

**WEST DUNBARTONSHIRE HEALTH AND SOCIAL PARTNERSHIP
INTEGRATION JOINT BOARD (IJB)
STANDING ORDERS
15 AUGUST 2023**

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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 regulate the procedure and business of the Integration Joint Board and all meetings of the Integration Joint Board or of a Committee or Sub-Committee of the Integration Joint Board must be conducted in accordance with these Standing Orders.
- 1.2 In these Standing Orders “the Integration Joint Board (IJB)” shall mean the West Dunbartonshire Health and Social Care Partnership Board

established in terms of the Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Order 2015, as amended by the Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Amendment Order 2015.

- 1.3 In these Standing Orders “the Chair” means the Chair of the Integration Joint Board and, in relation to the proceedings of any Committee or Sub-Committee of the Integration Joint Board, means the Chair of that Committee or Sub-Committee.
- 1.4 Any statutory provision, regulation or direction issued by the Scottish Ministers shall have precedence if it is in conflict with these Standing Orders.

2 General Powers

- 2.1 The IJB may enter into a contract with any other persons for the provision of goods and services for the purpose of undertaking the functions conferred on it by the Act, including but not limited to administrative support, accounting or legal services.

3 Membership

- 3.1 Voting membership of the Integration Joint Board shall comprise three councillors nominated by the Council and three persons nominated by the Health Board, at least two of whom must be non-executive directors.
- 3.2 Non-voting membership of the Integration Joint Board shall comprise:
 - (a) the Chief Social Work Officer of the Local Authority;
 - (b) the Chief Officer of the Integration Joint Board;
 - (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) at least one member from staff of the constituent authorities engaged in the provision of services provided under integration functions;
- (h) at least one member from third sector bodies carrying out activities related to health or social care in the area of the local authority;
- (i) at least one member from service users residing in the area of the local authority;
- (j) at least one member from persons providing unpaid care in the area of the local authority; and
- (k) such additional members as the Integration Joint Board sees fit. Any such additional member may not be a councillor or a non-executive director of the Health Board.

3.3 The members appointed under paragraphs (d) to (f) must be determined by the Health Board. This will be reviewed every three years. The members appointed under paragraphs (d) to (f) shall serve for a period of three years. At the end of a term of office, a member may be reappointed for a further term of office.

3.4 The members appointed under paragraphs (g) to (k) shall serve for a period of three years. At the end of a term of office, a member may be reappointed for a further term of office. Should the organisation represented by these members no longer function effectively during that period of tenure the voting members have the right to replace that member with a more appropriate representative.

3.5 The Elected Members nominated by the Council as members of the Integration Joint Board shall serve for a period of three years. The Council retains the discretion to replace its nominated members on the Integration Joint Board.

3.6 The persons nominated by the Health Board as members of the Integration Joint Board shall serve for a period of three years. The Health Board retains the discretion to replace its nominated members on the Integration Joint Board.

3.7 A member of the Integration Joint Board mentioned in Standing Order 3.2 (a) to (c) shall remain a member for as long as they hold the office in respect of which they were appointed.

3.8 At the end of a term of office, a member, whether voting or non voting, may be reappointed for a further term of office.

- 3.9 A member of the Integration Joint Board, other than those members mentioned in Standing Order 3.2 (a) to (c), may resign their membership at any time by giving notice in writing to the Integration Joint Board. If a voting member gives notice of their resignation, the Integration Joint Board must inform the constituent authority which nominated that member.
- 3.10 If a member has not attended three consecutive ordinary meetings of the Integration Joint Board, and their absence was not due to illness or other reasonable cause, the Integration Joint Board may remove the member from office by giving the member one month's notice in writing.
- 3.11 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.
- 3.12 If a member of the Integration Joint Board 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.
- 3.13 If a member who is a Councillor appointed on the nomination of the local authority ceases, for any reason, to be a Councillor during a term of office, they are to be removed from office with effect from the day that they cease to be a Councillor.
- 3.14 If a member who is a voting member appointed on the nomination of the Health Board ceases, for any reason, to be a non-executive director or member of the Health Board during a term of office, they are to be removed from office with effect from the day that they cease to be a non-executive director or member of the Health Board.
- 3.15 Without prejudice to Standing Orders 3.8 to 3.12, a constituent authority may remove a member which it nominated by giving one month's notice in writing to the member and the Integration Joint Board.
- 3.16 The Integrated Joint Board may pay reasonable travel and other expenses of Members where incurred by them in connection with their Membership of the IJB.

