



<b>Meeting of East Renfrewshire Health and Social Care Partnership</b>	Performance and Audit Committee
<b>Held on</b>	27 September 2023
<b>Agenda Item</b>	13
<b>Title</b>	Policy Update
<p><b>Summary</b></p> <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>	
<b>Presented by</b>	Margaret Phelps, Planning, Performance and Commissioning Manager
<p><b>Action Required</b></p> <p>Members of Performance and Audit Committee are asked to note the report.</p>	

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**EAST RENFREWSHIRE INTEGRATION JOINT BOARD**

**PERFORMANCE AND AUDIT COMMITTEE**

**27 September 2023**

**Report by Chief Officer**

**POLICY UPDATE**

**PURPOSE OF REPORT**

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

**RECOMMENDATION**

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

**BACKGROUND**

3. The Integration Joint Board has a number of policy documents which relate specifically to the governance of the IJB. These comprise:-
  - Integration Scheme
  - Standing Orders
  - Code of Conduct
  - Financial Regulations
  - Reserves Policy
  - IJB Risk Policy and Strategy
  - IJB FOI Policy
  - IJB Publication Scheme
  - IJB Records Management
  - IJB Complaints Handling Procedure
4. Following reports to Performance and Audit Committee in June 2022 and September 2022, it was agreed that an annual overview report showing the review status of each policy would be presented to Performance and Audit Committee each year to promote transparent governance.
5. 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

6. 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 Formal Review	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 7.
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 2023	September 2024
Reserves	Annually	September 2023	September 2024
IJB Risk Policy and Strategy	Bi-annually	September 2022	January 2024
IJB FOI Policy	Bi-annually	September 2022	September 2024
IJB Publications Scheme	Annually	September 2023	September 2024
IJB Records Management Plan	Annually	September 2023	September 2024
IJB Complaints Handling Procedure	No specific review period - as required by Scottish Public Services Ombudsman	May 2021	n/a

### Integration Scheme

7. The Public Bodies (Joint Working) (Scotland) Act 2014 (the ‘Act’) requires Local Authorities and Health Boards to jointly prepare an Integration Scheme. It sets out the key arrangements for how Health and Social Care Integration is to be planned, delivered and monitored within their local area.
8. Integration Schemes are required by statute to be reviewed within a “relevant period” of five years from initial publication. In order to ensure consistency where possible across the six HSCPs and to reduce duplication of effort, it was decided to carry out simultaneous reviews to enable revised Schemes to be agreed at the same time.
9. A joint review of the Schemes pan-Partnership working group was established in the second half of 2019 to progress the review, reporting to Chief Officers. This work was delayed in 2020 shortly before going out to consultation following a number of queries raised by the Chairman of the Health Board in relation to the Schemes that required further discussion and editing. The review was subsequently further delayed by the focus on responding to the Covid-19 pandemic.
10. The core content and structure of the draft revised Scheme for East Renfrewshire remains consistent with the existing Scheme, and therefore retains its close alignment with the model Integration Scheme approved by the Scottish Government and the requirements laid

out within the Public Bodies Joint Working Integration Scheme Scotland Regulations 2014. The HSCP has engaged with the Council's Legal Services Team to review the draft with a view to ensuring incorporation of any legal advice for the final draft of the Schemes.

11. The draft Schemes for all six HSCPs will be considered at the Health Board's Finance, Planning and Performance Committee on 4th October 2023 and the East Renfrewshire Scheme will be reviewed at the meeting of East Renfrewshire Council on 25th October 2023. If approved by Council the draft revised Scheme will be subject to consultation with the prescribed consultees as laid out in Prescribed consultees regulations and in accordance with section 46 of the Public Bodies (Joint Working) (Scotland) Act 2014. The working group is preparing a light-touch consultation plan to be run between October and January.
12. Following the consultation exercise the feedback received will be used to make the necessary revisions to the draft Scheme and the updated draft will be presented to Council (and the Health Board) for final approval in February/March 2024. If approved, the Scheme will be presented to the Integration Joint Board for noting and subsequently submitted to the Cabinet Secretary for Ministerial approval.

#### Financial Regulations

13. The financial regulations set out the financial governance regulations under which the Integration Joint Board operates and identifies the roles and responsibilities of the IJB, the Chief Officer and the Chief Financial Officer.
14. There are no changes to the policy, which was last reviewed in September 2023.
15. 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

16. The Reserves Policy provides the detail to support the governance in respect of reserves. Whilst the reserves policy is unchanged, it is worth noting that the policy has supported our reserves strategy which has served us well over a significant and continued period of change.
17. The optimum/maximum level of general reserve we should hold per our policy is 2% of our budget, however from the outset and recognising the ongoing financial challenge to the IJB we recognise that:
  1. This would take time to build
  2. There is a tension between holding free reserves and not protecting spend on front line services and the IJB have taken clear decision on this in prior years.
18. For context, 2% of our current revenue budget, excluding set aside and Family Health Services, is £118 million. Our current general reserve is just under £0.3 million (0.2%).
19. As part of the 2023/24 budget the IJB agreed to un-hypothecate certain earmarked reserves to support savings delivery in 2023/24. We have discussed reserves at length in previous years.

20. The committee should also note that it is not possible to un-hypothecate the ring-fenced reserves specific to Scottish Government funding initiatives such as Covid support, Primary Care Improvement and Mental Health Action 15.
21. There are no changes to the changes to the reserves policy, which was last reviewed in September 2023.

#### IJB Publication Scheme

22. 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.
23. The IJB publication scheme is based on the Scottish Information Commissioner's (SIC) model publication scheme. Substantive changes to the scheme would be triggered by SIC, however we review this annually to ensure it remains up to date, in particular, in relation to our guide to information.
24. Since last presented to the Performance and Audit Committee in September 2023, we have digitised our publication scheme which is now hosted within our IJB web pages. Some minor changes were made to wording to meet accessibility standards during the switchover.
25. By hosting the publication scheme online it provides a single place for our key documents and policies to be stored and means that the scheme becomes a live document and remains up to date as and when policies and plans are updated throughout the year.

#### IJB Records Management Plan

26. 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.
27. The IJB Records Management Plan was amended and approved by the IJB in August 2022. Following a review in September 2023 it has been concluded that no further changes are required at this time.
28. Some of the supporting policy documents which relate to our partners may be due for renewal outwith our annual review cycle.

#### **CONCLUSIONS**

29. In order to promote transparent governance, the Performance and Audit Committee will continue to receive an annual overview report on policies relating to IJB governance in September of each year.
30. 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**

31. 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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12 September 2023

Chief Officer, IJB: Julie Murray

**BACKGROUND PAPERS**

All policy documents referred to in this paper can be found within the IJB Publication Scheme at <https://www.eastrenfrewshire.gov.uk/ijb-documentation>

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