
To: Renfrewshire Integration Joint Board

On: 15 January 2016

Report by: Chief Officer, Renfrewshire Health and Social Care Partnership

Heading: Non-financial Governance Arrangements

1. Summary

- 1.1. In line with the Integration Scheme, this report provides an overview of the proposed non-financial governance and support arrangements from 1 April 2016 when health and adult social care functions will be delegated to the Integration Joint Board (IJB).
-

2. Recommendation

- 2.1. It is recommended that members:
- Approve the IJB non-financial governance arrangements which will be implemented and operational from 1 April 2016
 - Approve arrangements for the provision of support services to the IJB
 - Approve arrangements for both the provision and delivery of NHS GGC hosted services to the IJB
-

3. Background

- 3.1. The Renfrewshire Integration Scheme sets out a series of commitments in relation to the establishment of sound governance arrangements by 1 April 2016.
- 3.2. Officers within the Renfrewshire Health and Social Care Partnership (RHSCP) have worked with experts from both the parent organisations to develop non-financial governance arrangements which will support the local implementation of integrated health and social care services, in relation to:

-
- Freedom of Information (FOI) and Publication Scheme
 - Complaints
 - Health and Safety
 - Business Continuity
 - Risk Management
 - Insurance and Claims
 - Information Sharing and Information Governance

3.3. A number of these arrangements and supporting strategies have already been brought to the IJB for approval –

- The IJB's Risk Management Strategy, Policy and Procedures were approved by members on 18 September 2015
- Also on the 18 September 2015, members agreed that voting members of the IJB would seek protection through the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) Scheme which covers the following areas of liability in relation to its strategic role:
 - Clinical Negligence
 - Employers Liability
 - Public Liability
 - Personal Injury, Loss, Damage to Property or other Wrongful Act
 - Dishonest, Fraudulent, Criminal or Malicious Activities
 - Defamation
 - Directors and Officers Liability
 - Consequential or Ancillary Expense
 - Financial Loss Suffered by Member
 - Fraud/Dishonesty/Theft

3.4. Further reports have been brought to this meeting of the IJB for approval, covering

- Information Governance and Information Sharing arrangements
- Freedom of Information (FOI) requests and Publication Scheme for the IJB.

3.5. These arrangements take account of the IJB and parent organisations, respective roles in relation to the planning and provision of health and adult social care services with Renfrewshire. A recent report produced by Audit Scotland Report: Health and Social Care Integration (December 2015) sets out these roles -

- An IJB is responsible for planning and commissioning health and adult social care services;
- The parent organisations are responsible for delivering those services.

This Audit Scotland Report is the subject of a separate report to this meeting of the IJB

3.6. Consistent with these definitions of responsibility, Appendix 1 provides an overview of all the proposed arrangements outlined in 3.2, setting out:

- Proposed amendments to the current parent organisations' procedures from 1 April 2016 in relation to the operational delivery of health and adult social care services to reflect integrated working arrangements
- IJB arrangements in relation to the strategic planning and commissioning of health and adult social care services
- Monitoring, review and reporting arrangements for health and adult social care services to ensure the IJB have appropriate assurance and oversight.

3.7. Subject to members approval, these arrangements will be implemented and operational from 1 April 2016.

Support Services

3.8. The Integration Scheme sets out that an agreement for the provision of support services, such as legal, financial and administrative services, will be put in place. In relation to these, it is proposed that existing support arrangements for operational services delegated will continue to be provided by the parent organisations.

3.9. Administrative support to the IJB will be provided by Renfrewshire Council's Committee Services.

3.10. The Chief Officer will put in place monitoring arrangements to ensure effective working. This will be done through engagement with the parent organisations

Hosted Services

3.11. Under previous organisational structures, Community Health Partnerships (CHPs) had responsibilities for hosting of a variety of NHS Greater Glasgow and Clyde (NHSGGC) wide services.

3.12. It has been agreed that these responsibilities will now be delegated to the new Integrated Joint Boards (IJBs), to be hosted through the six Health and Social Care Partnerships (HSCPs) within Greater Glasgow and Clyde.