4 Chair and Vice-Chair

- 4.1 A Chair and a Vice-Chair are to be appointed by the constituent authorities for terms of office of two years.

- 4.2 The constituent authorities shall alternate which of them is to appoint the Chair and Vice-Chair in respect of each successive period of two years.
- 4.3 The first Chair shall be nominated by the Council and the first Vice-Chair shall be nominated by the Health Board.
- 4.4 A constituent authority may change the person appointed by that authority as a Chair or Vice-Chair during the two year term of office.
- 4.5 The local authority may appoint as Chair or Vice-Chair only a councillor nominated by it as a member of the Integration Joint Board.
- 4.6 The Health Board may appoint as Chair or Vice-Chair only a non-executive director nominated by it as a member of the Integration Joint Board.
- 4.7 At each meeting of the Integration Joint Board the Chair, if present, shall preside. If the Chair is absent from any meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent, a voting member shall be appointed as Chair by the other voting members present for that meeting.
- 4.8 Powers, Authority and Duties of the Chair (or Vice-Chair if the Chair is absent). The Chair 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 of the Integration Joint Board 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.
- 4.9 The decision of the Chair on all matters within his/her jurisdiction shall be final.

- 4.10 The Chair may allow any voting Member to participate and vote in a Meeting although not actually present at the location where the Meeting is being held by way of the West Dunbartonshire Councils agreed technology. The Chair's consent shall not be unreasonably withheld.

5 Meetings

- 5.1 The first meeting of the Integration Joint Board shall be convened at a time and place determined by the Chair. Thereafter, the Integration Joint Board shall meet at such place and such frequency as may be agreed by the Integration Joint Board.
- 5.2 The Chair may convene a special meeting if it appears to him/her that there is an item of urgent business to be considered. Such meetings will be held at a time, date and place determined by the Chair. If the office of Chair is vacant or if the Chair is unable to act for any reason, the Vice-Chair may call such a meeting.
- 5.3 The Chair may cancel or reschedule any meeting because of a lack of business or in exceptional circumstances. This will be notified as soon as practicable by e-mail to Members and on the HSCP website.
- 5.4 A request for a meeting of the Integration Joint Board to be called may be made in the form of a requisition specifying the business proposed to be transacted at the meeting and signed by at least two thirds of the voting members, presented to the Chair.
- 5.5 If such a request is made and the Chair refuses to call a meeting, or does not call a meeting within seven days after the making of the request, the members who signed the requisition may call a meeting. The business which may be transacted at such a meeting shall be limited to the business specified in the requisition.
- 5.6 A member who is unable to be present for a meeting of the Integration Joint Board or a Committee or Sub-Committee for the Integration Joint Board, at the venue identified in the notice calling the meeting shall be able to take part remotely in any way which allows their participation.

6 Notice of Meetings

- 6.1 Before each meeting of the Integration Joint Board, or a Committee or a SubCommittee of the Integration Joint Board, a notice of the meeting specifying the date, time, place and business to be transacted at it signed by the Chair, or a member authorised by the Chair to sign on the Chair's behalf, shall be sent electronically to every member or sent or delivered to the usual place of residence of every member so as to be available to them at least five clear days before the meeting.

