
Report To:	Inverclyde Integration Joint Board	Date:	26 September 2022
Report By:	Kate Rocks, Chief Officer Inverclyde Health & Social Care Partnership	Report No:	VP/LP/78/22
Contact Officer:	Vicky Pollock	Contact No:	01475 712180
Subject:	Review of IJB Report Format		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the IJB of the adoption of an updated IJB report template.

2.0 SUMMARY

- 2.1 The current pro forma, standardised IJB report template has been in use by the IJB, with minor revisions, since 2015. Its purpose is to ensure a consistent “house style” and is to be used on all occasions for reports to the IJB and IJB Audit Committee. This approach to IJB reporting aids decision making and ensures consistency in content and presentation of detail in report preparation. The reports which are submitted to the IJB and the IJB Audit Committee for consideration form the foundation of the IJB’s decision making process.
- 2.2 The implications section of the standard report style, in particular, requires to be updated to reflect a number of significant legislative developments. The updated report is set out in the revised report template attached at appendix 1.
- 2.3 It is anticipated that the revised report format will be used by officers and presented to the IJB from its next meeting in November 2022.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Inverclyde Integration Joint Board:
- notes the revised IJB report template set out at Appendix 1 of this report; and
 - notes that the revised template will be used from the next meeting of the IJB in November 2022.

4.0 BACKGROUND

- 4.1 The guiding principle in writing IJB reports is that a clear explanation should be given of the background to the proposal with full details of its implications, including details of any responses to the consultations which are carried out.
- 4.2 The current pro forma, standardised IJB report template has been in use by the IJB, with minor revisions, since 2015. Its purpose is to ensure a consistent “house style” and is to be used on all occasions for reports to the IJB and IJB Audit Committee. This coordinated approach to IJB reporting aids decision making and ensures consistency in content and the presentation of detail in report preparation. Additionally, it is a clear external indication of a professional and coordinated approach in IJB reporting by all services.

5.0 REVISED IJB REPORT FORMAT

- 5.1 As stated above, the existing template was introduced in 2015 and has been reviewed and updated regularly to take into account any learning from its use and any significant legislative developments. The existing template is well understood and used by officers and IJB members, however, there is a recognition that it requires to be revised in order to ensure that information is presented in as accessible and concise a way as possible. Further, it is good practice to continually review the information the IJB uses to make decisions in order to ensure that decision making is as rigorous and robust as possible.
- 5.2 It is recognised that good quality reports are essential for good governance, providing IJB members with the right information to enable them to make good decisions, ensuring the public can understand what business the IJB is considering and increased openness and transparency of decision making.
- 5.3 The essential components of an IJB report are considered to include a clear purpose, officer recommendations, material considerations and the implications of making the decision, including any impacts of not making a decision.
- 5.4 The revised template report is attached at Appendix 1 for noting.
- 5.5 The main changes are:
 - a. An “at a glance” table has been inserted at paragraph 5.1 to show the risks and implications applicable to any recommendation;
 - b. The Implications section has been amended to include:
 - Incorporation of risk management considerations under a new Legal/Risk section;
 - Strategic implications – there is now a requirement to identify the strategic plan targets and objectives the report addresses;
 - There is further focus on Equality assessments (the equality and national wellbeing outcomes remain);
 - Children and Young People – there is specific reference to considering whether a Children’s Rights and Wellbeing Assessment is required in terms of the subject matter being considered;
 - Environmental and Sustainability – there is now a requirement, where relevant and applicable, to consider environmental/climate change impacts and strategic environmental assessments.
- 5.6 It is recognised that the implications section has been expanded, with the justification for that being that there is a duty under various pieces of legislation to assess the impact of IJB policies and practices and to underline the importance of having due regard to its duties before and at the time a policy or practice is being considered.
- 5.7 The Finance, Legal/Risk, Human Resources and Strategic Priority implications must be provided in all reports. Further details and assessments in terms of paragraphs 5.6 to 5.11 of the template report will be provided only where relevant. It should be noted that not all reports will require all

assessments set out at paragraphs 5.6 to 5.11 of the template report to be undertaken. It is not a requirement where recommendations are factual e.g. procedural, performance or scrutiny reports. The Directions section at paragraph 6 must also be provided in all reports.

- 5.8 It continues to be the responsibility of individual services to draft and consult upon their reports, to ensure that reports include all relevant information which is clearly expressed to enable informed decision-making by IJB Members and to submit the reports in the corporate format to the Committee Section of Legal and Democratic Services within the appropriate IJB meeting timescales. It is the responsibility of individual services to ensure that the reports are correct and typographically accurate. Any advice on the use of the corporate format or any questions arising can be sought from or directed to the Committee Section.

6.0 GUIDANCE AND TRAINING

- 6.1 Guidance and training on the new report format has been provided to relevant officers in order to ensure consistency in adoption of the new template and that officers are being supported to confidently use this.
- 6.2 More detailed guidance on report writing has also been made available to officers. The introduction of the new template is an opportunity to remind report writers to use appropriate writing styles – i.e. ensuring reports are drafted clearly, concisely, using plain English and avoiding jargon and abbreviations.
- 6.3 The revised IJB report template will be used by officers and presented to the IJB and IJB Audit Committee from their next meetings in November 2022. Use of the new template and feedback from officers and IJB members will be monitored over the first year of the revised template's use, and any minor adjustments and refinements will be made as necessary.

