

**Scottish Borders Health & Social Care
Integration Joint Board**



Meeting Date: 21 September 2022

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APPOINTMENT OF SELECTION COMMITTEE - EXTERNAL MEMBER OF IJB AUDIT COMMITTEE	
Purpose of Report:	To seek approval to the appointment of a Selection Committee for the purpose of interviewing, selecting and appointing a person for the position of External Member of the IJB Audit Committee.
Recommendations:	The Health & Social Care Integration Joint Board is asked to: <ul style="list-style-type: none"> a) Appoint a Selection Committee, comprising the Chair of the IJB Audit Committee and two of its Members, excluding the IJB Chair, for the purpose of interviewing, selecting and appointing a person as External Member of the IJB Audit Committee; and b) Note that the same recruitment advertising process will be utilised as that used by Scottish Borders Council for the External Members of its Audit and Scrutiny Committee.
Personnel:	The proposals in this report set out the arrangements for the interview, selection and appointment to the position of External Member of IJB Audit Committee to ensure compliance with CIPFA Audit Committees best practice guidance.
Carers:	There is no direct impact on carers arising from the contents of this report.
Equalities:	The Selection Committee when interviewing and considering their selection and appointment to the position of External Member Audit Committee will comply with appropriate legislation to ensure equality, diversity and socio-economic factors are accommodated.
Financial:	There are no direct financial implications arising from the contents of this report. The appointment to the External Member of the IJB Audit Committee is on a voluntary basis, though any related expenses will be reimbursed.
Legal:	The Scottish Borders Health and Social Care Integration Joint Board, established as a separate legal entity as required by the Public Bodies (Joint Working) (Scotland) Act 2014, is responsible for the strategic planning and commissioning of a wide range of integrated health and social care services across the Scottish Borders, based on resources which have been delegated to it by the partners, Scottish Borders Council and NHS Borders.

Risk Implications:	<p>As stated in the paragraphs below, having an External Member on the IJB Audit Committee brings independent and objective views and expertise and enhances the robustness and independence of the IJB Audit Committee's role in the oversight and scrutiny of the IJB's internal controls, risk management and governance arrangements. This mitigates the risks associated with not following the CIPFA Audit Committees best practice guidance.</p> <p>There is a risk that there will be no suitable candidates in the current recruitment process and the Selection Committee will be unable to make an appointment. This risk is partially mitigated in that the publication of the advert for the External Member Audit Committee roles will be distributed widely within the Scottish Borders community and across the IJB's partner organisations through their networks for engagement.</p>
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1 BACKGROUND

- 1.1 Within the CIPFA Audit Committees (2018) guidance, which is deemed relevant for integration authorities, CIPFA endorses the approach of mandating the inclusion of a lay or independent member and recommends that those authorities, for whom it is not a requirement, actively explore the appointment of an independent member to the committee.
- 1.2 In 2018 the IJB decided that the membership of its Audit Committee should include somebody who was completely independent of the IJB to provide it with specialist knowledge that adds value to the Audit Committee and to improve its independence and objectivity in line with best practice. Since then the IJB has had one external member on its Audit Committee.
- 1.3 During the most recent self-assessment in 2020/21, using the CIPFA Audit Committees guidance as best practice, the IJB Audit Committee considered its Membership and acknowledged the added value provided by the External Member. The output was the IJB Audit Committee Annual Report 2020/21, which was presented to IJB on 28 July 2021.
- 1.4 The IJB is looking to appoint an External Member to its Audit Committee, following the resignation of the previous role holder, to enhance its performance in the review and scrutiny of the IJB's corporate governance arrangements, risk management systems and associated internal control environment, in line with best practice.
- 1.5 The CIPFA Audit Committees best practice guidance includes the following in respect of recruitment of independent members to audit committees:
 - Independent members appointed to the committee should be recruited in an open and transparent way.
 - The job description of the independent member should be drawn up and agreed before commencing recruitment. The requirement for relevant knowledge or expertise should be clearly determined.
 - Vacancies should be publicly advertised.

- Appropriate enquiries will need to be made as part of the recruitment process to ensure that any applicants satisfy the requirements.
- Independent members' appointments should be for a fixed term and be formally approved by the authority's board.
- The primary considerations when considering audit committee membership should be maximising the committee's knowledge base and skills, being able to demonstrate objectivity and independence, and having a membership that will work together.

2 PROPOSAL

- 2.1 A Person Specification and an Advert for the External Member Audit Committee have been prepared using the Knowledge and Skills Framework in the CIPFA Audit Committees guidance to ensure there is clarity on the required skills, knowledge, experience and personal qualities for the role.
- 2.2 A formal recruitment process will commence soon with the publication of the Person Specification and Advert for External Member Audit Committee to be distributed widely within the Scottish Borders community and across the IJB's partner organisations through their networks for engagement. The appointments will be for a fixed period to 31 October 2025.
- 2.3 The proposal is that a Selection Committee be appointed for the purpose of interviewing, selecting and appointing a person as External Member of the IJB Audit Committee.
- 2.4 It is proposed that the Selection Committee has the following membership:
 - Chair of the IJB Audit Committee
 - Two other members of the IJB Audit Committee, excluding IJB Chair
- 2.5 The Selection Committee will consult with and be advised by the IJB Chief Internal Auditor (Scottish Borders Council's Chief Officer Audit & Risk) during the recruitment, selection and appointment process.
- 2.6 It is proposed in the spirit of partnership working to utilise the same recruitment advertising process for the vacant role of External Member of IJB Audit Committee as that used by Scottish Borders Council for the External Members of its Audit and Scrutiny Committee.