- 6.2 Members may opt, by way of a written request addressed to the Chief Officer, to have notice of meetings sent or delivered to an alternative address. Such a request will be complied with until it is rescinded in writing.
- 6.3 A failure to serve notice of a meeting on a member shall not affect the validity of anything done at that meeting.
- 6.4 In the case of a meeting of the Integration Joint Board called by members, the notice shall be signed by the members who requisitioned the meeting.
- 6.5 At all Ordinary or Special Meetings of the Integration Joint Board no business other than that on the agenda shall be considered except where by reason of special circumstances, which shall be specified in the Minutes, the Chair is of the opinion that the item should be considered at the meeting as a matter of urgency. The item must be provided in writing to the Committee Officer unless due to the nature of the item the Chair determines otherwise.

7 Quorum

- 7.1 No business shall be transacted at a meeting of the Integration Joint Board unless at least one half of the voting members are present and at least one voting representative of each of the parties to the Partnership is present.
- 7.2 If after ten minutes from the scheduled time of commencement of any meeting of the Integration Joint Board, or if during any meeting of the Integration Joint Board, there is no quorum, the meeting shall not take place or shall be terminated, as the case may be.

8 Codes of Conduct and Conflicts of Interest

- 8.1 Members of the Integration Joint Board shall comply with the Model Code of Conduct for Members of Devolved Public Bodies and the Guidance relating to that Code of Conduct, both of which are deemed to be incorporated into these Standing Orders. All members who are not already bound by its terms shall be obliged, before taking up membership, to agree in writing to be bound by the terms of the Model Code of Conduct for Members of Devolved Public Bodies.
- 8.2 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.

- 8.3 Where an interest is disclosed under sub-paragraph (1), 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.
- 8.4 The Standards Officer shall keep and maintain a register, which shall be open to public examination, in which all Members shall record their interests, gifts and hospitality offered by virtue of their Membership of the IJB. The Standards Officer shall be the Officer so designated by the Standards Commission, following a nomination by the IJB.

9 Adjournment of Meetings

- 9.1 If it is necessary or expedient to do so, a meeting of the Integration Joint Board, or of a Committee or a Sub-Committee of the Integration Joint Board, may be adjourned to another date, time or place. A motion to adjourn 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 date, time and place specified in the motion.

10 Disclosure of Information

- 10.1 No member or officer shall disclose to any person any information which falls into the following categories:
- 10.2 Confidential information within the meaning of Section 50A(2) of the Local Government (Scotland) Act 1973.
- 10.3 Any document or part of any document marked “not for publication by virtue of [the appropriate paragraph] of Part 1 of Schedule 7A to 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.
- 10.4 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.
- 10.5 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 would be to the disadvantage of the Integration Joint Board.

11 Recording of Proceedings

- 11.1 Meetings of the IJB will be recorded and published on the HSCP website. Otherwise, no person or body shall be permitted, without the prior written approval of the Integration Joint Board, to audio record, photograph, video, film or use any other form of electronic, digital or computerised sound or visual recording system during any Meeting.
- 11.2 All Members attending the Meeting must be notified and agree to the recording in accordance with above Standing Order:

