



**ANGUS HEALTH AND SOCIAL CARE
ANGUS INTEGRATION JOINT BOARD
STANDING ORDERS**

1. General

- 1.1** These Standing Orders are made under the Public Bodies (Joint Working) (Scotland) Act 2014 and the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014. These Standing Orders shall, as far as applicable be the rules and regulations for the proceedings of Committees and Sub-Committees and therefore reference to the term 'Board' in the said Standing Orders should be interpreted accordingly. The term 'Chairperson' shall also be deemed to include the Chairperson of any Committee or Sub-Committee but only in relation to such Committees or Sub-Committees.
- 1.2** In these Standing Orders "the Integration Joint Board" shall mean the Angus Integration Joint Board established in terms of The Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Order 2015.
- 1.3** Any statutory provision, regulation or direction issued by the Scottish Ministers shall have precedence if they are in conflict with these Standing Orders.

2. Membership

- 2.1** Voting membership of the Integration Joint Board shall comprise three persons nominated by the NHS Board, and three persons appointed by the Council. Where the NHS Board is unable to fill its places with non-Executive Directors it can then nominate other appropriate people, who must be Members of the NHS Board to fill their spaces, but at least two must be non-executive Members.
- 2.2** Non-voting membership of the Integration Joint Board shall comprise:
- (a) the chief officer of the Integration Joint Board;
 - (b) the chief social work officer of the local authority;
 - (c) the proper officer of the Integration Joint Board appointed under section 95 of the Local Government (Scotland) Act 1973;
 - (d) a registered medical practitioner whose name is included in the list of primary medical services performers prepared by the Health Board in accordance with Regulations made under section 17P of the National Health Service (Scotland) Act 1978;
 - (e) a registered nurse who is employed by the Health Board or by a person or body with which the Health Board has entered into a general medical services contract;
 - (f) a registered medical practitioner employed by the Health Board and not providing primary medical services;
 - (g) one member in respect of staff of each of the constituent authorities engaged in the provision of services provided under integration functions;
 - (h) one member in respect of third sector bodies carrying out activities related to health or social care in the area of the local authority;
 - (i) one member in respect of service users residing in the area of the local authority;

- (j) one member in respect of persons providing unpaid care in the area of the local authority;
- (k) The Clinical Director of the Integration Joint Board;
- (l) one member in respect of independent providers of social care; and
- (k) such additional members as the Integration Joint Board sees fit. Such a member may not be a councillor or a non-executive director of the Health Board.

The members appointed under paragraphs (d) to (f) must be determined by the Health Board.

- 2.3** A Member of the Integration Joint Board in terms of 2.2 (a) to (c) and (k) will remain a Member for as long as they hold the office in respect of which they are appointed. Otherwise, the term of office of Members of the Integration Joint Board shall be for three years.
- 2.4** Where a Member resigns or otherwise ceases to hold office, the person appointed in his/her place shall be appointed for the unexpired term of the Member they replace.
- 2.5** On expiry of a Member's term of appointment the Member shall be eligible for re-appointment provided that he/she remains eligible and is not otherwise disqualified from appointment in terms of Article 8 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.
- 2.6** A voting Member appointed under paragraph 2.1 ceases to be a Member of the Integration Joint Board if they cease to be either a Councillor or a Non- Executive Director of the NHS Board or an Appropriate Person in terms of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.
- 2.7** A Member of the Integration Joint Board, other than those Members referred to in paragraph 2.2(a) to (c) and (k), may resign his/her membership at any time during their term of office by giving notice to the Integration Joint Board in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified. If this is a voting Member, the Integration Joint Board must inform the constituent authority that made the nomination.
- 2.8** If a Member has not attended three consecutive Ordinary Meetings of the, Integration Joint Board, and their absence was not due to illness or some other reasonable cause as determined by the Integration Joint Board, the Integration Joint Board may, by giving one month's notice in writing to that Member, remove that person from office.
- 2.9** If a Member acts in a way which brings the Integration Joint Board into disrepute or in a way which is inconsistent with the proper performance of the functions of the Integration Joint Board, the Integration Joint Board may remove the Member from office with effect from such date as the Integration Joint Board may specify in writing.
- 2.10** If a Member is disqualified under article 8 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 during a term of office they are to be removed from office immediately.
- 2.11** A constituent authority may remove a Member which it nominated by providing one month's notice in writing to the Member and the Integration Joint Board.

