standing Order in terms of Standing Order 26.1.