

REPORT

Annual Review of Standing Orders

Edinburgh Integration Joint Board

24 August 2020

Executive Summary

The purpose of this report is to review the IJB's Standing Orders.

Recommendations

It is recommended that the Edinburgh Integration Joint Board agrees:

1. To note that the Standing Orders of the Integration Joint Board remain fit for purpose and to agree that no changes are made.
2. To note that the next annual review of the Standing Orders will be presented to the IJB in May 2021.
3. To note the decision taken under emergency powers in relation to the Interim Standing Order for deputations.

Directions

Direction to City of Edinburgh Council, NHS Lothian or both organisations		✓
	No direction required	✓
	Issue a direction to City of Edinburgh Council	
	Issue a direction to NHS Lothian	
	Issue a direction to City of Edinburgh Council and NHS Lothian	

Report Circulation

This report has not been considered elsewhere.

Main Report

1. Standing Orders are required by the Integration Joint Board under the Public Bodies (Joint Working) (Scotland) Act 2014 and the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 (No 285).
2. The Standing Orders encourage transparent and accountable decision making with sufficient provisions in place to ensure the smooth running of the Joint Board, including arrangements for such matters as the chairing of the meetings, the notice for the meetings and how voting will be carried out.
3. The current version of the Integration Joint Board's Standing Orders was approved in July 2015, with further amendments approved by the Joint Board to reflect Scottish Ministers' guidance in January 2016, May 2016 and January 2017. The IJB reviews its Standing Orders annually. This is usually done in May each year however due to the suspension of Board meetings this has been delayed this year.
4. When the Standing Orders were last reviewed by the Board in May 2019, changes were made relating to relating to substitutions, motions and amendments, a register of attendance and changing a decision of the Joint Board within six months.
5. During the current circumstances and while meetings are being held remotely, deputations are not able to appear in person to address the Board. A decision has been taken under emergency powers by the Chief Officer, in consultation with the Chair and Vice-Chair to amend Standing Order 8 to allow deputations to be considered by written submission on an interim basis. Therefore it is not necessary to amend the Standing Orders to address this at this time. The interim Standing Order reads:
 - 5.1 "8.1 Deputation requests must be in writing and submitted to the clerk by 5pm two days before the meeting takes place.
 - 8.2 Deputations should only be accepted from an office bearer or spokesperson of an organisation or group.
 - 8.3 The Chair has the discretion to waive the requirements in paragraphs 8.1 and 8.2 if they feel it is appropriate.
 - 8.4 Deputations must relate to an agenda item being considered at that meeting.

- 8.5 The written deputation should be considered by members of the EIJB when making a decision and can be discussed when its corresponding agenda item is considered.”

Implications for Edinburgh Integration Joint Board

Financial

6. There are no financial implications arising from this report.

Legal / risk implications

7. Standing Orders are essential to the efficient running of the Board’s meetings and are a key component of ensuring good governance controls are in place.

Equality and integrated impact assessment

8. There are no equalities implications arising from this report.

Environment and sustainability impacts

9. There are no environment or sustainability implications arising from this report.

Quality of care

10. Not applicable.

Consultation

11. None.

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Background Reports

12. [Standing Orders for The Proceedings and Business of the Integration Joint Board](#)

13. [Public Bodies \(Joint Working\) \(Scotland\) Act 2014](#)
14. [Public Bodies \(Joint Working\) \(Integration Joint Boards\) \(Scotland\) Order 2014](#)
15. [Integration Scheme](#)

Appendices

None.