



Integration Joint Board

31st May 2018

This Report relates to
Item 9 on the Agenda

Update on Governance Arrangements

(Paper presented by Julie White)

For Noting

Approved for Submission by	Julie White, Chief Officer
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List of Background Papers	IJB 28th June 2017 Agenda Item 7 IJB Governance Arrangements Update IJB 28th June 2017 Minutes
Appendices	Not applicable

SECTION 1: REPORT CONTENT

Title/Subject: Integration Joint Board Governance Arrangements Update

Meeting: Integration Joint Board

Date: 31st May 2018

Submitted By: Julie White, Chief Officer

Action: For Noting

1. Introduction

- 1.1 This Report presents the Integration Joint Board (IJB) with an update on the governance arrangements following the last update in June 2017.

2. Recommendations

2.1 The Integration Joint Board is asked to:

- **Note the permanent arrangement of the Executive Assistant to the Chief Officer as the Governance Officer for the IJB with effect from the 1st June 2018.**

3. Background

- 3.1 At the Integration Joint Board meeting of the 13th June 2017 it was agreed that the Corporate Business Manager of NHS Dumfries and Galloway would assume the role of Interim Governance Officer to the IJB for a period of 6 months. At that time it was proposed that following completion of a training programme the EA to the Chief Officer would be developed into this role.

4. Main Body of the Report

- 4.1 In September 2017 the EA to the Chief Officer enrolled in the Certificate in Corporate Governance organised by the Chartered Institute of Public Finance and Accountancy, which covered 7 Modules relating to Governance which include:
- Hallmarks of Effective Governance
 - What is governance?
 - Key policies and procedures
 - The Good Governance Standard

- Effective Governance Framework
 - Statutory accountability and key governance documents
 - Board and Committee Structures and functions
 - Strategic Planning
 - Roles and Responsibilities

- Servicing the Board
 - Induction of Board Members
 - Servicing the Board
 - Corporate policies and procedures
 - Training and development

- It's a Risky Business
 - Risk Management
 - Internal Audit
 - Developing a counter fraud culture
 - Internal controls and sources of assurance

- Making Accountability a Reality
 - Accountability for public money
 - Customer service and complaints
 - Appraisals and performance management
 - Freedom of Information and Data Protection

- Promoting Corporate Values and Behaviours
 - Developing and maintaining organisational values
 - Ethical standards framework
 - Registration and declarations of interests
 - Standards of behaviour

- Governance in Practice
 - Learning practical lessons from real governance case studies

The course was completed in March 2018 and together with these Modules the EA to the Chief Officer is undertaking a project entitled Induction of New IJB Members. It is anticipated that once this project receives formal approval from CIPFA it will be turned into a programme for all new Members of the IJB and will offer group or 1:1 sessions with the Governance Officer to ensure new members are fully aware of their roles and responsibilities within the IJB. This will be extended to any existing members if required.

During this period the EA to the Chief Officer has 'shadowed' the Interim Governance Officer.

The Governance Officer is required to ensure that there are a suite of policies and procedures in place and ensure that these are reviewed and revised timeously; these will include the Code of Conduct, Standing Orders, Register of Members Interest, the recording of Declarations of Interest and Gifts and Hospitality and will co-ordinate the issuing of Directions to the parent organisations, Dumfries and Galloway Council and NHS Board.

The Health and Social Care Corporate Administration team for the Chief Officer's office has been expanded in the interim to allow for the post holder to carry out this role. A more sustainable solution for the Administration Team is being worked through at this time.

SECTION 2: COMPLIANCE WITH GOVERNANCE STANDARDS

5. Resource Implications

5.1. There are no resource implications identified.

6. Impact on Integration Joint Board Outcomes, Priorities and Policy

6.1. Governance is required to ensure policies and procedures are implemented.

7. Legal & Risk Implications

7.1. To not have governance support in place could put Integration Joint Board Members at risk if policies and procedures are not carried out in a timeous manner.

8. Consultation

8.1. The content of this Paper has been discussed with the Chief Officer and Chief Finance Officer.

9. Equality and Human Rights Impact Assessment

9.1. An Equality and Human Rights Impact Assessment is not required.

10. Glossary

CIPFA	Chartered Institute of Public Finance and Accountancy
IJB	Integration Joint Board
NHS	National Health Service