Appendix 1



ANGUS HEALTH AND SOCIAL CARE

ANGUS INTEGRATION JOINT BOARD

STANDING ORDERS

1 September 2026

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, as far as applicable, be the rules and regulations for the proceedings of Committees and Sub-Committees and therefore reference to the term 'Board' in the said Standing Orders should be interpreted accordingly. The term 'Chairperson' shall also be deemed to include the Chairperson of any Committee or Sub-Committee but only in relation to such Committees or Sub-Committees.

1.2 In these Standing Orders "the Angus Integration Joint Board" shall mean the Angus Integration Joint Board established in terms of The Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Order 2015.

1.3 Any statutory provision, regulation or direction issued by the Scottish Ministers shall have precedence if they are in conflict with these Standing Orders.

2. Membership

2.1 Voting membership of the Angus Integration Joint Board shall comprise three persons nominated by the NHS Board, three persons appointed by the Council, a Service User Representative, an Unpaid Carer Representative and a Third Sector Representative. Where the NHS Board is unable to fill its places with Non-Executive Directors it can then nominate other appropriate people, who must be members of the NHS Board to fill their spaces, but at least two must be Non-Executive Members.

2.2 For the avoidance of doubt, all voting members of the Angus Integration Joint Board shall hold equal voting rights and responsibilities in accordance with the Public Bodies (Joint Working) (Scotland) Act 2014 and associated legislation.

2.3 Non-voting membership of the Angus Integration Joint Board shall comprise:

(a) the Chief Officer of the Angus Integration Joint Board;

(b) the Chief Social Work Officer of Angus Council;

(c) the proper officer of the Angus Integration Joint Board appointed under Section 95 of the Local Government (Scotland) Act 1973 (known as the Chief Finance Officer);

(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) one member in respect of staff of each of the constituent authorities engaged in the provision of services provided under integration functions;

(h) The Clinical Director of the Angus Integration Joint Board;

(i) one member in respect of independent providers of social care; and

(j) such additional members as the Integration Joint Board sees fit. Such a member may not be a councillor or a Non-Executive Director of the Health Board.

The members appointed under paragraphs (d) to (f) must be determined by the Health Board.

2.4 A Member of the Integration Joint Board in terms of 2.3 (a) to (c) and (h) will remain a Member for as long as they hold the office in respect of which they are appointed. Otherwise, the term of office of Members of the Angus Integration Joint Board shall be for three years.

2.5 Where a Member resigns or otherwise ceases to hold office, the person appointed in their place shall be appointed for the unexpired term of the Member they replace.

2.6 On expiry of a Member's term of appointment the Member shall be eligible for re-appointment provided that they remain eligible and are not otherwise disqualified from appointment in terms of Article 8 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

2.7 A voting Member appointed under paragraph 2.1 ceases to be a Member of the Angus Integration Joint Board if they cease to be either a Councillor or a Non- Executive Director of the NHS Board or an appropriate person in terms of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 as amended.

2.8 A Member of the Angus Integration Joint Board, other than those Members referred to in paragraph 2.3 (a) to (c) and (h), may resign their membership at any time during their term of office by giving notice to the Angus Integration Joint Board in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified. If this is a voting Member from a constituent authority, the Angus Integration Joint Board must inform the constituent authority that made the nomination.

2.9 If a Member has not attended three consecutive Ordinary Meetings of the Angus Integration Joint Board and their absence was not due to illness or some other reasonable cause as determined by the Angus Integration Joint Board, the Angus Integration Joint Board may, by giving one month's notice in writing to that Member, remove that person from office.

2.10 If a Member acts in a way which brings the Angus Integration Joint Board into disrepute or in a way which is inconsistent with the proper performance of the functions of the Angus Integration Joint Board, the Angus Integration Joint Board may remove the Member from office with effect from such date as the Angus Integration Joint Board may specify in writing.

2.11 If a Member 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.

2.12 A constituent authority may remove a Member which it nominated by providing one month's notice in writing to the Member and the Angus Integration Joint Board.

2.13 The acts, meetings or proceedings of the Angus Integration Joint Board shall not be invalidated by any defect in the appointment of any Member.

2.14 Proxy Members for voting Members of the Angus Integration Joint Board may be appointed by the constituent authority which nominated the Member, as appropriate. The appointment of such Proxy Members will be subject to the same rules and procedures for Members. Proxy Members shall receive papers for Meetings of the Integration Joint Board but shall be entitled to participate or vote at a Meeting only in the absence of the principal Member they represent. If the Chairperson or Vice Chairperson is unable to attend a meeting of the Angus Integration Joint Board, any Proxy Member attending the meeting may not preside over that meeting.