2.12 The acts, meetings or proceedings of the Integration Joint Board shall not be invalidated by any defect in the appointment of any Member.

3. Chairperson and Vice Chairperson

3.1 The Chairperson and Vice Chairperson will be drawn from the NHS Board and the Council voting Members of the Integration Joint Board. If a Council Member is to serve as Chairperson then the Vice Chairperson will be a Member nominated by the NHS Board and vice versa.

3.2 The appointment to Chairperson and Vice Chairperson is time limited to a period not exceeding two years and carried out on a rotational basis between Council and NHS Board appointed Chairpersons. The Council or NHS Board may change their appointee as Chairperson or Vice Chairperson during an appointing period.

3.3 The Vice-Chairperson may act in all respects as the Chairperson of the Integration Joint Board if the Chair is absent or otherwise unable to perform his/her duties.

3.4 At every meeting of the Integration Joint Board the Chairperson, if present, shall preside. If the Chairperson is absent from any meeting the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent, a Chairperson shall be appointed from within the voting Members present for that meeting.

3.5 Powers, authority and duties of Chairperson and Vice-Chairperson.

The Chairperson shall amongst other things:-

- (a) Preserve order and ensure that every Member has a fair hearing;
- (b) Decide on matters of relevancy, competency and order, and whether to have a recess during the Meeting, having taken into account any advice offered by the Chief Officer or other relevant officer in attendance at the Meeting;
- (c) Determine the order in which speakers can be heard;
- (d) Ensure that due and sufficient opportunity is given to Members who wish to speak to express their views on any subject under discussion;
- (e) If requested by any Member ask the mover of a motion, or an amendment, to state its terms;
- (f) Maintain order and at his/her discretion, order the exclusion of any Member of the public who is deemed to have caused disorder or misbehaved;
- (g) The decision of the Chairperson on all matters within his/her jurisdiction shall be final;
- (h) Deference shall at all times be paid to the authority of the Chairperson. When he/she speaks, the Chairperson shall be heard without interruption; and
- (i) Members shall address the Chairperson while speaking.

4. Meetings

- 4.1** The Integration Joint Board shall meet at such place and at least six times in each financial year as agreed by the Integration Joint Board.
- 4.2** The Chairperson may convene Special Meetings if it appears to him/her that there are items of urgent business to be considered. Such Meetings will be held at a time, date and venue as determined by the Chairperson. If the Office of Chairperson is vacant, or if the Chairperson is unable to act for any reason the Vice-Chairperson may at any time call such a meeting.
- 4.3** If the Chairperson refuses to call a meeting of the Integration Joint Board after a requisition for that purpose specifying the business proposed to be transacted, signed by at least two thirds of the voting Members, has been presented to the Chairperson or if, without so refusing, the Chairperson does not call a meeting within seven days after such requisition has been presented, those Members who presented the requisition may forthwith call a Meeting provided no business shall be transacted at the Meeting other than specified in the requisition.
- 4.4** Adequate provision will be made to allow for Members to attend a meeting of the Integration Joint Board or a committee of the Integration Joint Board either by being present together with other Members in a specified place, or in any other way which enables Members to participate despite not being present with other Members in a specified place.
- 4.5** If it is necessary or expedient to do so, a meeting of the Integration Joint Board, or of a committee, may be adjourned to another date, time or place. Refer to Standing Order 10.

