
To: Renfrewshire Integration Joint Board

On: 18 September 2015

Report by: Chief Officer Designate

Heading: Overview of the Development of Governance Arrangements

1. Summary

- 1.1. At previous meetings, Shadow IJB members have considered reports on the programme of work being progressed to ensure that all the necessary processes, policies and plans are in place as required to allow local implementation of integrated health and social care services in terms of the Public Bodies (Joint Working)(Scotland) Act 2014 by 1 April 2016. At its meeting on 19 June 2015, members of the Board indicated that it would be helpful to have an overview of progress in order to provide assurance in relation to the delivery of the programme of work within the required timescales.
- 1.2. This report and attached Appendix outlines the current status and planned activity to develop the necessary governance arrangements for the Integration Joint Board, and operational delivery and strategic planning arrangements of the Renfrewshire Health and Social Care Partnership.
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2. Recommendation

- 2.1. That Integration Joint Board members:
- note the planned activity and reporting dates for the key legislative and other commitments to put in place sound governance arrangements up to 1 April 2016.
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3. Background

- 3.1 The Public Bodies (Joint Working)(Scotland) Act 2014, supporting statutory and non statutory guidance, and Integration Scheme for the

Partnership set out a number of provisions relating to good governance, proportionate to the breadth and scale of the legislative changes both operationally and financially.

3.2 In order to provide assurance to IJB members Appendix 1 to this paper provides an overview of the legal and other commitments across all the areas of work, planned activity to meet these commitments, and the anticipated dates for completion and reporting to the IJB.

3.3 In line with the plan set out in Appendix 1, the following are submitted for consideration and approval at this meeting, reflecting the change of status from a Shadow Board to a legally constituted Integration Joint Board.

3.3.1 Governance Arrangements

- Ratification of the IJB Terms of Reference and Standing Orders
- Ratification of the IJB chair and vice chair, and of the IJB voting and non-voting members
- Ratification of the appointment of the Chief Officer and Chief Finance Officer
- Formal establishment of the Strategic Planning Group
- Risk policy strategy and procedures, and strategic risks

3.3.2 Strategic Plan

- Proposals for the strategic plan in line with legislative timescales

3.3.3 Performance Management

- The 2015/16 interim performance framework, reporting arrangements, and supporting plan for the development of the 2016/17 performance framework

3.3.4 Clinical and Care Governance

- The draft Quality Clinical and Care Governance Framework and implementation plan

3.3.5 Finance

- Internal and external audit arrangements
- Financial regulations
- Financial Governance Manual

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- 3.4 Activity is well underway in relation to all of the other required elements of work and is currently on target to meet the scheduled reporting dates to the IJB, which will ensure legislative and other deadlines are met.
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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

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Appendix 1: Legal requirements and commitments

The tables below detail Renfrewshire's legal requirements and commitments in relation to Health and Social Care Integration as set out in the Public Bodies (Joint Working) (Scotland) Act 2014 Act and its Integration Scheme.

Requirement / commitment source:	Key
Act & supporting Regulations	Act
Renfrewshire Integration Scheme	IS
Scottish Government guidance	SG
Established governance arrangements for parent bodies	Gov

1. Governance (non-financial) arrangements				
Legal requirement /commitment	Type	Legal deadline	Target date	RAG
Integration Scheme approved, published and Integration Joint Board (IJB) legally established	Act	27/06/15	-	
The 1 st meeting of the legally constituted IJB	Act	-	18/09/15	
Ratify the remit and constitution of the IJB including its voting and non members, chair and vice chair.	Act	-	18/09/15	
The Procedural Standing Orders of the IJB agreed	Act	-	18/09/15	
IJB ratify the appointment of the Chief Officer, Chief Finance Officer and establish the Strategic Planning Group (including governance arrangements and Terms of Reference)	Act	-	18/09/15	
Risk policy, strategy, procedures and list of key strategic risks approved by IJB	IS	27/09/15	18/09/15	
Arrangements for Hosted Services agreed amongst the IJBs in the GG&C area.	IS	31/03/16	18/03/16	
Health and Safety policy and procedures in place	IS	31/03/16	18/03/16	
Complaints policy and procedures in place	IS	31/03/16	18/03/16	
Fol policy and procedures in place and Publications Scheme in place	Act	31/03/16	18/03/16	
Business continuity arrangements in place	IS	31/03/16	18/03/16	
Equalities scheme and EQIAs completed for Partnership (in line with IJB requirements under the Equalities Act)	IS	31/03/16	18/03/16	
Parent organisations agree the provision of support services for the IJB	IS	31/03/16	18/03/16	
CO confirms all governance arrangements in place (IJB Report) for functions to be delegated from parent organisations to the IJB	IS	31/03/16	18/03/16	
Functions delegated to IJB	Act	01/04/16	01/04/16	

Key:		Complete		On target		Risk of delay		Significant Issues
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2. Communication and engagement				
Legal requirement /commitment	Type	Legal deadline	Target date	RAG
IJB agrees its participation and engagement strategy	IS	27/12/15	20/11/15	✓