3. Chairperson and Vice Chairperson

3.1 The Chairperson and Vice Chairperson will be drawn from the NHS Board and Angus Council Voting Members of the Angus Integration Joint Board. If a Council Member is to serve as Chairperson then the Vice Chairperson will be a Member nominated by the NHS Board and vice versa.

3.2 The appointment to Chairperson and Vice Chairperson is time limited to a period not exceeding two years and carried out on a rotational basis between Angus Council and NHS Board appointed Chairpersons. Angus Council or the NHS Board may change their Appointee as Chairperson or Vice Chairperson during an appointing period.

3.3 The Vice-Chairperson may act in all respects as the Chairperson of the Angus Integration Joint Board if the Chair is absent or otherwise unable to perform their duties.

3.4 At every meeting of the Angus Integration Joint Board the Chairperson, if present, shall preside. If the Chairperson is absent from any meeting the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent, a Chairperson shall be appointed from within the voting Members from the NHS Board and Angus Council present for that meeting. Any Proxy Member attending the meeting in terms of 2.14 may not preside over that meeting.

3.5 Powers, authority and duties of Chairperson and Vice-Chairperson.

The Chairperson 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 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 their discretion, order the exclusion of any Member of the public who is deemed to have caused disorder or misbehaved;

(g) The decision of the Chairperson on all matters within their jurisdiction shall be final;

(h) Deference shall at all times be paid to the authority of the Chairperson. When they speak, the Chairperson shall be heard without interruption; and

(i) Members shall address the Chairperson while speaking.

4. Meetings

4.1 The Angus Integration Joint Board shall meet at such place and at least six times in each financial year as agreed by the Integration Joint Board.

4.2 The Chairperson may convene Special Meetings if there are items of urgent business to be considered or, if required, by at least two thirds of Voting Members. If it is called by two thirds of Voting Members, this is called a 'Requisition Meeting'. Such Meetings will be held at a time, date and venue as determined by the Chairperson. If the Office of Chairperson is vacant, or if the Chairperson is unable to act for any reason the Vice-Chairperson may at any time call such a meeting.

4.3 If the Chairperson refuses to call a meeting of the Angus Integration Joint Board after a requisition for that purpose specifying the business proposed to be transacted, signed by at least two thirds of the Voting Members, has been presented to the Chairperson or if, without so refusing, the Chairperson does not call a meeting within seven days after such requisition has been presented, those Members who presented the requisition may forthwith call a Meeting provided no business shall be transacted at the Meeting other than specified in the requisition.

4.4 Adequate provision will be made to allow for Members to attend a meeting of the Angus Integration Joint Board or a Committee of the Angus Integration Joint Board either by being present together with other Members in a specified place, or in any other way which enables Members to participate despite not being present with other Members in a specified place.

4.5 The Chair can cancel, advance or postpone an Ordinary Meeting or a Special Meeting called by them if, in their opinion, there is a good reason for doing so.

4.6 If it is necessary or expedient to do so, a meeting of the Angus Integration Joint Board, or the Angus Integration Joint Board Audit Committee, may be adjourned to another date, time or place.

5. Remote Attendance at Meetings Arrangements

5.1 A Meeting may be conducted remotely, however, only on the direction of the Chair, whom failing, the Vice Chair of that Meeting.

5.2 Remote Members will be counted for the purposes of determining whether there is a quorum.

5.3 A Remote Voting Member will cast their vote as if participating in a roll call vote.

5.4 Where a Remote Voting Member loses connection to the Meeting before casting their vote, the Remote Voting Member may phone in to cast their vote and shall be entitled to record a vote if they enter the meeting before the result of the vote is announced. A period of 10 minutes will be afforded to a member to re-establish a connection. Where a Remote Voting Member experiences a technological failure during a formal vote, the Chair may temporarily suspend the vote for a reasonable period to allow the Member to reconnect. Where reconnection is not possible within that period, the vote shall proceed provided the meeting remains quorate.

5.5 Any Remote Member who has declared an interest in an item and indicated that they will not take part in that item, must exit the communication link for the duration of consideration of the item. They will be re-invited back into the Meeting (whether by email or otherwise) and resume their participation following completion of consideration of that item.

5.6 Any Remote Member must ensure that they are in a secure private location, and before they can participate in the consideration of any Confidential Item and/or Exempt Item they must ensure that no-one else is able to hear the proceedings from the device being used by that Remote Member.

5.7 When considering a Confidential or an Exempt Item, Remote Members should ensure where practical that their cameras are turned on.

5.8 Other than the live webcasting or recording of the Angus Integration Joint Board and Audit Committee any video or sound recordings or broadcasting of meetings by any other means, or the taking of any photographs, will be at the Chair's discretion.

