

REPORT

2023 / 2024 Annual Assurance Statements

Edinburgh Integration Joint Board

24 September 2024

Executive Summary	This report provides the Edinburgh Integration Joint Board (EIJB) with an update on the committee annual assurance process.
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Recommendations	<p>The Edinburgh Integration Joint Board is asked to:</p> <ul style="list-style-type: none"> a) Note the moderate assurance offered by the Audit and Assurance Committee following their review of the committee assurance statements.
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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 & NHS Lothian	



Main Report

1. The Edinburgh Integration Joint Board (EIJB) through its Audit and Assurance Committee agreed its annual assurance process for the 2023/24 cycle.
2. In summary, members of each of the EIJB committees are asked to complete a board assurance template which asks a range of questions covering specific areas such as membership, knowledge, skills, and support for their committee. It also requests that members provide details of any good practice and areas for improvement. Lastly it invites committee members to state an assurance level based on the reports that have been submitted to the committees throughout 2023/24.
3. The committee board assurance statements were considered and agreed by their own committees (e.g., Performance and Delivery Committee (P&DC) statement was submitted to P&DC in the first instance).
4. Once all committees agreed their committee annual statements and associated improvement actions, these were scrutinised at the AAC on the 10 September 2024. The purpose of the review by AAC is to provide the EIJB with assurance (or otherwise) on the effectiveness of the EIJB committee structure and how well the committees are fulfilling their duties.
5. In addition to the statements submitted by the committees, there have been no suspension of standing orders or breaches of Code of Conduct in 2023/24

Committees' Assurance Statement

6. The AAC agreed at its meeting on the 10 September that there was moderate assurance that the committees were effective and fulfilling their duties. The committees' assurance statements identified some key themes across all committees and work has started to address some of these actions and these are undernoted below:
 - a. Succession Planning - work has concluded on succession planning. The EIJB are limited in terms of succession planning as most of the EIJB are appointed by partners (e.g. NHS Lothian or City of Edinburgh Council) due to the nature of their roles, therefore the following principles will be implemented:
 - i. **Voting members** - To ensure replacement board members are appointed in advance of the existing members, the Operations Manager will contact the NHS governance teams eight months



before appointments expire to ensure that appointments for voting members are done timeously. This step is not applicable for CEC as appointments are reviewed annually. This will also allow appointment reports to be presented to the EIJB in advance of appointments expiring. The Operations Manager will also highlight any skills gaps that have been identified and highlight this to the NHS Governance team and Council Committee Services for them to consider appointing individuals with the required skillset.

- ii. **Non-Voting Members** - The EIJB does have influence over the lay members they appoint, and the Operations Manager will start engagement with lay members eight months before their term, to discuss whether they wish to remain on the EIJB or resign. If they choose to resign, a recruitment advert will be circulated, and this allows a period to ensure buddying and transition arrangements between the current board member and new board member. The Operations Manager will also look at whether it would be advantageous for non-voting members to have additional skills and promote accordingly and take into consideration the board composition (e.g. gender makeup of the Board).
 - b. Interaction between committees and the EIJB – a review of the terms of reference for all committees is complete. The review takes account of the requirements specified in the terms of reference and considers whether the committee meeting cycle is sufficient to deliver all the workstreams within the terms of reference and ensures no duplication between committee or where there is cross over, this is clearly identified. The next action is to ensure there is a clear process for interactions between all the committees. The introduction of an escalation report to the EIJB is one way to escalate issues raised by the committee to the EIJB, but further work has started to consider other ways for escalation of issues and to communicate pertinent information across committees.
7. The assurance statements also identified several actions which will be taken forward and monitored by the individual committees and these actions are contained in appendix 1. To address the points raised in relation to training and development from the annual assurance exercise in 2022/23 (and 2023/24) all board members were asked to complete a skills and knowledge questionnaire to inform the training and development programme going forward. Several areas of development were identified, and it was agreed at

the [EIJB](#) on 20 August that the topics will be a priority for the development programme over 24/25. Alongside this, further work continues to enhance and improve the induction programme for new (and existing) members of the EIJB, including looking at the options to utilise podcasts, vlogs and online learning platforms.

8. Going forward from 2025, to strengthen the approach to training and development, the following actions were also agreed at the EIJB at its meeting in August 2024:
 - a. All board members will have an annual appraisal with the Chair / Vice Chair and training and development needs will be captured as part of those discussions.
 - b. All committees will have a focused development sessions at the beginning of every year to consider training and development needs of the committee, and this is already included in the committee’s annual cycles of business for this year.
 - c. An overarching skills and knowledge audit is carried out across the EIJB every two years.

Progress with previous assurance actions 22/23

9. The current status of actions that were identified from the 2022/23 Committee Assurance cycle are noted within appendix 2.

Next Steps

10. Where improvements or actions have been identified within the annual assurance statements, they will be collated together into an action plan, with proposed improvement actions developed and tracked through each of the committees and overall progress reporting to AAC every six months.