5. Notice of Meeting

- 5.1** Before every meeting of the Integration Joint Board, or committee of the Integration Joint Board, a notice of the meeting, specifying the time, place and business to be transacted, shall be delivered to every Member or sent by post to the usual place of residence of such Members or delivered by electronic means so as to be available to them at least five working days before the meeting. Members may opt in writing addressed to the Chief Officer to have notice of meetings delivered to an alternative address. Such notice will remain valid until rescinded in writing. Lack of service of the notice on any Member shall not affect the validity of anything done at a meeting.
- 5.2** In the case of a meeting of the Integration Joint Board called by Members in default of the Chairperson, the notice shall be signed by those Members who requisitioned the meeting.
- 5.3** At all Ordinary or Special Meetings of the Integration Joint Board, no business other than that on the agenda shall be discussed or adopted except where by reason of special circumstances, which shall be specified in the minutes, the Chairperson is of the opinion that the item should be considered at the meeting as a matter of urgency.

6. Quorum

- 6.1** No business shall be transacted at a meeting of the Integration Joint Board unless there are present, and entitled to vote both Council and NHS Board Members and at least one half of the voting Members of the Integration Joint Board are present.
- 6.2** If within ten minutes after the time appointed for the commencement of a meeting of the Integration Joint Board, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed.

7. Code of Conduct and Conflicts of Interest

- 7.1** Members of the Integration Joint Board shall subscribe to and comply with the Standards in Public Life - Model Code of Conduct for Members of Devolved Public Bodies (2021) ("Model Code") which is deemed to be incorporated into these Standing Orders. All Members who are not already bound by the terms of the Model Code shall be obliged before taking up membership, to agree in writing to be bound by the terms of the Model.
- 7.2** A member must disclose any direct or indirect pecuniary or other interest which the member considers should be disclosed in relation to an item of business to be transacted at a meeting of the integration joint board, or a committee of the integration joint board, before taking part in any discussion on that item.
- 7.3** Where an interest is disclosed under Standing Order 7.2, the member disclosing the interest is to decide whether, in the circumstances, it is appropriate for that member to take part in discussion of or voting on the item of business.

8. Adjournment of Meetings

- 8.1** A meeting of the Integration Joint Board may be adjourned to another date, time or place by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the motion.

9. Disclosure of Information

- 9.1** No Member or Officer shall disclose to any person any information which falls into the following categories:-
- Confidential information within the meaning of Section 50A(2) of the Local Government (Scotland) Act 1973.
 - The full or any part of any document marked "not for publication by virtue of the appropriate paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973, unless and until the document has been made available to the public or press under section 50B of the said 1973 Act.
 - Any information regarding proceedings of the Integration Joint Board from which the public have been excluded unless or until disclosure has been authorised by the Integration Joint Board or the information has been made available to the press or to the public under the terms of the relevant legislation.
- 9.2** Without prejudice to the foregoing no Member shall use or disclose to any person any confidential and/or exempt information coming to his/her knowledge by virtue of his/her office as a Member where such disclosure would be to the advantage of the Member or of anyone known to him/her or which would be to the disadvantage of the Integration Joint Board.

10. Recording of Proceedings

- 10.1** No sound, film, video tape, digital or photographic recording of the proceedings of any Meeting shall be made without the prior written approval of the Integration Joint Board.

11. Admission of Press and Public

- 11.1** Except in relation to items certified as exempt, meetings of the Integration Joint Board shall be open to the public. The Chief Officer shall be responsible for giving public notice of the time and place of each meeting of the Integration Joint Board not less than five days before the date of each meeting.
- 11.2** The Integration Joint Board may by resolution at any meeting exclude the press and public therefrom during consideration of an item of business where it is likely in view of the nature of the business to be transacted or of the nature of the proceedings that if members of the press and public were present there would be a disclosure to them of exempt information as defined in Schedule 7(A) of the Local Government (Scotland) Act 1973 Act or it is likely that confidential information would be disclosed in breach of an obligation of confidence.
- 11.3** Every meeting of the Integration Joint Board shall be open to the public but these provisions shall be without prejudice to the Integration Joint Board's powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. The Integration Joint Board may exclude or eject from a meeting a member or members of the press and public whose presence or conduct is impeding the work or proceedings of the Integration Joint Board.