5.9 Proceedings of meetings of the Board, Committees or Sub-Committees held in the Council Chamber which are open to the public in terms of Section 50A of the Local Government (Scotland) Act 1973, will be livestreamed and recorded for broadcast.

6. Notice of Meeting

6.1 Before every meeting of the Angus Integration Joint Board, or Committee of the Angus Integration Joint Board, a notice of the meeting, specifying the time, place and business to be transacted, shall be delivered to every Member or sent by post to the usual place of residence of such Members or delivered by electronic means so as to be available to them at least five working days before the meeting. Members may opt in writing addressed to the Chief Officer to have notice of meetings delivered to an alternative address. Such notice will remain valid until rescinded in writing. Lack of service of the notice on any Member shall not affect the validity of anything done at a meeting.

6.2 In the case of a meeting of the Angus Integration Joint Board called by Members in default of the Chairperson, the notice shall be signed by those Members who requisitioned the meeting.

6.3 At all Ordinary or Special Meetings of the Angus Integration Joint Board, no business other than that on the agenda shall be discussed or adopted except whereby reason of special circumstances, which shall be specified in the minutes, the Chairperson is of the opinion that the item should be considered at the meeting as a matter of urgency.

7. Quorum

7.1 No business shall be transacted at a meeting of the Angus Integration Joint Board unless there are present and entitled to vote Council, NHS Board Members, Unpaid Carer, Service User and Third Sector Representatives and at least one half of the Voting Members of the Angus Integration Joint Board are present.

7.2 If within ten minutes after the time appointed for the commencement of a meeting of the Angus Integration Joint Board a quorum is not present, the meeting will be abandoned, and the Committee Officer shall record that no business was considered because there was no quorum.

8. Code of Conduct and Conflicts of Interest

8.1 Members of the Integration Joint Board shall subscribe to and comply with the Standards in Public Life - Model Code of Conduct for Members of Devolved Public Bodies (2021) ("Model Code") which is deemed to be incorporated into these Standing

Orders. All Members who are not already bound by the terms of the Model Code shall be obliged before taking up membership, to agree in writing to be bound by the terms of the Model.

8.2 If any Member has a financial or non-financial interest as defined in the Code of Conduct and is present at any meeting at which the matter is to be considered, he/she must as soon as practical, after the meeting starts, disclose that he/she has an interest and the nature of that interest.

8.3 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.

8.4 Where an interest is disclosed under Standing Order 8.2, the member declaring 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.

9. Adjournment of Meetings

9.1 A meeting of the Angus Integration Joint Board may be adjourned to another date, time or place by a motion, which 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 day, 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:-

- Confidential information within the meaning of Section 50A(2) of the Local Government (Scotland) Act 1973.

- The full or any part of any document marked “not for publication by virtue of the appropriate paragraph of Part 1 of Schedule 7A of 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.

- Any information regarding proceedings of the Angus Integration Joint Board from which the public have been excluded unless or until disclosure has been authorised by the Angus Integration Joint Board or the information has been made available to the press or to the public under the terms of the relevant legislation.

10.2 Without prejudice to the foregoing no Member shall use or disclose to any person any confidential and/or exempt information coming to their knowledge by virtue of their office as a Member where such disclosure would be to the advantage of the Member or of anyone known to them or which would be to the disadvantage of the Angus Integration Joint Board.

11. Admission of Public and Press

11.1 Subject to Standing Order 11.2 in relation to items certified as exempt, meetings of the Angus Integration Joint Board shall be open to the public. The Director of Legal and Democratic Services shall be responsible for giving public notice of the time and place of each meeting of the Angus Integration Joint Board not less than five clear days (not including Bank Holidays) before the date of each meeting.

11.2 The Angus Integration Joint Board may, by resolution at any meeting, exclude the press and public during consideration of an item of business where it is likely in view of the nature of the business to be transacted or of the nature of the proceedings that if members of the press and public were present there would be a disclosure to them of exempt information as defined in Schedule 7(A) of the Local Government (Scotland) Act 1973 Act or it is likely that confidential information would be disclosed in breach of an obligation of confidence.

11.3 Every meeting of the Angus Integration Joint Board shall be open to the public but these provisions shall be without prejudice to the Angus Integration Joint Board's powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. The Angus Integration Joint Board may exclude or remove from a meeting a member or members of the press and/or public whose presence or conduct is impeding the work or proceedings of the Angus Integration Joint Board.