-
- 3.13. Renfrewshire HSCP will host the two services previously managed by the Renfrewshire Community Health Partnership on behalf of NHSGGC. These are Podiatry Services and Primary Care Contractual Support.
- 3.14. Existing hosting agreements have been updated to reflect integrated arrangements which set out that:
- Renfrewshire HSCP is responsible for the operational oversight of the services;
 - The Chief Officer is responsible for the operational management of the services, on behalf of the IJB;
 - Renfrewshire HSCP will be responsible for the strategic planning and operational budget of these services.
- 3.15. The IJB shall retain oversight for any services delivered to the people of Renfrewshire that are hosted on its behalf by another IJB. The Chief Officer will engage with the host integration authority and the relevant Chief Officer on any relevant issues arising in relation to these services. The Chief Officers of all HSCPs across NHSGG&C will also continue to meet regularly and, through this arrangement, will enable hosted service issues to be flagged, discussed and addressed wherever possible.
-

Implications of the Report

1. **Financial** – sound financial governance arrangements are being put in place to support the work of the Partnership
2. **HR & Organisational Development** – Clinical and Care Governance arrangements are being put in place
3. **Community Planning** - n/a
4. **Legal** – The governance arrangements support the implementation of the provisions of the Public Bodies (Joint Working) (Scotland) Act 2014.
5. **Property/Assets** – property remains in the ownership of the parent bodies.
6. **Information Technology** – An agreed information sharing protocol and supporting agreements are being developed for the Partnership
7. **Equality & Human Rights** – The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

-
- | | |
|-----|--|
| 8. | Health & Safety – health and safety processes and procedures are being reviewed to in order to support safe and effective joint working |
| 9. | Procurement – procurement activity will remain within the operational arrangements of the parent bodies. |
| 10. | Risk – None. |
| 11. | Privacy Impact – n/a. |
-

List of Background Papers – none

Author: Frances Burns, Health and Social Care Integration Programme
Manager, 0141 618 7612
frances.burns@renfresshire.gov.uk

Appendix 1: Integration Joint Board – Non-financial Governance Arrangements

Area of Governance	Amendment to existing parent organisation arrangements from 1 April 2016 (operational service delivery)	Process specific to the activities of the IJB (strategic planning and commissioning)	IJB monitoring, review and reporting arrangements
1. Freedom of Information (FOI)	The parent organisations will continue to be responsible for FOIs relating to the delivery of health and adult social care services under their existing FOI procedures. When a parent organisation receives a FOI relating to the operational delivery health and adult social care services– - The parent organisation will share the FOI with the RHSCP Coordinator, to allow the RHSCP to retain a central record of all FOIs - The Parent organisation will share the FOI response with the RHSCP Coordinator to allow RHSCP records to be updated - In the event of an internal review or appeal, the RHSCP Coordinator will be notified, and kept informed of progress to ensure completeness of records	In relation to FOIs specifically relating to the strategic role of the IJB - - The RHSCP Coordinator will keep a central record of all FOI enquiries received - The Chief Finance Officer will be responsible for overseeing and signing off the FOI response - The RHSCP Coordinator update central records with all FOI responses issued - In the event of a requirement for Review, the review process will be led by the Chief Officer (SIRO), supported by the RHSCP Coordinator. - In the event of an Appeal to the Scottish Information Commissioner, the process will be led by the Chief Officer (SIRO), supported by the RHSCP Coordinator The IJB's FOI Publication Scheme will be published on the RHSCP's web pages once approved	- The RHSCP Coordinator will bring quarterly reports to the RHSCP Senior Leadership Group - The Chief Officer will bring a twice yearly performance report on governance monitoring to the IJB, which will include FOIs - The RHSCP Coordinator will review the IJB Publication Scheme annually or sooner dependent on anything changing that requires updates
2. Complaints	The parent organisations will continue to be responsible for complaints relating to the delivery of health and adult social care services under their existing complaints procedures.	The IJB and the RHSCP complaints process will be published on the RHSCP web pages from 1 April 2016. In relation to complaints specifically	The RHSCP Coordinator will bring quarterly reports to the RHSCP Senior Leadership Group

Appendix 1: Integration Joint Board – Non-financial Governance Arrangements

	When a parent organisation receives a complaint relating to health and adult social care services - - The parent organisation will share the complaint with the RHSCP Coordinator, to allow the RHSCP to retain a central record of all complaints in relation to the operational delivery of services - The parent organisation will share the complaint response with the RHSCP Coordinator to allow RHSCP records to be updated - In the event of an appeal, the RHSCP Coordinator will be notified, and kept informed of progress to ensure completeness of records	relating to the strategic role of the IJB - - The RHSCP Coordinator will keep a central record of all complaints received - The Chief Officer will identify a Responsible Officer on a cases by case basis, who will oversee and sign off the complaint response - The RHSCP Coordinator will update HSCP record with all responses issued - In the event of an appeal, the review process will be led by the Chief Officer, supported by the RHSCP Coordinator. Going forward, the RHSCP are committed to developing a joint single complaints database with the parent organisations.	The Chief Officer will bring a twice yearly performance report on governance monitoring to the IJB, which will include complaints
3. Health and Safety	The parent organisations will continue to be responsible for the health and safety of their staff who are involved in the delivery of health and adult social care services under existing their existing health and safety policies and procedures. In the event of a healthy and safety incident relating to health and adult social care services, - The parent organisation will notify the RHSCP Coordinator of the incident, to allow the RHSCP to retain a central record of all health and safety incidents in relation to the operational delivery of services - The Parent organisation will update the	As the IJB has no staff, they have no requirement for their own health and safety policies and procedures however they must be alert to the possible health and safety implications of any decisions they make.	- The RHSCP Health and Safety Committee will meet on a quarterly basis with service representatives and Trade Unions, supported by Health and Safety staff from parent organisations - The RHSCP Coordinator will bring an quarterly report to the RHSCP Senior Leadership Group