12. Reception of Deputations

- 12.1** Every application for the reception of a deputation must be in writing, duly signed and delivered or e-mailed to the Chief Officer at democraticservices@angus.gov.uk no later than 48 hours in advance of the meeting at which the deputation wish to be received. The application must adequately state the subject on which the deputation wish to be received and the action (if any) which it is proposed that the Integration Joint Board should take. The deputation must also specify who they are representing.
- 12.2** With reference to Standing Order 12.1, the 48 hour time limit shall not be inclusive of weekends or public holidays.
- 12.3** If the application to be received is granted (if necessary after a vote), the deputation shall consist of not more than ten persons.
- 12.4** No more than two members of any deputation shall be permitted to address the meeting and they may speak in total for no more than ten minutes.
- 12.5** Any member of the Board may put any relevant question to the deputation, but shall not express any opinion on the subject matter until the deputation has withdrawn. If the subject matter relates to an item of business on the agenda, no debate or discussion on it shall take place until the relevant minute or other item falls to be considered in terms of the order of business.
- 12.6** No deputation from a party will be considered on an item relating to tenders or staffing conditions of service.

13. Alteration, Deletion and Revocation of Decisions of the Integration Joint Board

- 13.1** Without prejudice to the terms of Standing Order 15, except insofar as required by reason of illegality, no motion to alter, delete or revoke a decision of the Integration Joint Board will be competent within six months from the decision, unless the Chairperson determines that a material change of circumstances has occurred to the extent that it is appropriate for the issue to be re-considered.

14. Suspension, Deletion or Amendment of Standing Orders

14.1 Subject to any statutory requirements, any one or more of the Standing Orders in the case of emergency as determined by the Chair upon motion may be suspended, amended or deleted at any Meeting so far as regards any business at such meeting provided that two thirds of the Members of the Integration Joint Board present and voting shall so decide. Any motion to suspend Standing Orders shall state the number or terms of the Standing Order(s) to be suspended.

15. Motions, Amendments and Debate

15.1 Subject to the requirements contained within Standing Order 16, it will be competent for any voting Member of the Integration Joint Board at a meeting of the Integration Joint Board to move a motion or an amendment directly arising out of the business before the Meeting.

15.2 No Member, with the exception of the mover of the motion or amendment, will speak supporting the motion or amendment until the same will have been seconded by another voting Member.

15.3 Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same question at any meeting of the Integration Joint Board except:-

- On a question of Order
- With the permission of the Chairperson
- On a point of clarification

In all of the above cases no new matter will be introduced.

15.4 The mover of an amendment and thereafter the mover of the original motion will have the right of reply for a period of not more than 5 minutes. He/she will introduce no new matter and once a reply is commenced, no other Member will speak on the subject of debate. Once these movers have replied, the discussion will be held closed and the Chairperson will call for the vote to be taken.

15.5 Amendments must be relevant to the motions to which they relate and no voting Member will be at liberty to move or second more than one amendment to any motion, unless the mover of an amendment has failed to have it seconded. The mover and seconder of the motion will not move an amendment or second an amendment, unless the mover of the motion has failed to have it seconded.

15.6 It will be competent for any voting Member who has not already spoken in a debate to move the closure of such debate. On such motion being seconded, the vote will be taken, and if a majority of the voting Members present vote for the motion, the debate will be closed. However, closure is subject to the right of the mover of the motion and of the amendment(s) to reply. Thereafter, a vote will be taken immediately on the subject of the debate.

15.7 Any Member may indicate his/her desire to ask a question or offer information immediately after a speech by another Member and it will be the option of the Chairperson to decline or accept the question or offer of information.