12. Deputation Request for Items on the Meeting Agenda

12.1 A Deputation Request at a Meeting may be made by a member of the public in terms of the following provisions:-

(i) The Deputation Request must relate to a report on the agenda and shall be in writing and received by the Chief Officer at democraticservices@angus.gov.uk no later than 48 hours in advance of the meeting at which the deputation wish to be received. (This does not include the dates of any adjournments to the Meeting).

(ii) The application must state the subject on which the Deputation Request is to be received by referring directly to an item on the Agenda and the action (if any) which it is proposed that the Angus Integrated Joint Board should take.

(iii) If in the opinion of the Chair the subject matter of the Deputation Request is competent and relevant to the Agenda, then the Deputation Request shall be put before the Angus Integrated Joint Board to determine if it will be heard at the meeting.

12.2 The Angus Integrated Joint Board will decide whether to agree to hear the Deputation Request. If the Deputation Request is agreed, the total number of persons forming part of the Deputation shall consist of not more than ten persons.

12.3 No more than two people forming part of the same Deputation Request shall be permitted to address the Meeting and they may speak in total for no more than 10 minutes.

12.4 Any Member may put any relevant question to the two speaker(s) but no questions can be asked of officers at this point. Members shall not express any opinion on the subject matter until the speaker(s) have completed their address to the Meeting. No debate or discussion on the matter shall take place until the relevant item falls to be considered in terms of the order of business.

12.5 No Deputation Request from a party will be considered on an Exempt Item or a Confidential Item, or an item relating to tenders, an item relating to staffing conditions of service, or which relate to the Angus Integrated Joint Board Audit Committee's annual budget.

12.6 No Deputation Request will be heard if a Deputation Request has been previously granted on the same matter and no change of circumstances has occurred.

13. Alteration, Deletion and Revocation of Decisions of the Angus Integration Joint Board

13.1 Without prejudice to the terms of Standing Order 15, except insofar as required by reason of illegality, no motion to alter, delete or revoke a decision of the Angus Integration Joint Board will be competent within six months from the decision, unless the Chairperson determines that a material change of circumstances has occurred to the extent that it is appropriate for the issue to be re-considered.

14. Suspension, Deletion or Amendment of Standing Orders

14.1 Subject to any statutory requirements, any one or more of the Standing Orders in the case of emergency as determined by the Chair 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 Angus Integration Joint Board present and voting shall so decide. Any motion to suspend Standing Orders shall state the number or terms of the Standing Order(s) to be suspended.

15. Motions, Amendments and Debate

15.1 At any Meeting, any voting Member of the Angus Integration Joint Board may propose a Motion which does not directly related to an item of business under consideration at the meeting. Prior notice in writing of such Motion must be given to the Chief Officer at least 14 days before the meeting. The Chair will determine competency and relevancy of the Motion.

15.2 It will be competent for any voting Member of the Angus Integration Joint Board at a meeting of the Angus Integration Joint Board to move a Motion or an Amendment directly arising out of the business before the Meeting.

15.3 All Motions and Amendments shall be submitted in writing to the Clerk to the Angus Integration Joint Board at least 48 hours before the start time of the meeting at which the item is to be considered, unless it is :-

(i) a Motion or Amendment to approve or reject the report recommendations; or

(ii) a Motion or Amendment to defer the report for further consideration.

in which case, it can be presented at the Meeting.

15.4 All Motions and Amendments will be checked for compliance with law, Standing Orders, Code of Conduct, previous decisions of the Board and financial accuracy. With reference to the 48 hour time limit shall not be inclusive of weekends or public holidays. Public holidays are those taken by Angus Council.

15.5 The Chair will determine their competency (including whether they are relevant to the motion, substantially different to it and to all other amendments).

15.6 No Member, with the exception of the mover of the motion or amendment, will speak supporting the motion or amendment until the same will have been seconded by another voting Member.

15.7 Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same question at any meeting of the Angus Integration Joint Board except:-

(a) On a question of Order;

(b) With the permission of the Chairperson; or

(c) On a point of clarification.

In all of the above cases no new matter will be introduced.

15.8 The mover of an amendment and thereafter the mover of the original motion will have the right of reply for a period of not more than 5 minutes. They will introduce no new matter and once a reply is commenced, no other Member will speak on the subject of debate. Once these movers have replied, the discussion will be held closed and the Chairperson will call for the vote to be taken.

15.9 Amendments must be relevant to the motions to which they relate and no voting Member will be at liberty to move or second more than one amendment to any motion, unless the mover of an amendment has failed to have it seconded. The mover and seconder of the motion will not move an amendment or second an amendment, unless the mover of the motion has failed to have it seconded.