12 Press and Public

- 12.1 The IJB seeks to encourage and welcome public participation at its Meetings. The following arrangements are designed to enhance and regulate public participation at Meetings.
- 12.2 Every Meeting of the IJB and its Committees (including Sub-Committees) will be open to the public, except in the special circumstances set out below. The Chief Officer shall be responsible for giving public notice of the date, time and place of each meeting of the Integration Joint Board not less than five days before the date of each meeting.
- 12.3 The public must be excluded from a Meeting when an item of business is being considered if it is likely, because of the business itself or what might be said at the Meeting, that confidential information would be given to members of the public.
- 12.4 The IJB, its Committees (including Sub-Committees) may decide, by passing a resolution at the beginning of any Meeting, to exclude the public when it is considering an item of business if it is likely, because of the business itself or what might be said at the Meeting, that exempt information would be given to members of the public. The resolution to exclude the public will make clear the proceedings or which part of the proceedings of the Meeting it applies to and state the description of the exempt information.
- 12.5 Information as to the proceedings at any meeting from which the public are excluded shall not be given to representatives of the press or to any other person unless such information is provided by the Chair or by a person authorised by the Chair in a press statement, or in the publicly available minute for that item.
- 12.6 Every meeting of the Integration Joint Board, its Committees (including Sub-Committees) shall be open to the public but these provisions shall be without prejudice to paragraph 12.4 and 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 or public whose presence or conduct is impeding the work or proceedings of the Integration Joint Board. If a member of the public interrupts any Meeting, the Chair may warn the person. If they continue the interruption the Chair may order that they immediately leave the Meeting.

13 Petitions and Requests to Speak for items not on the Meeting Agenda

- 13.1 Members of the public may submit a Petition or a Request to Speak for items not on a Meeting Agenda the IJB in terms of the following provisions.
- 13.2 Each Petition or such Request to Speak shall be received by the Chief Officer not later than noon, fourteen calendar days before the relevant Meeting and state clearly:
 - a. The subject-matter of the Petition or the Request to Speak; and
 - b. The action, if any, that is proposed that the IJB take; and
 - c. Whether in the case of a Petition, the party to the Petition is also making a Request to Speak at the Meeting.
- 13.3 If, in the opinion of the Chair, having taken into account any advice offered by the Chief Officer of the Integration Joint Board, the subject matter of the Petition and/or the Request to Speak is:
 - a. In the case of the IJB, competent and relevant, in terms of its remit or is a matter in which the IJB has a general interest; or
 - b. In the case of an IJB Committee (or sub-committee) is competent and relevant, in terms of its remit. It shall be put before the Meeting.
- 13.4 It is at the discretion of the Chair, having taken into account any advice offered by the Chief Officer of the Integration Joint Board, to decide whether to put before the Meeting a Petition or Request to Speak which is received late.
- 13.5 If agreed by the IJB, its Committee or sub-committee at the Meeting, the Petition and/or the Request to Speak shall be put before the Meeting for consideration.
- 13.6 The IJB will first determine whether to allow the Request to Speak. If allowed, there will be permitted a period of up to five minutes (per Request to Speak) to present to the Meeting, or such other period as the Chair may determine. No more than two speakers to any one Request to Speak shall be permitted to address the Meeting.

13.7 The Chair will allow an appropriate period whereby any Member may ask a question relevant to the subject. Only when all requests to speak on the particular matter in question have concluded will Members discuss the matter.

14 Alteration, Deletion and Rescission of Decisions of the Integration Joint Board

14.1 Except insofar as required by reason of legality, no motion to alter, delete or rescind a decision of the Integration Joint Board will be competent within six months from the date of that decision, unless a decision is made prior to consideration of the matter to suspend this Standing Order in terms of Standing Order 15.

15 Suspension, Deletion or Amendment of Standing Orders

15.1 Any one or more of the Standing Orders 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 Orders to be suspended.

16 Motions, Amendment and Debate

16.1 Where a formal motion is put to a meeting of the Integration Joint Board, the following procedure will apply:

- (a) A motion or amendment which has been seconded may only be withdrawn or altered in substance by the mover and only if the seconder agrees.
- (b) No motion or amendment shall be spoken upon, except by the mover, until it has been seconded.
- (c) When there is more than one amendment to the motion, then, unless the Chair decides otherwise in order to avoid inconsistency in voting, the last amendment shall be put against the amendment immediately preceding. The amendment which is carried shall be put against the next preceding amendment. This process will continue until there is only one amendment remaining. A vote will then be taken between the motion and the remaining amendment, and whichever is carried will be the decision of the Meeting.
- (d) The Chair will put all motions or amendments to the meeting only after an open debate has taken place.