15.8 When a motion is under debate, no other motion or amendment will be moved except in the following circumstances:

- to adjourn the debate; or
- to close the debate in terms of Standing Order 15.6.

15.9 A motion or amendment once moved and seconded cannot be altered or withdrawn unless with the consent of the mover and seconder.

15.10 Whether a motion or amendment is relevant shall be a matter for the Chair to determine. In determining relevancy, the Chair shall have regard to the consequences of their decision having regard to:-

- (i) any inconvenience it may cause;
- (ii) whether or not the alteration or withdrawal is done in good faith;
- (iii) the development/delivery of the strategic commissioning plan and/or the national health and wellbeing outcomes and any other factors which the Chair reasonably considers to be material.

16. Procedure for Motions and Amendments

16.1 All motions and amendments shall be submitted in writing to the Clerk to the Integration Joint Board at least 48 hours before the start time of the meeting at which the item is to be considered. The Clerk will check motions and amendments for compliance with law, Standing Orders, Code of Conduct, previous decisions of the Board and financial accuracy.

16.2 The Chair will determine their competency (including whether they are relevant to the motion, substantially different to it and to all other amendments).

17. Voting

17.1 Every effort shall be made by Members to ensure that as many decisions as possible are made by consensus.

17.2 Only the three Members nominated by the NHS Board, and the three Members appointed by the Council shall be entitled to vote.

17.3 Every question at a meeting shall be determined by a majority of votes of the Members present and who are entitled to vote on the question. In the case of an equality of votes the Chairperson shall not have a second or casting vote.

17.4 Where a consensus cannot be reached at one meeting, the matter under discussion will be carried forward to a further meeting to be convened as soon as reasonably practicable by the Chair in terms of Standing Order 4.2 above to permit further discussion/resolution. If the voting Members do not agree such a method of breaking the deadlock then no decision will be taken and the status quo shall prevail. Standing Order 13 shall not preclude reconsideration of any such item within a 6 month period.

17.5 Where the matter remains unresolved, the Chair and the Chief Officer must work together to arrive at an acceptable position for the integration joint board.

17.6 With reference to Standing Order 17.5, the Chair may invite non-voting IJB Members to cast a non-binding vote, if that would, in their opinion, assist the voting members in reaching a decision.

18. Minutes

- 18.1** The names of the Members present at a meeting shall be recorded in the minutes of the meeting.
- 18.2** The minutes of the proceedings of a meeting, including any decision or resolution made by that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement, after which they will be signed by the person presiding at that meeting. A minute purporting to be so signed shall be received in evidence without further proof.

19. Committees, Sub-Committees and Working Groups

- 19.1** The Integration Joint Board may establish any Committee, Sub Committee or Working Group as may be required from time to time but, with the exception of the Strategic Planning Group and the Audit Committee, each Committee, Sub Committee or Working Group shall have a limited time span as may be determined by the Integration Joint Board.
- 19.2** The Membership, Chairperson, remit, powers and quorum of any Committee, Sub Committee or Working Groups will be determined by the Integration Joint Board.
- 19.3** Agendas for consideration at a Committee, Sub Committee or Working Group will be issued to all Members no later than five working days prior to the date of the meeting.
- 19.4** The Integration Joint Board has established an Audit Committee. The Audit Committee's membership, chairperson, remit, powers and quorum are set out in Appendix 1 to these Standing Orders.

20. Reports to the Integration Joint Board

- 20.1** The Integration Joint Board shall only consider reports through the office of the Chief Officer of the Integration Joint Board. The following officers shall have the right to submit reports to the Integration Joint Board which must be considered by the Integration Joint Board:-
- The Chief Officer of the Integration Joint Board
 - The proper officer of the Integration Joint Board appointed under section 95 of the Local Government (Scotland) Act 1973
 - The Chief Social Work Officer of Angus Council
 - The Clinical Director of NHS Tayside
 - The Associate Nursing Director of NHS Tayside

21. Review of Standing Orders

- 21.1** The operation of these Standing Orders will be monitored regularly. Any required amendments brought about by practice, legislation or policy will be presented to the Integration Joint Board for approval. In addition, these Standing Orders will be reviewed annually.

