

**Integration Joint Board**

**Date of Meeting: 27 January 2021**

**Title of Report: Update to Committee Terms of Reference**

**Presented by: Charlotte Craig**

**The IJB is asked to:**

- Consider the amendments proposed
- Approve the Strategic Planning Group Terms of Reference
- Approve the amendment to the General provisions on reporting to the IJB
- Appoint the chair/vice chair of the Finance & Policy Committee

**1. EXECUTIVE SUMMARY**

- 1.1 This paper requests the approval of the updated Strategic Planning Group Terms of Reference as recommended by the group, update to the general provisions on reporting to the IJB and a request to nominate new chair/vice chair of the Finance and Policy Committee Chair be nominated to anticipate the rotation of the IJB chair.

**2. INTRODUCTION**

- 2.2 The Strategic Planning Group have reviewed and updates their group terms of reference and seek the approval of the IJB.
- 2.3 The Finance and Policy Committee has the IJB Chair as nominated chair at present. The request is to appoint a chair/vice chair due to the rotation of the IJB chair. The IJB chair is typically the chair of the Finance and Policy Committee. The incoming chair is also chair of the Clinical and care Governance Committee.
- 2.4 The update to the general provisions update the terms of reference to make the provision for annual reporting from each of the committees and the Strategic Planning Group.

**3. DETAIL OF REPORT**

- 3.1 The Strategic Planning Group have reviewed their Terms of Reference ensuring alignment with the Scheme of Integration and strengthening the

planning role and direct relationship with both the IJB and the Locality Planning Groups.

3.2 Audit and Risk Committee considered the proposal for self-assessment and evaluation of committees which would contribute to the proposed annual reporting of the work undertaken at committees and strategic planning group. A further session will be convened by the Audit and Risk committee to refine the content of the self-assessment and allow this to progress operationally.

3.3 The update requested is to the general provisions in section 2 which is highlighted which will require the committee chair to report to the IJB annually on the work of the committee.

3.4 The Chair of the IJB is rotated on a two yearly basis. Going into the next rotation the incoming chair potentially will chair both the Clinical and Care Governance Committee and Finance and Policy Committee.

3.5 There is a request to appoint a chair and vice-chair to the Finance and Policy Committee for April 2021 to reflect the changes.

### **3 RELEVANT DATA AND INDICATORS**

N/A

### **4 CONTRIBUTION TO STRATEGIC PRIORITIES**

Committees support the consideration of the business of the IJB and make recommendation to the IJB.

### **5 GOVERNANCE IMPLICATIONS**

#### **6.1 Financial Impact**

None

#### **5.1 Staff Governance**

None

#### **5.2 Clinical Governance**

None

### **6 PROFESSIONAL ADVISORY**

Strategic Planning Group terms of reference recommended to the IJB by the group.

### **7 EQUALITY & DIVERSITY IMPLICATIONS**

None for this paper

### **8 GENERAL DATA PROTECTION PRINCIPLES COMPLIANCE**

Compliant with data protection principles

## 9 RISK ASSESSMENT

No risk associated with amendments

## 10 PUBLIC & USER INVOLVEMENT & ENGAGEMENT

None required for this paper

## 11 CONCLUSIONS

The IJB is requested to consider the amendments proposed and asked to approve the updated Strategic Planning Group Terms of Reference, the amendment to the General Provisions and appoint the chair/vice chair of the Finance & Policy Committee for April 2021.

## 12 DIRECTIONS

Directions required to Council, NHS Board or both.	<b>Directions to:</b>	tick
	No Directions required	x
	Argyll & Bute Council	
	NHS Highland Health Board	
	Argyll & Bute Council and NHS Highland Health Board	

## REPORT AUTHOR AND CONTACT

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