

Report

Update on Implementation of Committee Structures

Edinburgh Integration Joint Board

10 December 2019



Executive Summary

1. This report updates the Edinburgh Integration Joint Board (EIJB) on the implementation of the committee structure that was agreed at the EIJB on 14 December 2018.

Recommendations

2. The Integration Joint Board is asked to:
 - i. Note progress with agreeing the terms of reference for each of the committees;
 - ii. Agree the meeting schedule for all committees; and
 - iii. Note that all committees are now in place and work is ongoing to develop the flow between each of the committees to ensure there is no gaps.

Background

3. The Good Governance Institute (GGI) carried out an independent review of the governance of the Edinburgh Integration Joint Board and identified several recommendations which GGI will work with the EIJB to implement. A key recommendation was to implement a strengthened committee structure.
4. A further report was submitted the EIJB on 21 June 2019 with terms of reference for the following committees:
 - a. Audit and Assurance
 - b. Clinical and Care Governance
 - c. Futures
 - d. Performance and Delivery

e. Strategic Planning Group

5. The EIJB at this meeting also agreed the new draft terms of reference for the committees with each committee providing comments on the terms of reference at the end of the first cycle and a report would come back to the EIJB within two cycles.

Main report

6. All committees have now met and appendix 1 provides the meeting schedule for each of the committees. While every endeavour to work to this schedule will be made, it should be noted that there may be occasions where committee dates need to be changed. This will only be done in exceptional circumstances.

Audit and Assurance Committee

7. The Audit and Assurance Committee discussed and finalised their terms of reference on the 8 November subject to minor amendments being made. The Audit and Assurance also agreed that the terms of reference would be a standing item for the year.

Clinical and Care Governance Committee

8. The Clinical and Care Governance Committee had a workshop on the 3 October 2019, to discuss the terms of reference and how it will operate. Minor changes were made to the terms of reference and these have been circulated to the Committee for final agreement.

Futures Committee

9. The Futures Committee met on the 21 October and terms of reference were discussed and felt some minor changes are needed and a further discussion is scheduled to take place at the next Futures Committee on 9 December. The intention is the terms of reference will be finalised at this meeting.

Performance and Delivery Committee

10. The Performance and Delivery committee met on the 16 September 19 and it was agreed that the terms of reference would be an agenda item at the next meeting on the 20 November 2019.
11. However, because the terms of reference are high level and span several areas and the potential cross over with other committees, it was felt a more detailed discussion is needed. This discussion is ongoing in terms of finalising the terms of reference for the Committee.

Strategic Planning Group

12. The Strategic Planning Group discussed and finalised the terms of reference on the 22 November subject to minor amendments.
13. As some committees are still refining their terms of reference and it is important that all are considered together due to the interdependency between all the committees, a further report will come back to the EIJB on 4 February 2020 with finalised terms of reference for each Committee for agreement by the EIJB. This also ensures changes do not cause gaps in responsibility between committees.
14. GGI are continuing to work with the EIJB to develop its handbook and governance. There have been several sessions over the year focussed on shaping for the EIJB's role and purpose, its aims and objectives and in developing its maturity as a board. Further development sessions are planned for the 28 January 20 and 3 March 20. The focus of these sessions will work with the EIJB to develop further its governance role and address some of the key recommendations identified in the governance review. The EIJB handbook which is a critical component of the governance review will be completed by the end of March 2020.

Key risks

15. By not agreeing the terms of reference, there is a risk that Committees are unclear on their accountabilities in terms of decision making and the governance structure is not robust and as effective as it could be.
16. The impact is that the EIJB is unable to make timely decisions and provide strong governance across the range of functions delegated to it.
17. This risk is addressed and mitigated by the implementation of the governance review and development implementation of a robust committee structure supporting the EIJB.

Financial implications

18. The implementation and supporting of the new committee structure will be undertaken within existing resources, however there is a recognition that the addition of five committee brings an increased workload and this is being considered.

Implications for Directions

19. There are no immediate implications for directions.

Equalities implications

20. The implementation of the committee structure will support the EIJB in meeting its obligations in relation to equalities.

Sustainability implications

21. The governance structure now in place will support the EIJB in ensuring due consideration of sustainability issues is undertaken in decision making and strategy development.

Involving people

22. There has been involvement with key parties as part of the development of the terms of reference for committee structures.

Impact on plans of other parties

23. There are no impacts on plans of other parties.

Background reading/references

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Appendix 1 Meeting Schedule – Committee

Appendix 1 – Meeting Schedule

** These dates may be subject to change***

Audit and Assurance

Committee Date
10.00am - 27 August 2019
10.00am - 8 November 2019
10.00am - 14 February 2020
10.00am - 5 June 2020
10.00am - 21 August 2020
10.00am - 6 November 2020

Clinical and Care Governance

Committee Date
10.00am - 14 November 2019
10.00am – 17 February 2020
10.00am - 23 April 2020
10.00am - 6 August 2020
10.00am - 12 November 2020

Futures Committee

Committee Date
10.00am - 21 October 2019
10.00am - 9 December 2019
10.00am - 26 February 2020
10.00am - 27 May 2020
10.00am - 31 August 2020
10.00am - 2 December 2020

Performance and Delivery Committee

Committee Date
10.00am - 20 November 2019
10.00am - 8 January 2020
10.00am - 1 April 2020
10.00am - 18 May 2020
10.00am - 19 August 2020
10.00am - 28 September 2020
10:00am - 16 November 2020

Strategic Planning Group

Committee Date
14.00pm - 22 November 2019
14.00pm - 14 January 2020
14.00pm - 10 March 2020
14.00pm - 12 May 2020
14.00pm - 15 September 2020
14:00pm - 10 November 2020

