



REPORT TO: HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD –
10 DECEMBER 2025

REPORT ON: SCHEME OF DELEGATION - 2025/26

REPORT BY: CHIEF FINANCE OFFICER

REPORT NO: DIJB81-2025

1.0 PURPOSE OF REPORT

The purpose of this report is to present the revised Scheme of Delegation for officers from the Integration Joint Board for consideration and requests that this is adopted as a key element of the Integration Joint Board's governance arrangements.

2.0 RECOMMENDATIONS

It is recommended that the Integration Joint Board (IJB):

- 2.1 Notes and adopts the updated Scheme of Delegation for officers which is detailed in Appendix 1.

3.0 FINANCIAL IMPLICATIONS

None.

4.0 MAIN TEXT

- 4.1 The legislation requires the IJB to direct the Council and Health Board to deliver services pursuant to the delegated functions in a manner consistent with the Strategic Plan. The IJB transfers financial allocations to the Council and Health Board to permit the discharge of these directions. The IJB also places the Chief Officer at the disposal of the Chief Executives of the Council and Health Board to operationally manage these services and the employees engaged in their delivery. It is this element which forms the basis of the delegation to Officers.
- 4.2 The Scheme of Delegation was approved by the IJB at its meeting of the 23th April 2019 on submission of report DIJB16-2019 (Article V of the minute of the meeting refers). It was noted that Dundee City Council were reviewed their Scheme of Delegation in 2020 so all wording regarding Chief Social Work Officer has now been reflected in updated Scheme of Delegation which is attached as Appendix 1
- 4.3 The Scheme of Delegation is now subject to annual review. Following this review, we note that no updated is needed from previous version

5.0 POLICY IMPLICATIONS

None.

6.0 RISK ASSESSMENT

Risk 1 Description	Failure to have adequate Scheme of Delegation will undermine the IJB's governance arrangements
Risk Category	Governance risk
Inherent Risk Level	Likelihood 3 x Impact 4 = Risk Scoring 12 (which is a High Risk Level)
Mitigating Actions (including timescales and resources)	Regular update of Scheme of Delegation to reflect the current organisational structure.
Residual Risk Level	Likelihood 2 x Impact 3 = Risk Scoring 6 (which is a Moderate Risk Level)
Planned Risk Level	Likelihood 1 x Impact 2 = Risk Scoring 2 (which is a Low Risk Level)
Assessment of Risk Level	The mitigating actions set out above will ensure the Scheme of Delegation remains relevant and appropriate and therefore the risk to poor governance is low.

7.0 CONSULTATIONS

The Chief Officer and the Clerk were consulted in the preparation of this report.

8.0 DIRECTIONS

The Integration Joint Board requires a mechanism to action its strategic commissioning plans and this is provided for in sections 26 to 28 of the Public Bodies (Joint Working)(Scotland) Act 2014. This mechanism takes the form of binding directions from the Integration Joint Board to one or both of Dundee City Council and NHS Tayside.

Direction Required to Dundee City Council, NHS Tayside or Both	Direction to:	
	1. No Direction Required	X
	2. Dundee City Council	
	3. NHS Tayside	
	4. Dundee City Council and NHS Tayside	

9.0 BACKGROUND PAPERS

None.

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ACTING CHIEF FINANCE OFFICER

DATE: 22 May 2024



Dundee Integration Joint Board

Scheme of Delegation

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1 INTRODUCTION AND INTERPRETATION

1.1 Introduction

The previously revised Scheme of Delegation was approved by Dundee City Integration Joint Board (hereinafter referred to as the "IJB") on 23rd April 2019. The scheme clarifies the remit and responsibilities of the Chief Officer and the Chief Finance Officer in respect of the operational management and deliverability of the integrated services as set out in the Integration Scheme for Dundee, which was approved by Scottish Ministers in October 2022

This scheme of delegation sets out the powers conferred on the Integration Authority (the Dundee City Integration Joint Board) by the Public Bodies (Joint Working) (Scotland) Act 2014 ("the Act") and what is delegated to the IJB from the Partners and clarifies the remit and responsibilities of the Chief Officer and the Chief Finance Officer in respect of the operational management and deliverability of the integrated services as set out in the Scheme of delegation.

1.2 Interpretation and Definitions

The Interpretation Act 1978 shall apply to the interpretation of the Scheme as it would apply to the interpretation of an Act of Parliament. In this Scheme the following words shall have the meanings assigned to them, that is to say:

"the Act" means the Public Bodies (Joint Working) (Scotland) Act 2014;

"the Board" means Dundee City Integration Joint Board;

"Chief Officer" means the Chief Officer of the Integration Joint Board;

"Chief Finance Officer" means the chief financial officer of the Board appointed by the Board in terms of section 95 of the 1973 Act.

"Clerk" means the Head of Democratic and Legal Services of Dundee City Council

"Integration Scheme" means the Dundee Integration Scheme 2022 made between the Partners under the 2014 Act and approved by Scottish Ministers;

1.3 Alteration of Scheme

1.3.1 The Board shall be entitled to amend, vary or revoke the Scheme from time to time.

1.3.2 The Clerk shall have the power to alter the Scheme to correct any textual or minor errors, or to make any consequential amendments required as a result of a decision of the Board.