3. Strategic Plan (the order of Strategic Plan activities are prescribed in the Act but not specific individual deadlines for each stage)				
Legal requirement /commitment		Legal deadline	Target date	RAG
IJB agree its proposals for the Strategic Plan	Act	-	18/09/15	✓
SPG feedback on the proposals for the Strategic Plan content	Act	-	23/09/15	✓
IJB agree its first draft of Strategic Plan, taking account of SPG feedback	Act	-	20/11/15	✓
SPG feedback on the first draft of the Strategic Plan content	Act	-	27/11/15	✓
IJB agree its second draft of Strategic Plan, taking account of SPG feedback	Act	-	15/01/16	✓
Formal consultation with prescribed stakeholders including SPG, Health Board and Council (commences 18/01/16)	Act	-	07/02/16	✓
Update report on consultation and final draft of Strategic Plan prepared for the IJB	Act	-	15/02/16	✓
Health Board updated on the outcome of the consultation and the draft Strategic Plan	Gov	Not legal req't	16/02/16	✓
Council updated on the outcome of the consultation and the draft Strategic Plan	Gov		25/02/16	✓
IJB approve their final version of the Strategic Plan	Act	31/03/16	18/03/16	✓
Strategic Plan published along with financial statement and statement of action taken by IJB under section 33 (consultation and development of the Strategic Plan).	Act	31/03/16	31/03/16	✓

4. Performance Management				
Legal requirement /commitment		Legal deadline	Target date	RAG
Parties prepare a list of targets and measures in relation to delegated and non delegated functions	IS	27/06/15	27/06/15	✗
Council and Health Board develop proposals on targets and measures for 2015/16 'interim' performance framework to be submitted to an early meeting of the IJB	IS	-	18/09/15	✓
IJB agree its reporting arrangements and supporting plan to develop 2016/17 performance framework with the Council and Health Board	IS	-	18/09/15	✓
IJB agree 2016/17 performance framework, taking account of localities, reporting arrangements and plans to publish the annual performance report.	IS	27/06/16	27/06/16	✓

5. Delivering for Localities				
Legal requirement /commitment		Legal deadline	Target date	RAG
IJB agree locality arrangements (in line with SG guidance), based on stakeholder engagement, which will be reflected in the Strategic Plan (**must align with timeline for Strategic Plan)	IS	-	20/11/15	✓

6. Workforce				
Legal requirement /commitment		Legal deadline	Target date	RAG
IJB note draft Workforce plans which require to be submitted for approval by the parent organisations - a) Workforce planning and development; b) Organisational development; c) Learning and development of staff; and d) Engagement of staff and development of a healthy organisational culture.	Gov	Not legal req't	15/01/16	✓
Chief Officer implements Workforce governance arrangements between the IJB and parent organisations	IS	31/03/16	15/01/16	✓
Parent organisations formal structures established to link the Health Board's area partnership forum and the Council's joint consultative forum with any joint staff forum established by the IJB.	IS	31/03/16	15/01/16	✓
Workforce plans and agreed management / governance structures approved by Health Board	IS	31/03/16	16/02/16	✓
Workforce plans and agreed management / governance structures approved by Council	IS	31/03/16	25/02/16	✓
IJB note the approved Workforce plans and agree management / governance structures	Gov	Not legal req't	18/03/16	✓

7. Clinical and Care Governance				
Legal requirement /commitment		Legal deadline	Target date	RAG
IJB approve draft Quality, Care & Professional Governance Framework and implementation plan, including approach to working with parent organisations	Gov	Not legal req't	18/09/15	✓
The Parties and the IJB implement appropriate clinical and care governance arrangements for their duties under the Act.	IS	31/3/16	18/03/16	✓
IJB Quality, Care & Professional Governance Framework in place	IS	31/03/16	18/03/16	✓
Health and Care Governance Group established	IS	31/03/16	18/03/16	✓
Chief Social Work Officer provides annual report to IJB (Section 5.15 of IS)	IS			✓

8. Finance and Audit				
Legal requirement /commitment		Legal deadline	Target date	RAG
IJB Audit arrangements agreed	IS	31/03/16	18/09/15	✓
Insurance arrangements (claims handling) in place	IS	31/03/16	31/12/15	✓
IJB agree procedure with other relevant integration authorities for any claims relating to Hosted Services		31/03/16	18/03/16	✓
IJB sign off financial governance arrangements as per the national guidance	IS	31/03/16	20/11/15	✓
IJB report on due diligence on delegated baseline budgets moving into 2016/17	IS	31/03/16	18/03/16	✓
Draft proposal for the 2016/17 Integrated Budget based on the Strategic Plan approved by IJB	IS	31/03/16	18/03/16	✓
Draft proposal for the Integrated Budget based on the Strategic Plan presented to the Council and the Health Board for consideration as part of their respective annual budget setting process	IS	31/03/16	31/03/16	✓
Parent organisations confirm final IJB budget	IS	31/03/16	31/03/16	✓
Financial statement published with the Strategic Plan	Act	31/03/16	31/03/16	✓
Resources for delegated functions transferred to IJB from parent organisations	Act	31/03/16	31/03/16	✓
Audit Committee established with agreed Terms of Reference	IS	31/03/16	31/03/16	✓

9. Information sharing and ICT				
Legal requirement /commitment	Type	Legal deadline	Target date	RAG
Information Sharing Protocol ratified by parent organisations	IS	31/03/16	25/02/16	✓
Information Sharing Protocol shared with IJB	Gov	Not legal req't	18/03/16	✓
Appropriate Information Governance arrangements are put in place by the Chief Officer	IS	31/03/16	18/03/16	✓

In addition to these legal milestones, regular progress reports will be brought to the IJB to provide reassurance that the Renfrewshire Health and Social Care Partnership is on track to deliver on its commitments.

The legal milestones will be reviewed and, where appropriate, revised in light of further guidance which is expected to be issued by the Scottish Government.

Further to this statutory work to progress these key areas, additional work is also underway to support the establishment of the Partnership including

- Regular, and meaningful, communication and engagement with our staff and key stakeholders, in particular community partners, outwith the formal prescribed consultation on the Strategic Plan;
- Organisational development activities for our Senior Leadership Group, IJB, Strategic Planning Group and workforce during the shadow year;

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- Addressing the ICT and information sharing barriers which can be tackled in the short term, and start identifying the key ICT developments which will enable more seamless integrated working in future.