7.0 IMPLICATIONS

Finance

- 7.1 The costs of implementing the revised IJB report template are minimal and will be contained within existing budgets.

Financial Implications:

One Off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

Legal

- 7.2 Implementation of the revised IJB report template assists the IJB to comply with various statutory obligations.

Human Resources

- 7.3 There are no human resource implications arising from this report.

Equalities

7.4 There are no equality issues within this report.

7.4.1 Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
X	NO – This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

7.4.2 How does this report address our Equality Outcomes

There are no Equalities Outcomes implications within this report.

Equalities Outcome	Implications
People, including individuals from the above protected characteristic groups, can access HSCP services.	None
Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.	None
People with protected characteristics feel safe within their communities.	None
People with protected characteristics feel included in the planning and developing of services.	None
HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do.	None
Opportunities to support Learning Disability service users experiencing gender based violence are maximised.	None
Positive attitudes towards the resettled refugee community in Inverclyde are promoted.	None

Clinical or Care Governance

7.5 There are no clinical or care governance issues within this report.

National Wellbeing Outcomes

7.6 How does this report support delivery of the National Wellbeing Outcomes
There are no National Wellbeing Outcomes implications within this report.

National Wellbeing Outcome	Implications
People are able to look after and improve their own health and wellbeing and live in good health for longer.	None
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	None
People who use health and social care services have positive experiences of those services, and have their dignity respected.	None
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	None
Health and social care services contribute to reducing health inequalities.	None

People who provide unpaid care are supported to look after their own health and wellbeing, including reducing any negative impact of their caring role on their own health and wellbeing.	None
People using health and social care services are safe from harm.	None
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.	None
Resources are used effectively in the provision of health and social care services.	None

8.0 DIRECTIONS

8.1	Direction Required to Council, Health Board or Both	Direction to:	
		1. No Direction Required	X
		2. Inverclyde Council	
		3. NHS Greater Glasgow & Clyde (GG&C)	
		4. Inverclyde Council and NHS GG&C	

9.0 CONSULTATIONS

9.1 The Chief Officer has been consulted in the preparation of this report.

10.0 BACKGROUND PAPERS

10.1 N/A



AGENDA ITEM NO:

Report To:

Date:

Report By:

Report No:

Contact Officer:

Contact No:

Subject:

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2

2.0 RECOMMENDATIONS

2.1

**Kate Rocks
Chief Officer
Inverclyde Health and Social Care Partnership**

3.0 BACKGROUND AND CONTEXT

3.1

4.0 PROPOSALS

4.1

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial			
Legal/Risk			
Human Resources			
Strategic Plan Priorities			
Equalities			
Clinical or Care Governance			
National Wellbeing Outcomes			
Children & Young People's Rights & Wellbeing			
Environmental & Sustainability			
Data Protection			

5.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments

5.3 Legal/Risk

5.4 Human Resources

5.5 Strategic Plan Priorities

5.6 Equalities

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required. Provide any other relevant reasons why an EqIA is not necessary/screening statement.

(b) Equality Outcomes

How does this report address our Equality Outcomes?

Equalities Outcome	Implications
People, including individuals from the above protected characteristic groups, can access HSCP services.	
Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.	
People with protected characteristics feel safe within their communities.	
People with protected characteristics feel included in the planning and developing of services.	
HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do.	
Opportunities to support Learning Disability service users experiencing gender based violence are maximised.	
Positive attitudes towards the resettled refugee community in Inverclyde are promoted.	

5.7 Clinical or Care Governance

5.8 National Wellbeing Outcomes

How does this report support delivery of the National Wellbeing Outcomes?

National Wellbeing Outcome	Implications
People are able to look after and improve their own health and wellbeing and live in good health for longer.	

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	
People who use health and social care services have positive experiences of those services, and have their dignity respected.	
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	
Health and social care services contribute to reducing health inequalities.	
People who provide unpaid care are supported to look after their own health and wellbeing, including reducing any negative impact of their caring role on their own health and wellbeing.	
People using health and social care services are safe from harm.	
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.	
Resources are used effectively in the provision of health and social care services.	

5.9 Children and Young People

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

<input type="checkbox"/>	YES – Assessed as relevant and a CRWIA is required.
<input type="checkbox"/>	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights.

5.10 Environmental/Sustainability

Summarise any environmental / climate change impacts which relate to this report.

Has a Strategic Environmental Assessment been carried out?

<input type="checkbox"/>	YES – assessed as relevant and a Strategic Environmental Assessment is required.
<input type="checkbox"/>	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

5.11 Data Protection

Has a Data Protection Impact Assessment been carried out?

<input type="checkbox"/>	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
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NO – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

6.0 DIRECTIONS

6.1	Direction Required to Council, Health Board or Both	Direction to:	
		1. No Direction Required	
		2. Inverclyde Council	
		3. NHS Greater Glasgow & Clyde (GG&C)	
		4. Inverclyde Council and NHS GG&C	

7.0 CONSULTATION

7.1

8.0 BACKGROUND PAPERS

8.1