15.10 It will be competent for any voting Member who has not already spoken in a debate to move the closure of such debate. On such motion being seconded, the vote will be taken, and if a majority of the voting Members present vote for the motion, the debate will be closed. However, closure is subject to the right of the mover of the motion and of the amendment(s) to reply. Thereafter, a vote will be taken immediately on the subject of the debate.

15.11 Any Member may indicate their desire to ask a question or offer information immediately after a speech by another Member and it will be the option of the Chairperson to decline or accept the question or offer of information.

15.12 When a motion is under debate, no other motion or amendment will be moved except in the following circumstances:

(a) to adjourn the debate; or

(b) to close the debate in terms of Standing Order 15.10.

15.13 A motion or amendment once moved and seconded cannot be altered or withdrawn unless with the consent of the mover and seconder.

15.14 Whether a motion or amendment is relevant shall be a matter for the Chair to determine. In determining relevancy, the Chair shall have regard to the consequences of their decision having regard to:-

(i) any inconvenience it may cause;

(ii) whether or not the alteration or withdrawal is done in good faith;

(iii) the development/delivery of the strategic commissioning plan and/or the national health and wellbeing outcomes and any other factors which the Chair reasonably considers to be material.

15.15 A Member may request their dissent to be recorded in the Minute in respect of a decision with which they disagree.

16 Voting

16.1 Every effort shall be made by Members to ensure that as many decisions as possible are made by consensus.

16.2 The three Members nominated by the NHS Board, the three Members appointed by the Council along with Unpaid Carer, Service User and Third Sector Representatives shall be entitled to vote.

16.3 However, voting members may seek the views of the non-voting members prior to reaching a decision, failing which if no consensus can be reached the Chair and Chief Officer must work together with reference to Standing Order 16.5, thereafter with reference to Standing Order 16.6.

16.4 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 Chairperson shall not have a second or casting vote.

16.5 Where the matter remains unresolved, the Chair and the Chief Officer must work together to arrive at an acceptable position for the Integration Joint Board.

In seeking to reach consensus, the Chair may invite views and advice from non-voting members where this would assist discussion. Non-voting members shall not participate in any formal vote.

16.6 Where a consensus cannot be reached at one meeting, the matter under discussion will be carried forward to a further meeting to be convened as soon as reasonably practicable by the Chair in terms of Standing Order 4.2 above to permit further discussion/resolution. If the voting Members do not agree such a method of breaking the deadlock then no decision will be taken and the status quo shall prevail. Standing Order 13 shall not preclude reconsideration of any such item within a 6 month period.

16.7 Where consensus cannot be reached following discussion, the matter shall be determined in accordance with Standing Order 16.4. Where the Board considers that further information or engagement is required before a decision can reasonably be reached, the Chair may propose that consideration of the matter be deferred to a future meeting.

17 Minutes

17.1 The names of the Members present at a meeting shall be recorded in the minutes of the meeting.

17.2 The minutes of the proceedings of a meeting, including any decision or resolution made by that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement, after which 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.

17.3 A Motion for the approval of a minute (or any part thereof) shall be considered as an original Motion and proposal involving alteration or rejection of such Minute shall be dealt with as an Amendment. Any such 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. A Motion to challenge the accuracy of a Minute shall not be competent unless intimated in writing to the Chief Officer prior to the Meeting at which the Minute is being submitted for approval.

17.4 Only members who were present at the Meeting to which a Minute relates may vote on the correctness of the Minute.

18 Committees, Sub-Committees and Working Groups

18.1 The Angus Integration Joint Board may establish any Committee, Sub Committee or Working Group as may be required from time to time but, with the exception of the Strategic Planning Group and the Angus Integration Joint Board Audit Committee, each Committee, Sub Committee or Working Group shall have a limited time span as may be determined by the Angus Integration Joint Board.

18.2 The Membership, Chairperson, remit, powers and quorum of any Committee, Sub Committee or Working Groups will be determined by the Angus Integration Joint Board.

18.3 The Angus Integration Joint Board has established an Audit Committee. The Audit Committee's membership, chairperson, remit, powers and quorum are set out in Appendix 1 to these Standing Orders.

18.4 The Angus Integration Joint Boards Standing Orders, as approved, shall apply to all Committees, Sub Committees and Working Groups unless stated otherwise.

The Angus Integration Joint Board shall establish and maintain a Strategic Planning Group in accordance with Section 32 of the Public Bodies (Joint Working) (Scotland) Act 2014. The Strategic Planning Group shall operate in accordance with the Standing Orders approved by the Integration Joint Board and shall act as the Board's principal statutory advisory group for strategic planning, strategic commissioning and stakeholder engagement.

