



Meeting of East Renfrewshire Health and Social Care Partnership	Performance and Audit Committee
Held on	25 September 2024
Agenda Item	12
Title	Annual Policy Update
Summary	
<p>This paper provides an overview of the policies relating to the Integration Joint Board and when they were last reviewed. This paper is for information only.</p>	
Presented by	Margaret Phelps, Planning, Performance and Commissioning Manager
Action Required	
<p>Members of Performance and Audit Committee are asked to note the report.</p>	

EAST RENFREWSHIRE INTEGRATION JOINT BOARD

PERFORMANCE AND AUDIT COMMITTEE

25 September 2024

Report by Chief Officer

ANNUAL POLICY UPDATE

PURPOSE OF REPORT

1. This paper provides an update on policies relating specifically to Integration Joint Board governance.

RECOMMENDATION

2. Performance and Audit Committee are asked to note the report.

BACKGROUND

3. The Integration Joint Board has a number of policy documents which relate specifically to the governance of the IJB.
4. It was agreed by the Performance and Audit Committee in 2022 that an annual overview report showing the review status of each policy would be presented to Performance and Audit Committee each year to promote transparent governance.
5. Where policies do not have a statutory review date, or are dependent on other bodies/legislation changes, a formal review will be prompted at that time. Should there be any legislation or other significant changes during the year, reports will be brought to either PAC or IJB for approval as appropriate.

REPORT

6. The following table details the review cycle, along with the dates of the last formal review and when the next review is due. Those which do not have a set review period are because changes as triggered by legislation/other bodies.

Policy	Review Cycle	Last Reviewed	Review Due
Integration Scheme	No specific review period – As required by The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) 2014 Act	January 2018	Review in progress – see update at paragraph 7.
Standing Orders	No specific review period – As required by The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) 2014 Act	June 2016	n/a
Code of Conduct	No specific review period – As required by Standards Commission	March 2022	n/a
Financial Regulations	Annually	September 2024	September 2025
Reserves	Annually	September 2024	September 2025
IJB Risk Policy and Strategy	Bi-annually	September 2022	In progress
IJB FOI Policy	Bi-annually	September 2024	September 2026
IJB Publications Scheme	Annually	September 2024	September 2025
IJB Records Management Plan	Annually	September 2024	September 2025
IJB Complaints Handling Procedure	No specific review period - as required by Scottish Public Services Ombudsman	May 2021	n/a

Integration Scheme

7. The Public Bodies (Joint Working) (Scotland) Act 2014 (the ‘Act’) requires Local Authorities and Health Boards to jointly prepare an Integration Scheme. It sets out the key arrangements for how Health and Social Care Integration is to be planned, delivered and monitored within their local area.
8. Integration Schemes are required by statute to be reviewed within a “relevant period” of five years from initial publication. In order to ensure consistency where possible across the six HSCPs and to reduce duplication of effort, it was decided to carry out simultaneous reviews to enable revised Schemes to be agreed at the same time.
9. As part of the current review process (previously postponed during the pandemic), the draft Schemes for all six HSCPs were considered at the Health Board’s Finance, Planning and Performance Committee on 4th October 2023. The East Renfrewshire Scheme was also reviewed at the meeting of East Renfrewshire Council on 25th October 2023 and approved for consultation. The outcome of which, were that no changes were required.
10. The HSCP wide work remains ongoing and is expected to be concluded on resolution of varying legal opinions.

Financial Regulations

11. The financial regulations set out the financial governance regulations under which the Integration Joint Board operates and identifies the roles and responsibilities of the IJB, the Chief Officer and the Chief Financial Officer.
12. There are no changes to the policy, which was last reviewed in September 2024.
13. Members of the Performance and Audit Committee should be assured that if there are any changes in legislation between review periods the regulations will be revised as required.

Reserves Policy

14. The Reserves Policy provides the detail to support the governance in respect of reserves. Whilst the reserves policy is unchanged, it is worth noting that the policy has supported our reserves strategy which has served us well over a significant and continued period of change.
15. The optimum/maximum level of general reserve we should hold per our policy is 2% of our budget. Recognising the ongoing financial challenge to the IJB we have not been compliant with this policy for a number of years and following the financial recovery process we have no general reserve.
16. The IJB recognises the tension between holding free reserves and not protecting spend on front line services however the budget set in March 2024 recognised we needed to begin to rebuild reserves.
17. There are no changes to the changes to the reserves policy, which was last reviewed in September 2024.

IJB Risk Policy and Strategy

18. We are currently reviewing our IJB Risk Policy and Strategy however due to capacity constraints it was not been possible to conclude this by September. From our initial review, some changes have been identified including rewording the risk scoring matrix.
19. The revised policy will be presented to IJB for approval by the end of the financial year.

IJB FOI Policy and Publication Scheme

20. The IJB FOI Policy has been reviewed in line with its bi-annual review cycle. Minor wording changes were made at paragraphs 1.1 (removing the word normally) and 3.3 (added reference to reporting requirements).
21. Section 23 of the Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to produce and maintain a publication scheme. This is called the "publication scheme" duty.

22. The IJB publication scheme is based on the Scottish Information Commissioner's (SIC) model publication scheme therefore substantive changes to the scheme would be triggered by the SIC. There have been no changes to SIC model publication scheme since 2021. However we review the scheme annually to ensure it remains up to date, in particular, in relation to our guide to information. As this is hosted online the scheme remains a 'live' document and is updated as and when policies and plans change throughout the year, however the scheme is still reviewed as a whole annually to ensure all changes have been captured.
23. The only changes required are for the revised documents detailed in this report to be replaced.

IJB Records Management Plan

24. The Public Records (Scotland) Act 2011 requires public authorities to prepare and implement a Records Management Plan (RMP) which must set out proper arrangements for the management of its records.
25. The IJB Records Management Plan was last approved by the IJB in August 2022 and it was deemed that no changes were required when reviewed in 2023. Our most recent review has found that some links to our partners' documents and guidance embedded within the plan were out of date therefore these have been updated.
26. As there are no significant changes required, there is no need to formally present the revised plan to the IJB for approval.

CONCLUSIONS

27. In order to promote transparent governance, the Performance and Audit Committee will continue to receive an annual overview report on policies relating to IJB governance in September of each year.
28. In the event of any legislative or policy change in the interim, specific reports will be brought to the Performance and Audit Committee and/or the Integration Joint Board as appropriate and will also be reflected in the following annual overview.

RECOMMENDATIONS

29. Performance and Audit Committee are asked to note the report and those policies which have been reviewed.

REPORT AUTHOR AND PERSON TO CONTACT

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9 September 2024

Chief Officer, IJB: Julie Murray

BACKGROUND PAPERS

All policy documents referred to in this paper can be found within the IJB Publication Scheme at <https://www.eastrenfrewshire.gov.uk/ijb-documentation>