



Dumfries and Galloway Integration Joint Board Scheme of Delegation to Committees

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1. General

- 1.1 The Standing Orders as adopted by the Board on 17th March 2016, as amended if applicable, shall apply to the meetings of committees.
- 1.2 The quorum for any meeting of a committee shall be half of its voting members.
- 1.3 Substitutes are permitted from the membership of the Integration Joint Board, but a voting member may not attend as a substitute for a non-voting member.
- 1.4 A substitute voting member of the Integration Joint Board may be a committee member.
- 1.5 Minutes of the committee are to be reported and approved at the next meeting of the committee.
- 1.6 Approved minutes of committee meetings will also be reported to the Integration Joint Board for noting.

2. Committees

- 2.1 The Integration Scheme sets out 2 Committees that the Board would delegate authority to – these being a Clinical and Care Governance Committee and the Risk Management Sub-Group.
- 2.2 Given that there is also a statutory requirement for an Audit Committee to be established to ensure compliance with relevant legislation it is proposed that in total 3 committees are established being:-
 - Audit and Risk Management Committee
 - Clinical and Care Governance Committee
 - Performance and Finance Committee
- 2.3 The committee remits in the sections that follow, reflect what we said we would do in the Integration Scheme for each committee.
- 2.4 Dependent on the business need for further committees, this Scheme may be amended as required by the Board.

3. Audit and Risk Management Committee

Remit and Powers

1. To appoint an Internal Auditor.
2. To review the effectiveness of the Board's framework of governance, risk management and internal control.
3. To approve the annual risk based internal audit plan and monitor internal audit work against the plan.
4. To consider the annual external audit plan.
5. To approve the internal audit charter and monitor the independence and effectiveness of the internal audit function.
6. To consider internal and external audit reports and receive assurance that agreed recommendations have been timeously and effectively implemented.
7. Consider the unaudited accounts and governance statement.
8. To redirect internal audit resources as and when deemed appropriate.
9. To make recommendations to the Board on any matters within its remit which are otherwise referred to it by the Board.
10. To develop a risk management strategy for approval by the Board.
11. To advise on the appropriate risk appetite for the Board.
12. To advise on any subsequent changes to the risk management strategy and risk appetite for approval by the Board.
13. To consider the effectiveness of the risk management process, ensuring that significant risks are being adequately managed.
14. To monitor implementation on improvement action plans.

Membership

1. Six Members of the Board comprising 2 voting members appointed by NHS Dumfries and Galloway and 2 voting members appointed by Dumfries and Galloway Council, and 2 non-voting members.
2. The Chair and Vice-Chair of the Committee are to be appointed by the Board.
3. The Chair and Vice-Chair of the Board may not be members of the Committee.
4. In Attendance – Lead Audit and Risk Officers from both parties.

Frequency of Meetings

At least three time per annum. Additional meetings can be agreed by the Chair if required.

4. Clinical and Care Governance Committee

Remit

1. To provide an effective overview of the clinical and care governance agenda across integrated services.
2. To ensure that quality monitoring and governance arrangements are in place for safe and effective health and social care service delivery in Dumfries and Galloway and will include as a minimum these elements listed below:
 - Service user/patient experience of integrated delivery, including complaints raised by service users, carers and families.
 - Achievement of Personal outcomes.
 - Risk management, including adverse event reporting and learning systems.
 - Inspection activity and associated improvement plans.
 - Research and development.
 - Quality and safety of care, including continuous improvement.
 - Statutory and legal requirements.
 - Quality assurance in commissioned services.
 - Workforce development and regulation.

Membership

1. Four voting members comprising 2 from Dumfries and Galloway Council and 2 from Dumfries and Galloway NHS Board.
2. Four non-voting Board Members being:
 - the Chief Officer,
 - the Chief Social Work Officer,
 - the Medical Director (Registered Medical Practitioner (not Primary Medical Services) representative); and
 - the Director of Nursing (Registered Nurse Representative)
3. The Chair and Vice-Chair are to be appointed by the Board.

Frequency of Meetings

At least three time per annum. Additional meetings can be agreed by the Chair if required.

5. Performance and Finance Committee

Remit

1. The specific focus of the Performance and Finance Committee will be to report to the Integration Joint Board (IJB) following review, discussion and assessment of the effectiveness of:
 - Plans to achieve financial balance within any given year.
 - Development of Revenue Finance Plans for the Integration Joint Board.
 - Overall Performance against the Strategic Plan, National Outcomes/Local Delivery Plan/HEAT Targets and the locality plans.
 - Outcomes from the Integration Joint Board's investment decisions and scrutiny of investment decisions to ascertain value for money.
 - To consider external inspections and value for money reports and their application and to make recommendations to the Integration Joint Board on the outcome of the scrutiny process.
 - Achievement of the Integration Joint Board's efficiency plans and targets.
 - Development of the Strategic Plan including the Locality Plans.
 - How the financial governance and strategic risks are being managed, as well as noting the operational risks managed by the partnering agencies.
 - To ensure that Best Value is achieved in the decision making processes, through the impact of decisions on policy and in service delivery.
 - To review key performance indicators and targets in respect of the scrutiny function and to assure continuous improvement in delivery of key performance indicators.

Membership

1. Six voting members, including the Committee Chair, comprising three from Dumfries and Galloway Council and three from Dumfries and Galloway NHS Board.
2. The Chair of the Integration Joint Board will undertake the role of Chair of the Committee.
3. Three non-voting Board Members being:
 - the Chief Officer,
 - the Chief Finance Officer
 - the Chief Social Work Officer

Meeting frequency

Committee meetings will be held on a quarterly basis throughout any given year.