19 Reports to the Angus Integration Joint Board

19.1 The Integration Joint Board shall only consider reports through the office of the Chief Officer of the Angus Integration Joint Board. The following officers shall have the right to submit reports to the Angus Integration Joint Board which must be considered by the Angus Integration Joint Board:-

I. The Chief Officer of the Integration Joint Board
II. The Chief Finance Officer of the Integration Joint Board
III. The Chief Social Work Officer of Angus Council
IV. The Clinical Director of NHS Tayside
V. The Nurse Director of NHS Tayside

20 Review of Standing Orders

20.1 The operation of these Standing Orders will be monitored regularly. Any required amendments brought about by practice, legislation or policy will be presented to the Angus Integration Joint Board for approval. In addition, these Standing Orders will be reviewed as deemed necessary, and at least every 3 years.

APPENDIX 1 – ANGUS INTEGRATION JOINT BOARD AUDIT, RISK AND PERFORMANCE COMMITTEE CONSTITUTIONAL ARRANGEMENTS

ANGUS INTEGRATION JOINT BOARD (IJB) AUDIT, RISK AND PERFORMANCE COMMITTEE

CONSTITUTIONAL ARRANGEMENTS (Last Updated 29 April 2026)(Report IJB 19/26, as part of IJB Constitutional Arrangements)

1. Membership

1.1 The Angus Integration Joint Board Audit, Risk and Performance Committee shall comprise of 7 members of the Angus Integration Joint Board all of whom will be entitled to vote at the Angus Integration Joint Board Audit, Risk and Performance Committee. The 7 members shall include:-

(i) at least two voting members of the Angus Integration Joint Board (one each from the voting membership of Angus Council and NHS Tayside) (excluding the Chair and Vice Chair of the Angus Integration Joint Board who cannot be members of the Angus Integration Joint Board Audit, Risk and Performance Committee); and

(ii) at least three non voting members of the Integration Joint Board (excluding the Chief Officer, Chief Financial Officer and other members of the Integration Joint Board who are members of the IJB by virtue solely of their roles within Angus IJB).

1.2 The Angus Integration Joint Board Chief Officer and Chief Finance Officer will be expected to attend all meetings of the Angus Integration Joint Board Audit, Risk and Performance Committee.

1.3 The membership of the Angus Integration Joint Board Audit, Risk and Performance Committee shall be reviewed, re-selected and re-approved by the Integration Joint Board on a three yearly basis[1].

1.4 The Angus Integration Joint Board Audit, Risk and Performance Committee should meet at least four times per year unless circumstances require additional meetings.

1.5 On an annual basis there shall be one private, unminuted meeting of the members of the Angus Integration Joint Board Audit, Risk and Performance Committee with the Angus Integration Joint Board Internal and External Auditors.

1.6 On an annual basis, the Angus Integration Joint Board Audit, Risk and Performance Committee shall appoint a Chair and Vice Chair of the Angus Integration Joint Board Audit, Risk and Performance Committee (who need not be a voting member of the Angus Integration Joint Board Integration Joint Board). The role of the Chair of the Angus Integration Joint Board Audit, Risk and Performance Committee can be held for a maximum of three years by any one member.

1.7 Members of the Angus Integration Joint Board Audit, Risk and Performance Committee will require to attend one development event a year in respect of their role as Angus Integration Joint Board Audit Committee members.

1.8 Members of the Angus Integration Joint Board Audit, Risk and Performance Committee shall subscribe to and comply with the Standards in Public Life - Model

Code of Conduct for Members of Devolved Public Bodies (2021) ("Model Code") which is deemed to be incorporated herein.

1.9. Where an interest is disclosed, 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, using the tests contained within the Model Code.

2. Remit

2.1 The remit of the Angus Integration Joint Board Audit, Risk and Performance Committee shall be:-

i. to agree the Internal Angus Integration Joint Board Audit Plan for the Angus Integration Joint Board (without further reference to the Angus Integration Joint Board) and to monitor that plan thereafter;

ii. to consider the terms of any external or internal Inspections, assessments or audits of the Angus Integration Joint Board with a view to making recommendations to the Angus Integration Joint Board in respect thereof (excepting there from external or internal inspections, assessments or audits in respect of clinical and/or care governance);

iii. to fulfil an oversight function on behalf of the Angus Integration Joint Board regarding Risk Management activity through receipt of relevant reports;

iv. to scrutinise and approve the annual accounts and Governance Statements;

v. to assume responsibility for overview of progress with the implementation of Directions, escalating key delivery issues to the Angus Integration Joint Board;

vi. to assume responsibility for reviewing and revising the Angus Integration Joint Board's Financial Regulations and Reserves Policy;