- (e) A motion to adjourn any debate on any question or for the closure of a debate shall be moved and seconded and put to the meeting without discussion. Unless otherwise specified in the motion, an adjournment of any debate shall be to the next meeting.

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 Council and the three members nominated by the Health Board 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 Chair shall not have a second or casting vote.
- 17.4 Where there is an equality of votes, the status quo shall prevail. Standing Order 14 shall not preclude reconsideration of any such item within a six month period.
- 17.5 If the voting members do not agree on a means of resolving a dispute at a meeting of the Integration Joint Board, the formal dispute resolution mechanism specified in the Integration Scheme may be used.

18 Proxies

- 18.1 If a voting member is unable to attend a meeting of the Integration Joint Board, the constituent authority which nominated the member is to use its best endeavours to arrange for a suitably experienced proxy, who is either a councillor or, as the case may be, a member of the Health Board, to attend the meeting in place of the voting member.
- 18.2 If a member who is not a voting member is unable to attend a meeting of the Integration Joint Board, that member may arrange for a suitably experienced proxy to attend the meeting.
- 18.3 A proxy attending a meeting of the Integration Joint Board in place of a voting member may vote on decisions put to that meeting.
- 18.4 If the Chair or Vice-Chair is unable to attend a meeting of the Integration Joint Board, any proxy attending the meeting in place of the Chair or Vice-Chair may not preside over that meeting.

19 Temporary Vacancies in Voting Membership

19.1 Where there is a temporary vacancy in the voting membership of the Integration Joint Board, the vote which would be exercisable by a member appointed to fill that vacancy may be exercised jointly by the other members nominated by the constituent authority which has the vacancy.

19.2 Where the Chair is to be appointed by a constituent authority but where due to two temporary vacancies the number of members nominated by that constituent authority is one, or a constituent authority has been unable to nominate any members, the Chair must be temporarily appointed by the other constituent authority.

20 Effect of Vacancy in Membership

20.1 A vacancy in the membership of the Integration Joint Board shall not invalidate anything done or any decision made by the Integration Joint Board.

21 Minutes

21.1 The names of the members and others present at a meeting shall be recorded in the minutes of the meeting.

21.2 The minutes of the proceedings of a meeting, including any decision or resolution made at that meeting, and their associated Directions, shall be drawn up and submitted to the next ensuing meeting for agreement. The Minute will be considered, corrected if need be, and where they are held to be a correct record of the Meeting 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.

21.3 No discussion or amendment will be competent on a Minute submitted at any Meeting for approval other than any amendment or discussion to the effect that they are not a correct record. Any amendment will include the words of the alteration which is proposed to the Minute. An objection to the correctness of a Minute will be dealt with by way of an amendment to a motion to approve the Minute.

22 Committees and Working Groups

22.1 The Integration Joint Board may establish committees and sub-committees of its members for the purpose of carrying out such of its functions as the Integration Joint Board may determine.

22.2 When the Integration Joint Board establishes a committee or sub-committee, it must determine the membership, Chair, remit, powers and quorum of that committee or sub-committee.

22.3 A committee or sub-committee established by the Integration Joint Board must include voting members and must include an equal number of voting members appointed by the Council and the Health Board.

22.4 Any decision of a committee or a sub-committee must be made by a majority of the votes of the voting members of that committee or sub-committee.

22.5 The Integration Joint Board may establish working groups but any working group shall have a limited time span determined by the Integration Joint Board.

22.6 The Integration Joint Board must determine the membership, Chair, remit and any powers and quorum of any working group which it establishes.

23 Equalities

23.1 In line with the IJBs legal duty under section 149 of the Equality Act 2010 the IJB, in making decisions, shall have due regard to the need to:

- (i) eliminate discrimination, harassment and victimisation;
- (ii) advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and
- (iii) foster good relations between those who share a protected characteristic and persons who do not share it.