

Midlothian Integration Joint Board



Thursday 22nd August, 14:00-16:00

Midlothian Integration Joint Board (IJB) Audit and Risk Committee and Strategic Planning Group Terms of Reference Update

Item number: 5.5

Executive summary

This report presents for the Board's consideration the reviewed Terms of Reference for both the Midlothian IJB Strategic Planning Group (SPG) and the Audit and Risk Committee (ARC).

The IJB has two committees. These are:

- **Strategic Planning Group**
This is a statutory requirement under the Public Bodies (Joint Working) Act 2014.
- **Audit and Risk Committee**
This is the IJB's committee of governance.

In April 2024, the Chief Finance Officer and the Integration Manager reviewed the Terms of Reference (ToR) for both the Midlothian IJB Strategic Planning Group (SPG) and the Audit and Risk Committee (ARC) in line with the [Public Bodies \(Joint Working\) \(Scotland\) Act, 2014](#) and the revised [Strategic Plans Statutory Guidance](#). As both documents were several years old, this was undertaken to ensure the Terms of Reference for both committees were operating in line with current guidance as part of a best practice review.

The Terms of Reference (ToR) for both these committees has been reviewed at the Audit and Risk committee on 6th June 2024 and recommended to Midlothian IJB for approval.

Members are asked to:

- Review the revised Midlothian IJB Strategic Planning Group (SPG) and Audit and Risk Committee (ARC) Terms of Reference (ToR).
 - Note the proposed changes and implications for membership and Standing Orders.
 - Consider approval of these Terms of Reference (ToRs) and instruct the Standards Officer to review the Standing Orders accordingly.
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Midlothian Integration Joint Board

Midlothian Integration Joint Board (IJB) Audit and Risk Committee and Strategic Planning Group Terms of Reference Update

1 Purpose

- 1.1 This report presents for the board's consideration the reviewed Terms of Reference for both the Midlothian IJB Audit and Risk Committee (ARC) and Strategic Planning Group (SPG).

2 Recommendations

- 2.1 As a result of this report, Members are asked to:
- Review the revised Midlothian IJB Strategic Planning Group (SPG) and Audit and Risk Committee (ARC) Terms of Reference (ToR).
 - Note the proposed changes and implications for membership and Standing Orders.
 - Consider approval of these Terms of Reference (ToRs) and instruct the Standards Officer to review the Standing Orders accordingly.

3 Background and main report

- 3.1 The IJB has two committees. These are
- **Strategic Planning Group**
This is a statutory requirement under the [Public Bodies \(Joint Working\) \(Scotland\) Act, 2014](#) that set out the legislative framework for Integration Authorities. Midlothian Integration Joint Board is the Integration Authority for Midlothian.
 - **Audit and Risk Committee**
This is the IJB's committee of governance and is set up according to best practice in the governance of public bodies.
- 3.2 Although there is statutory guidance in relation to the membership, management, and role of the Midlothian IJB Strategic Planning Group, the specific terms of reference are agreed by Midlothian IJB. As the experience of Midlothian IJB matures it is important to review how the Strategic Planning Group functions.
- 3.3 Similarly, there is a range of guidance from various bodies regarding the constitution and role of Audit and Risk committees that the IJB would wish to reflect. Therefore, the Terms of Reference (ToR) of the Audit and Risk Committee (SRC) also required review.

- 3.4 In May 2024, the Midlothian HSCP Integration Manager and the Midlothian IJB Chief Finance Officer reviewed the Terms of Reference for both the Strategic Planning Group (SPG) and the Audit and Risk Committee (ARC). Both Terms of Reference were reviewed taking a collaborative and parallel process approach with the aim of focusing on statutory requirements, simplifying content, and reducing length to allow a clear understanding of the role and purpose of both Committees.
- 3.5 It should also be noted that the membership of the Strategic Planning Group has been more clearly laid out in reference to the inclusion of voting members of the IJB, the quorum, and other representation required (see **appendix 1**).
- 3.6 Best practice is for all Terms of Reference to be reviewed and revised at regular intervals. In its capacity as the governance committee of Midlothian IJB, the Audit and Risk committee reviewed these Term of Reference on 6th June 2024 and has recommended these documents to for approval at the August Board.

4 Policy Implications

- 4.1 The Midlothian IJB standing Orders will require updating to ensure the membership requirements of the Strategic Planning Group (SPG) and the Audit and Risk Committee (ARC) are appropriately noted as committees of the board.

5 Directions

- 5.1 There are no implications for Directions as a direct result of this report.

6 Equalities Implications

- 6.1 There are no implications for people with protected characteristics as a direct result of this report.

7 Resource Implications

- 7.1 There are no implications for Best Value as a direct result of this report.

8 Risk

- 8.1 There is a risk that without a clear Terms of Reference, the Midlothian IJB Strategic Planning Group (SPG) and Audit and Risk Committee (ARC) could not appropriately identify, evaluate, and either treat, tolerate, or escalate risk to Midlothian IJB.
- 8.2 Midlothian IJBs risk are clearly set out in the Midlothian IJB risk register.

9 Involving people

- 9.1 The review of the two Committees of Midlothian IJB were completed collaboratively and reviewed by the Audit and Risk Committee.

10 Background Papers

10.1 N/A

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Appendices:

Appendix 1: Midlothian IJB Strategic Planning Group Terms of Reference_DRAFT v0.2

Appendix 2: Midlothian IJB Audit and Risk Committee Terms of Reference_DRAFT v0.1