vii. to oversee the development, implementation and ongoing effectiveness of the Integration Joint Board's Board Assurance Framework, providing assurance that principal strategic risks are appropriately identified, managed and reported;

viii. to provide oversight of the Board's strategic risk management arrangements, including regular review of the Strategic Risk Register and the effectiveness of risk mitigation and assurance processes;

ix. to monitor the effectiveness of the Integration Joint Board's systems of internal control, governance and assurance, seeking assurance that appropriate controls are in place to support the delivery of statutory duties, strategic objectives and organisational priorities;

x. to review the effectiveness of the Angus Integration Joint Board's governance arrangements, including compliance with statutory and regulatory requirements and recognised principles of good governance; and

xi. to receive assurance regarding progress in implementing recommendations arising from internal audit, external audit, inspection activity and other

independent reviews, ensuring that agreed actions are appropriately monitored and completed.

2.2 The Angus Integration Joint Board Audit Committee will be required to provide an annual report of its activities and business to the Angus Integration Joint Board and the Chair of the Angus Integration Joint Board Audit, Risk and Performance Committee will be required to provide regular Chair's Assurance Reports to the Angus Integration Joint Board.

3. Quorum

3.1 No business shall be transacted at a meeting of the Angus Integration Joint Board Audit, Risk and Performance Committee unless there are present at least three Members of the Angus Integration Joint Board Audit, Risk and Performance Committee.

3.2 If within ten minutes after the time appointed for the commencement of a meeting of the Angus Integration Joint Board Audit, Risk and Performance Committee, a quorum is not present, the meeting will be abandoned, and the Committee Officer shall record that no business was considered because there was no quorum.

4. Reports to the Angus Integration Joint Board Audit, Risk and Performance Committee of the Angus Integration Joint Board

4.1 The following shall have the right to submit reports to the Angus Integration Joint Board Audit, Risk and Performance Committee of the Angus Integration Joint Board which must be considered by the Angus Integration Joint Board Audit, Risk and Performance Committee of the Integration Board:-

- The Chief Officer of the Angus Integration Joint Board
- The Chief Finance Officer of the Angus Integration Joint Board
- The Integration Board's External Auditors
- The Integration Boards Internal Auditors

Notes

1. Last reviewed 17 December 2025 Report IJB 102/25

APPENDIX 2 – ANGUS INTEGRATION JOINT BOARD STRATEGIC PLANNING GROUP STANDING ORDERS

ANGUS INTEGRATION JOINT BOARD (IJB) STRATEGIC PLANNING GROUP

STANDING ORDERS (Last updated 1 September 2026)

The Angus Integration Joint Board ("the IJB") establishes a Strategic Planning Group ("the SPG") in accordance with Section 32 of the Public Bodies (Joint Working) (Scotland) Act 2014.

The Strategic Planning Group is a statutory advisory group to the Angus Integration Joint Board and has no delegated decision-making powers.

The Strategic Planning Group supports the Integration Joint Board in fulfilling its statutory responsibilities for strategic planning, strategic commissioning and engagement with stakeholders.

1. Membership

a. Membership shall reflect the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014 together with local strategic partners.

- Chief Officer (not Chair)
- Chief Social Work Officer
- Chief Finance Officer
- Clinical Director
- Public Health Representative
- At least one Angus Council Representative
- At least one NHS Tayside Representative
- Primary Care Representative
- Acute Services Representative
- Allied Health Professions Representative
- Nursing Representative
- Independent Sector Representative
- Third Sector Representative
- Housing Representative
- Staff Partnership
- Trade Union Representative
- Service User Representative
- Unpaid Carer Representative

1.2 The Angus Integration Joint Board Chief Officer or Chief Finance Officer will be expected to attend all meetings of the Angus Integration Joint Board Strategic Planning Group.

1.3 The membership of the Angus Integration Joint Board Strategic Planning Group shall be reviewed, re-selected and re-approved by the Integration Joint Board on a three yearly basis.

1.4 The Angus Integration Joint Board Strategic Planning Group should meet at least four times per year unless circumstances require additional meetings.

1.5 On an annual basis, the Angus Integration Joint Board Strategic Planning Group

shall appoint a Chair and Vice Chair of the Angus Integration Joint Board Strategic Planning Group. The role of the Chair of the Strategic Planning Group can be held for a maximum of three years by any one member.

1.5.1 The Chair should normally be a member of the Strategic Planning Group who is not a staff member of Angus HSCP and who is able to provide independent and impartial leadership.

1.5.2 The Vice Chair shall be appointed from amongst the membership of the Strategic Planning Group and should, where practicable, represent a different sector or partner organisation from the Chair.