Appendix 1: Integration Joint Board – Non-financial Governance Arrangements

	RHSCP Coordinator throughout the process and on the final outcome. The RHSCP Health and Safety Committee will ensure the regular review all IJB and parent organisation policies and procedures. The Committee will work towards creating a joint repository of all health and safety data relating health and adult social care services.		An annual health and safety report will be brought to the IJB
4. Business Continuity	The HSCP have worked with the parent organisations to collate business continuity plans and procedures relating to the delivery of health and adult social care services, which feed into the parent organisations' overarching corporate business continuity plan.	No business continuity plans are required for the specific activities of the IJB as they do not engage in operational activity, however they must be alert to any possible business continuity implications in relation to decisions taken.	- The RHSCP Coordinator will be a member of the Renfrewshire Council Resilience Management Team (CRMT) which meets quarterly, and in the event of an incident. - The RHSCP Coordinator will bring the RHSCP business continuity plans to RHSCP Senior Leadership Group for annual review - The Chief Officer will report by exception to IJB
5. Risk Management	The parent organisation will manage risks in relation to the operational delivery of health and adult social care services under their existing risk management strategies, policies and	The IJB approved its Risk Management strategy, policy and procedures on 18 September 2015.	The RHSCP Coordinator will review the RHSCP risk register (covering both parent organisation

Appendix 1: Integration Joint Board – Non-financial Governance Arrangements

	procedures. The parent organisations will share risks relating to the operational delivery of health and adult social care services with the Senior Leadership Group on a quarterly basis, via the RHSCP Coordinator.	This strategy covers risks relating specifically to the strategic role and activities of the IJB. The parent organisations and RHSCP have developed a joint risk management database to allow effective coordination of risk management reports in relation to health and adult social care services.	and strategic IJB risks) with Senior Leadership Group on a monthly basis An updated risk register will be brought monthly to the IJB for review
6. Insurance and Claims	Claims to the parent organisations in relation to the operational delivery of health and adult social care services will be managed under existing arrangements When a parent organisation receives a claim relating to health and adult social care services - - The parent organisation will notify the RHSCP Coordinator of the claim, to allow the RHSCP to retain a central record of all claims - The Parent organisation will report on claims data to the Senior Leadership Group	The IJB voting members of the IJB have protection through the CNORIS Scheme which will cover claims specifically relating to the strategic role and activities of the IJB In relation to a claim made against the IJB - - The RHSCP Coordinator will act as the single point of contact for claims, on behalf of the Chief Officer - The Chief Officer, or a delegated officer, will oversee the claim process	- The RHSCP Coordinator will bring an annual claims report to the RHSCP Senior Leadership Group in relation to health and adult social care services - The Chief Officer will report by exception to the IJB
7. Information Sharing and Governance	Information sharing protocols between NHS GGC and Renfrewshire Council have been updated to meet the requirements of the Integration Scheme. In the event of a security notification relating to health and adult social care services - The parent organisation will share any	The Chief Officer will act as SIRO for the IJB. In relation to a security notification specifically relating to the strategic role of the IJB - The RHSCP Coordinator will act as the single point of contact for security	The RHSCP Coordinator will prepare an annual report for the SIRO which will highlight any information governance risks and provide an overview security notifications relating to

Appendix 1: Integration Joint Board – Non-financial Governance Arrangements

	relevant notifications, and its subsequent findings / recommendations with the Chief Officer (SIRO)	notifications, on behalf of the Chief Officer The Chief Finance Officer will be responsible for overseeing any data breach investigations and the supporting findings / recommendations	health and adult social care services - The Chief Officer will report by exception to the IJB - The Information Sharing Protocols amongst the services provide for the services to notify one another in the event of an information security incident. This will be done in line with the service's own Information Security Policy or Incident Management Reporting Procedures. - The Information Sharing Protocols and the Service Level Agreement amongst the services will each be reviewed on an annual basis.
--	---	--	---