Strategic Priorities

Strategic Priorities	✓	Key points within report that address strategic priorities
Prevention and Early Intervention		
Tackling Inequalities		
Person Centred Care		
Managing our resources effectively	✓	This report suggests recommendations to strengthen the governance of the EIJB and therefore managing the EIJB resources effectively.
Making best use of capacity across the system		

Right care, right place, right time		
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National Health and Wellbeing Outcomes

Please note which national health and wellbeing outcomes your report aligns to			✓
1. People are able to look after and improve their own health and wellbeing and live in good health for longer.		6. People who provide unpaid care are supported to look after their own health and wellbeing, including to reduce any negative impact of their caring role on their own health and well-being.	
2. People, including those with disabilities or long-term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.		7. People who use health and social care services are safe from harm.	
3. People who use health and social care services have positive experiences of those services, and have their dignity respected.		8. People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care, and treatment they provide.	
4. Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.		9. Resources are used effectively and efficiently in the provision of health and social care services.	
5. Health and social care services contribute to reducing health inequalities.		Not applicable	✓

Implications for Edinburgh Integration Joint Board

Financial

11. There are no specific financial implications arising from this report.

Legal/risk implications

12. The process agreed by the EIJB is designed to provide appropriate assurance to the board, thus reducing risk.

Equality and integrated impact assessment

13. There are no specific implications arising from this report.

Environment and sustainability impacts

14. There are no specific implications arising from this report.

Quality of care

15. There are no specific implications arising from this report.

Consultation

16. There are no specific implications arising from this report.

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Appendices

Appendix 1 – Committees Annual Assurance Statement – Consolidated actions

Appendix 2 – Progress with previous years actions

Appendix 1 – Committees Annual Assurance Statement – Consolidated actions

Action / Issue	Owner	Due Date
Audit and Assurance – Moderate assurance		
1. Development of a supported training and development programme for committee members, alongside a clear process for training opportunities.	Operations Manager	August 2024 (Complete)
2. Development of succession plans so that committee changes are handled smoothly and do not impact on the work of the committee.	Operations Manager	July 2024 (Complete)
3. Committee to consider options to ensure that additional members have knowledge and skills in audit / and or risk	Chair	Dec 2024
Clinical and Care Governance - Moderate assurance (with some areas of Limited and significant assurance)		
1. Development of a supported training programme for committee members, alongside a clear process for training opportunities.	Operations Manager	August 2024 (Complete)
2. Development of succession plans so that committee changes are handled smoothly and did not impact on the work of the committee.	Operations Manager	July 2024 (Complete)
Performance and Delivery – Moderate assurance		
1. Development of a supported training and development programme for committee members, alongside a clear process for training opportunities.	Operations Manager	August 2024 (Complete)
2. Development of succession plans so that committee changes are handled smoothly and do not impact on the work of the committee.	Operations Manager	July 2024 (Complete)
3. Consideration whether membership should be increased.	Chair	August 2024 (Complete as P&D agreed not to increase membership)
4. Consideration whether it would be beneficial to invite operational managers as part of report scrutiny.	Executive Lead	December 2024
5. Consideration whether there would be an annual review to measure performance of effectiveness.	Operations Manager	March 2025
6. Additional support for new members.	Operations Manager	December 2024
7. Ensuring circulation of paper in a timely manner, and that IT access to the modern gov portal are resolved.	Committee Services /	December

**Operations 2024
Manager**

Strategic Planning Group – Moderate assurance with some levels of significant assurance

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| 1. Development of a supported training and development programme for committee members, alongside a clear process for training opportunities | Operations
Manager | August 2024
(Complete) |
| 2. Development of succession plans so that committee changes are handled smoothly and do not impact on the work of the committee. | Operations
Manager | July 2024
(Complete) |
| 3. Members wished to consider whether further skills could be co-opted onto the SPG. | Chair | March 2025 |

Appendix 2 – Progress with previous actions

Ref	Assurance Cycle	Committee	Actions to be implemented	Action Owner	Status	Delivery Date	Update
1	2022/23	C&CGC P&DC SPG	Development of a supported training programme for committee members, alongside a clear process for training opportunities.	Chief Officer	Closed	(Mar 24 – OD) Aug 24	Skills audit outcome will be presented to EIJB on 20 th August which sets out the training and development programme for this / next year.
2	2022/23	All Committees	Development of succession plans so that committee changes are handled smoothly and did not impact on the work of the committee.	Operations Manager	Closed	July 24	Completed. Process for succession planning contained within this report.
3	2022/23	All Committees	A skills audit of the committee is carried out so that any shortfalls can be addressed.	Operations Manager	Closed	July 24	Skills audit report presented to the EIJB on 20 th August and training plan agreed..
4	2022/23	C&CGC	Clarity on where the committee sits within the EIJB structure should be obtained.	Operations Manager	Closed	March 24	
5	2022/23	C&CGC & SPG	Consistency in quality of reporting should be explored.	Operations Manager / Service Director – Operations	Closed	December 2023	

Ref	Assurance Cycle	Committee	Actions to be implemented	Action Owner	Status	Delivery Date	Update
6	2022/23	C&CG & A&A & P&DC	Increase in membership	Operations Manager	Closed	October 2023	The EIJB agreed not to increase the memberships of committees and look at ways to ensure quorum and that Committee meetings go ahead.
7	2022/23	P&DC	More detailed performance information to support appropriate scrutiny	Executive Lead	Closed	Mar 24	The performance information to P&DC has been enhanced and will continue to be developed further.
8	2022/23	P&DC	Further training /induction session on Partnership services	Executive Lead	Open	July 24 (initial date March 24)	P&DC have agreed to reduce committee meetings from 8 – 6 with two deep dives which will focus on Partnership services.