APPENDIX 1 – IJB AUDIT COMMITTEE CONSTITUTIONAL ARRANGEMENTS

ANGUS INTEGRATION JOINT BOARD (IJB) AUDIT COMMITTEE

CONSTITUTIONAL ARRANGEMENTS (Last Updated February 2020)(Report 3/20, as part of IJB Constitutional Arrangements)

1. Membership

- 1.1 The IJB Audit Committee shall comprise of 7 members of the Integration Joint Board all of whom will be entitled to vote at the IJB Audit Committee. The 7 members shall include:-
 - (i) at least two voting members of the Integration Joint Board (one each from the voting membership of Angus Council and NHS Tayside) (excluding the Chair and Vice Chair of the Integration Joint Board who cannot be members of the IJB Audit Committee); and,
 - (ii) at least three non voting members of the Integration Joint Board (excluding the Chief Officer, Chief Financial Officer and other members of the Integration Joint Board who are members of the IJB by virtue solely of their roles within Angus IJB).
- 1.2 The IJB Chief Officer and Chief Finance Officer will be expected to attend meetings of the Audit Committee.
- 1.3 The membership of the IJB Audit Committee shall be reviewed, re-selected and re-approved by the Integration Joint Board on a three yearly basis¹.
- 1.4 The IJB Audit Committee should meet at least four times per year unless circumstances require additional meetings.
- 1.5 On an annual basis there shall be one private, unminuted meeting of the members of the Audit Committee with the IJB's Internal and External Auditors.
- 1.6 On an annual basis, the IJB Audit Committee shall appoint a Chair and Vice Chair of the IJB Audit Committee (who need not be a voting member of the Integration Joint Board).
- 1.7 Members of the IJB Audit Committee will require to attend one development event a year in respect of their role as IJB Audit Committee members.
- 1.8 Members of the Audit Committee shall subscribe to and comply with the Standards in Public Life - Model Code of Conduct for Members of Devolved Public Bodies (2021) ("Model Code") which is deemed to be incorporated herein.
- 1.9 Where an interest is disclosed, the member disclosing the interest is to decide whether, in the circumstances, it is appropriate for that member to take part in discussion of or voting on the item of business, using the tests contained within the Model Code.

2. Remit

- 2.1 The remit of the IJB Audit Committee shall be:-
 - (i) to agree the Internal IJB Audit Plan for the Integration Joint Board (without further reference to the Integration Joint Board) and to monitor that plan thereafter;
 - (ii) to consider the terms of any external or internal Inspections, assessments or audits of the Integration Joint Board with a view to making recommendations to the Integration Joint Board in respect thereof (excepting there from external or internal inspections, assessments or audits in respect of clinical and/or care governance); and
 - (iii) to scrutinise and approve the annual accounts and Governance Statements.
- 2.2 The Audit Committee will be required to provide an annual report of its activities and business to the IJB .

3. Quorum

- 3.1 No business shall be transacted at a meeting of the IJB Audit Committee unless there are present at least three voting Members of the IJB Audit Committee.

4. Reports to the IJB Audit Committee of the Integration Joint Board

- 4.1 The following shall have the right to submit reports to the IJB Audit Committee of the Integration Board which must be considered by the IJB Audit Committee of the Integration Board:-
- The Chief Officer of the Integration Board
 - The Chief Finance Officer of the Integration Board
 - The Integration Board's External Auditors
 - The Integration Boards Internal Auditors

Notes

1. Last reviewed October 2021 (report 53/21). https://www.angus.gov.uk/sites/default/files/2021-10/Report%20IJB%2053_21%20Appointments.pdf