



# MORAY INTEGRATION JOINT BOARD

## DIRECTIONS POLICY

<u>Date Created</u>	<u>Date Implemented</u>	<u>Next Review Date</u>
<u>January 2022</u>	<u>April 2022</u>	<u>March 2024</u>

<u>Developed By</u> <u>Chief Financial Officer</u>	<u>Reviewed By</u> <u>Chief Officer</u>	<u>Approved By</u> <u>Moray IJB</u>
	<u>February 2022</u>	<u>March 2022</u>

Version	Review date	Approved by MIJB	Summary of Changes
1.1	January 2022	March 2022	Initial Document
1.2			

**Contents**

1. INTRODUCTION ..... 3

2. DIRECTIONS ..... 3

3. IMPLEMENTATION and MONITORING ..... 4

4. REVIEW ..... 4

**Appendix A Directions Process Map**

**Appendix B Directions Template**

## 1. INTRODUCTION

The Public Bodies (Joint Working) (Scotland) Act 2014 places a duty on Integration Authorities to develop a Strategic Plan. Each Integration Authority must produce a strategic commissioning plan that sets out how they will plan and deliver services for their area over the medium and long term using integrated budgets under their control. A mechanism is required to action the strategic commissioning plan. This mechanism takes the form of binding Directions from the Integration Authority to the Health Board, Local Authority or both. Directions are also a means by which a record is maintained of which body decided what and with what advice, which body is responsible for what in financial or decision making terms. A Direction must be given in respect of every function that has been delegated to the IJB. It must set out how the integrated function is to be exercised and identify the associated budget. The current statutory guidance can be found [here](#).

This procedure sets out the process for formulating, approving, issuing and reviewing directions for the Moray Integration Joint Board (MIJB) to NHS Grampian and Moray Council. A process map is attached at **Appendix A** of this document, outlining the drivers and actions required to be undertaken.

## 2. DIRECTIONS

Directions are the mechanism by which the MIJB delivers its Strategic Plan. When a Direction is presented to the MIJB, the report author must ensure that the content of the Direction includes details of the function to which it is the subject of, budget information which has been delegated to deliver it, the impact on workforce, any legal or risk implications, impact on MIJB outcomes, priorities or policy, and details of consultation where appropriate through the completion of an Equalities Impact Assessment. The final page of this policy (**Appendix B**) provides a standard format for outlining the requirements for each direction to be issued; all sections of this must be completed.

Following approval at the MIJB, a Direction will then be issued by the Chief Officer to the Chief Executive of NHS Grampian, the Chief Executive of Moray Council, or both. This will take the form of an email, together with the MIJB report and the Direction template. Directions should be issued as soon as practically possible following MIJB approval and within 7 days in any case. Each Direction will have a unique identifier and once issued will be entered onto the MIJB Register of Directions.

### **3. IMPLEMENTATION and MONITORING**

NHS Grampian and Moray Council are responsible for complying with and implementing all Directions issued by the MIJB. As the issuing of Directions is a legally binding process any concerns/issues with this should be brought to the attention of the MIJB Chief Officer. In the event of non-compliance on an issued Direction, paragraph 18 of the Integration Scheme will be referred to in respect of the Dispute Resolution Mechanism.

A Direction will remain in place until it is varied, revoked or superseded by a later direction in respect of the same functions.