1.5.3 The Chair shall:

- provide independent leadership to the Strategic Planning Group;
- ensure meetings are conducted in an open, inclusive and collaborative manner;
- encourage meaningful participation from all members;
- facilitate constructive challenge and consensus;
- ensure recommendations reflect the views of the Group before being presented to the Integration Joint Board.

1.5.4 In the absence of the Chair, the Vice Chair shall preside.

1.6 Members of the Angus Integration Joint Board Strategic Planning Group will require to attend one development event a year in respect of their role as Angus Integration Joint Board Audit Committee members.

1.7 Members of the Angus Integration Joint Board Strategic Planning Group shall subscribe to and comply with the Standards in Public Life - Model Code of Conduct for Members of Devolved Public Bodies (2021) ("Model Code") which is deemed to be incorporated herein.

1.8. Where an interest is disclosed, 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, using the tests contained within the Model Code.

2. Remit

2.1 The purpose of the Strategic Planning Group is to provide strategic advice and constructive challenge to the Angus Integration Joint Board regarding:

- development of the Strategic Commissioning Plan
- implementation of the Strategic Commissioning Plan
- review of strategic priorities
- population health needs
- strategic commissioning intentions
- service transformation
- engagement with stakeholders
- future models of care.

2.1.1 The Strategic Planning Group will promote collaborative planning across health, social care, housing and wider partners to improve population health and wellbeing.

2.2 The Strategic Planning Group shall:

a) support development and review of the Strategic Commissioning Plan;
b) consider strategic needs assessments and population health intelligence;
c) advise the Integration Joint Board on commissioning priorities;
d) consider emerging national policy and legislative changes;
e) support co-production with people with lived experience;
f) promote partnership working across statutory, third sector, independent sector and community partners;
g) provide advice regarding prevention, early intervention and reducing inequalities;
h) oversee strategic engagement activity;
i) identify emerging strategic risks affecting delivery of the Strategic Commissioning Plan;
j) advise on priorities for future service redesign and transformation;
k) monitor progress against strategic priorities and intended outcomes; and
l) make recommendations to the Integration Joint Board where appropriate.

2.3 The Strategic Planning Group is advisory to the Angus Integration Joint Board.

2.3.1 The Strategic Planning Group shall not exercise any delegated powers of the Angus Integration Joint Board.

2.3.2 Decisions remain the responsibility of the Angus Integration Joint Board.

2.3.3 Advice provided by the Strategic Planning Group shall inform reports presented to the Angus Integration Joint Board.

2.3.4 The Strategic Planning Group reports directly to the Angus Integration Joint Board The Group shall:

- submit minutes of each meeting;
- escalate strategic risks; and
- provide an annual assurance report summarising activity, advice and key recommendations.

3. Quorum

3.1 The quorum shall comprise:

- Chair or Vice Chair;
- one NHS representative;
- one Angus Council representative;
- one representative from either the Third Sector, Independent Sector or Housing; and
- one representative of service users or unpaid carers.

3.2 Should a meeting not be quorate, discussion may proceed but recommendations shall require ratification at the next quorate meeting.

4. Reports to the Angus Integration Joint Board Strategic Planning Group of the Angus Integration Joint Board

4.1 Reports may be submitted to the Strategic Planning Group by, or through, the

Chief Officer in support of the Group's advisory role and statutory strategic planning responsibilities.

4.2 The following may submit reports for consideration by the Strategic Planning Group:

- The Chief Officer of Angus Integration Joint Board.
- The Chief Finance Officer of Angus Integration Joint Board.
- The Chief Social Work Officer of Angus Council.
- The Clinical Director.
- The Nurse Director or nominated professional lead.
- Directors and Heads of Service of Angus Health and Social Care Partnership.
- Representatives of NHS Tayside, Angus Council or partner organisations where the report relates to the Strategic Planning Group's remit.
- The Chair of the Strategic Planning Group, in consultation with the Chief Officer.

4.3 Reports may also be submitted by, or on behalf of, statutory partners, the Third Sector, Independent Sector, Primary Care, Housing, Public Health or other partner organisations where they contribute to the Strategic Planning Group's statutory responsibilities for strategic planning, commissioning or stakeholder engagement. Such reports should normally be submitted through the Chief Officer to ensure appropriate governance, quality assurance and agenda management.

4.4 The Chair, in consultation with the Chief Officer, shall determine the agenda for each meeting, taking account of statutory responsibilities, strategic priorities and matters referred by the Integration Joint Board.

4.5 The Strategic Planning Group may request reports or presentations on any matter within its remit from officers of Angus Health and Social Care Partnership or partner organisations where this would assist the Group in fulfilling its statutory advisory role.