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**To: Shadow Integration Joint Board**

**On: 20<sup>th</sup> March, 2015**

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**Report by: Chief Officer Designate and Director of Finance and Resources**

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**Heading: Support Arrangements for the Shadow Integration Joint Board**

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**1. Summary**

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- 1.1** The Shadow Integration Joint Board is a newly created body that will lead to the establishment of a new statutory body, The Renfrewshire Integration Joint Board, later in 2015. The purpose of this report is to explain to the Shadow Board, the administrative arrangements that will be put into place to support the operation of the Board.

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**2 Recommendation**

- 2.1** The Shadow Board is asked to approve the support arrangements set out in section 3 of this report.

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**3 Background**

- 3.1** As a newly established body, the Shadow Integration Joint Board needs to have sufficient administrative, secretariat, policy and professional resources made available to it to support its activities.
- 3.2** The Chief Officer Designate will be the principal point of contact between the members of the Shadow Board and the officers supporting the Board. The Chief Officer Designate will ensure that the members of the Shadow Board are provided with information relating to any developments in the area of health and social care integration that are relevant to the operation of the shadow board that arise between meetings of the Shadow Board and where informing the members cannot wait until the next meeting of the Shadow Board.

- 3.3 There is a separate report on the agenda seeking approval for the Standing Orders that will govern how meetings are conducted. The Standing Orders include a provision that the Clerk for meetings of the Shadow Integration Joint Board will be Renfrewshire Council's Head of Corporate Governance or a person authorised by him to undertake the duties of Clerk. The Clerk will, in consultation with the Chief officer Designate be responsible for preparing the agenda for meeting and for issuing the formal notices calling Shadow Board meetings. In addition, the Clerk will prepare Minutes.
- 3.4 Renfrewshire Council will ensure that sufficient staff are made available to for the conduct of meetings and the preparation of reports and agendas to be circulated ahead of meetings.
- 3.5 The intention is that Shadow Board meetings will take place at different venues throughout Renfrewshire belonging to both the Council and the Health Board
- 3.6 Reports to the Shadow Board will be submitted either by the Chief Officer Designate or by the relevant senior officer in the Health Board or the Council. Senior Officers will be available at meetings to speak to any reports that are on the agenda.
- 3.7 In the event that any Shadow Board member requires any information in relation to the activities of the Shadow Board or its constituent authorities, the initial enquiry should be directed to the Chief officer Designate who will then ensure that the enquiry is directed to the most appropriate person in the constituent authorities to deal with.
- 3.8 The Shadow Board will have a role in the early stages of the preparation of the Strategic Plan. Both the Health Board and the Council will assist the Chief officer Designate in those preparations.
- 3.9 The cost of the operation of Shadow Integration Joint Board will be met from the existing resources of the Health Board and the Council. The Chief officer Designate will liaise with the appropriate senior officer in each constituent officer to reach agreement on how the costs of operating the Shadow Board will be distributed between them.
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## Implications of the Report

1. **Financial** – none.
2. **HR & Organisational Development** – none.
3. **Community Planning** – none.
4. **Legal** – none
5. **Property/Assets** – none.
6. **Information Technology** – none.

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 of individuals' human rights 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 and NHS GG&C websites.
  8. **Health & Safety** – none.
  9. **Procurement** – none.
  10. **Risk** – none.
  11. **Privacy Impact** – none.
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#### **List of Background Papers –**

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