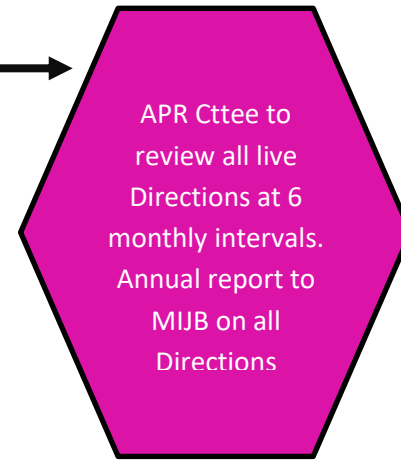
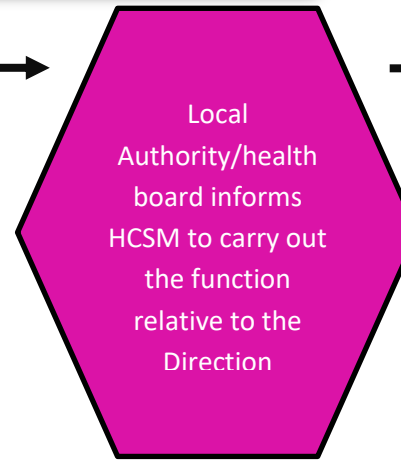
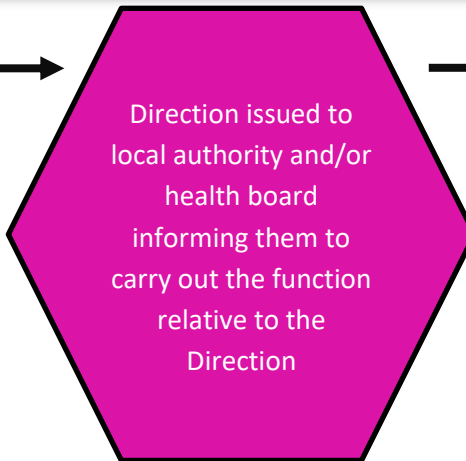
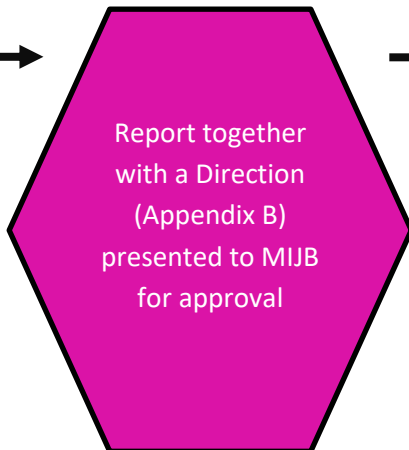
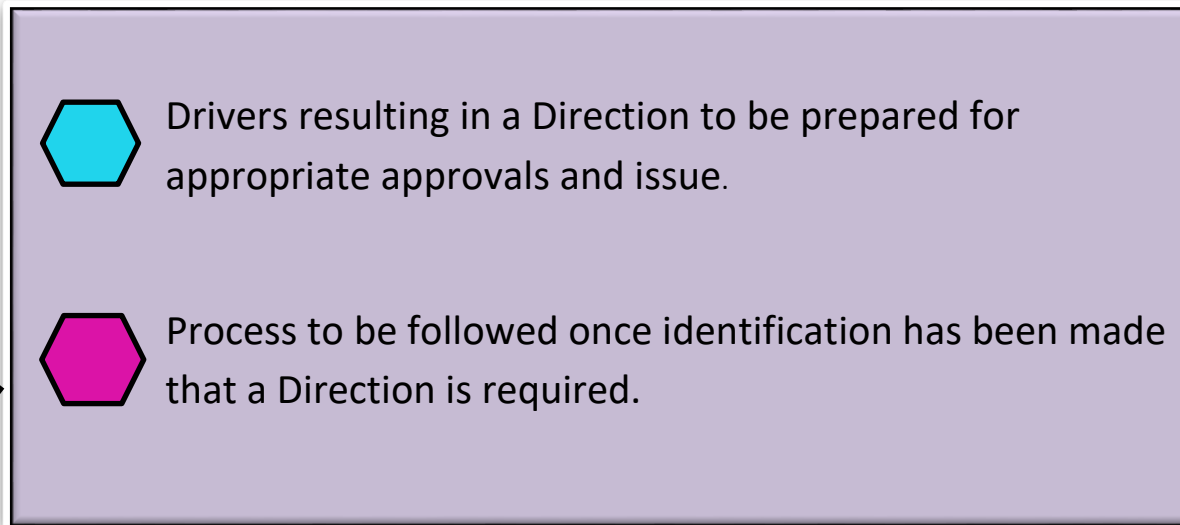
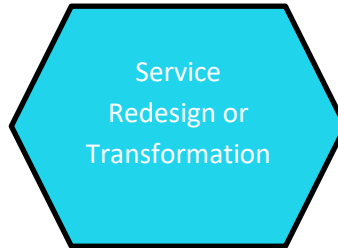
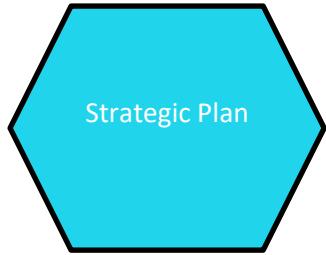
The Audit, Performance and Risk (APR) Committee will review all live Directions on a six monthly basis for assurance of delivery and compliance through an update report. Any resulting concerns should be escalated to the MIJB at the first available opportunity.

An annual summary report will be provided to the MIJB on all current Directions.

### **4. REVIEW**

This policy will be reviewed every two years by the MIJB, or earlier should the Scottish Government release further guidance that would impact on the policy.

**APPENDIX A**



## APPENDIX B



### MORAY INTEGRATION JOINT BOARD DIRECTION

Issued under Sections 26-28 of the Public Bodies (Joint Working)  
(Scotland) Act 2014

1.	Title of Direction and Reference Number	<i>To be provided by Corporate Manager/Support Manager</i>
2.	Date Direction issued by the Moray Integration Joint Board	<i>MIJB meeting date</i>
3.	Effective date of the Direction	<i>Confirmed by the MIJB</i>
4.	Direction to:	NHS Grampian / Moray Council or both
5.	Does the Direction supersede/update a previous Direction? If yes, include the reference number(s) of previous Direction	
6.	Functions covered by Direction	List all e.g. Learning Disabilities, Mental Health, Occupational Therapy etc
7.	Direction Narrative	Outline what you are asking NHS Grampian or Moray Council to deliver
8.	Budget Allocation by MIJB to deliver on the Direction	<i>Financial information must be provided and will the resource be allocated to NHSG, Moray Council or both to carry out the Direction. Where the direction relates to multiple functions the financial allocation for each function needs to be specified. The Direction should also outline any savings to be made.</i>
9.	Desired Outcomes	<i>Detail what the Direction is intended to achieve, include detail of which of the National Health and Wellbeing Outcomes these link to, the strategic aims of the Strategic Plan</i>

10.	Performance monitoring arrangements and review	<i>Directions will be reviewed by the Audit Performance &amp; Risk Committee on a six monthly basis for assurance. Any concerns should be escalated at the first available opportunity to the MIJB. An annual report of all current Directions will be presented to the MIJB</i>
-----	--	--