2 CORE PRINCIPLES

2.1 Dundee City Council and NHS Tayside (hereinafter referred to as "the Partners") delegated various functions to the IJB on 10th October 2022 under the Dundee City Integration Scheme. The Partners retain overall statutory responsibility for their respective functions delegated to the IJB, as the IJB are responsible for the strategic planning and resources provision for the functions set out in the Scheme.

2.2 The matters reserved to the IJB or its Committees are mainly the strategic policy, the making of Directions and financial or regulatory issues requiring to be decided by the IJB, while the day to day operational matters are assigned to officers. The remit of officers of the IJB detailed in the Scheme are not exhaustive.

3 GENERAL POWERS RESERVED FOR THE IJB

3.1 Delegated powers should not be exercised by officers where any decision would represent:

- (i) a departure from Board policy or procedure;
- (ii) a departure from the Strategic Plan;
- (iii) a significant development of policy or procedure.

4 SPECIFIC POWERS RESERVED FOR THE IJB

4.1 The powers which are reserved to the IJB or its committees, sub-committees and working groups are comprised of those which must, in terms of statute, be reserved, and those which the IJB has, itself, chosen to reserve. Powers which are not reserved are delegated, in accordance with the provisions of the Integration Scheme.

4.2 The following is a list of what powers are reserved to the IJB or any of its committees, this list is not exhaustive:

- a) Any other functions or remit which is, in terms of statute or legal requirement bound to be undertaken by the IJB itself;
- b) To establish such committees, sub-committees and working groups, as may be considered appropriate to conduct business and to appoint and remove Chair and Vice Chair Persons, members of committees, sub-committees and outside bodies;
- c) The approval of the annual Budget;
- d) The approval of the Financial Strategy;
- e) The approval of the IJBs Annual Accounts;
- f) The approval or amendment of the Standing Orders regulating meetings proceedings and business of the IJB and committees, sub-committees and working groups and contracts in so far as it relates to business services, the engagement of consultants, or external advisors for specialist advice, subject to necessary approvals through the Partners Procurement Standing Orders, Schemes of Delegation and Procurement Regulations;
- g) The approval or amendment of the Scheme of Delegation detailing those functions delegated by the IJB to its officers;
- h) The decision to co-operate or combine with other Integration Joint Boards in the provision of services other than by way of collaborative agreement;
- i) The approval or amendment of the Strategic Plan and associated Financial Framework;
- j) To deal with matters reserved to the IJB by Standing Orders, Financial Regulations and other schemes approved by the IJB;
- k) To issue Directions to the Partners under sections 26 and 27 of the 2014 Act, in line with the Integration Scheme and legislative framework sitting around the Chief Executive Officers (CEO's) of the Partners, and;
- l) The approval of the Clinical and Care Governance Framework.

5 DELEGATION TO OFFICERS

5.1 Chief Officer

5.1.1 The Chief Officer will have delegated responsibility for all matters in respect of the operational management and delivery of integrated functions of the Board, as set out in the Integration Scheme, except where

- (i) specifically reserved to the Board; or
- (ii) where the Board determines that a particular power should be exercised by the Board, notwithstanding the delegation permitted by this clause.

The Chief Officer or where appropriate the Chief Finance Officer are authorised to take, or make arrangements for, any action required to implement any decision of the Board or any decision taken in the exercise of delegated powers.

5.1.2 The Chief Officer may in urgent circumstances and after consultation with the Chair and Vice Chair Persons of the Board and the Chief Finance Officer and Clerk take such measures as may be required in which case a report will be submitted to the next appropriate meeting of the Board for noting.

5.1.3 If any decision proposed under delegated powers might lead to a budget being exceeded, the Chief Officer or where appropriate the Chief Finance Officer must consult with the Chair and Vice Chair Persons of the Board before exercising the delegated power.

5.1.4 The Chief Officer whom failing the Chief Finance Officer or Clerk is authorised to execute or sign any deed or document to which the Board is a party.

5.1.5 Any deputy of the Chief Officer or where appropriate the Chief Finance Officer is authorised to exercise all powers delegated to the Chief Officer or where appropriate the Chief Finance Officer in the absence of the Chief Officer or the Chief Finance Officer.

5.2 Chief Finance Officer

5.2.1 The Chief Finance Officer has overall responsibility for Finance including Audit and Financial Management.

5.2.2 The Chief Finance Officer shall discharge their duties in accordance with the powers as delegated to them by the Partners under their respective approved Schemes of Delegation. In discharging their duties and in making any recommendation to the IJB, the Chief Finance Officer will demonstrate to the IJB that they have followed relevant Partner procedures and sought approval, where this is required.

5.2.3 The Chief Finance Officer shall:-

- a) Act as the Proper Officer responsible for the administration of the financial affairs of the IJB in terms of section 95 of the Local Government (Scotland) Act 1973;
- b) adhere to IJB and Partner Financial Regulations and relevant Codes of Practice of the Board for the control of all expenditure and income;
- c) monitor of the IJB's capital and revenue budgets during the course of each financial year and reporting thereon to the IJB;

Determine all accounting procedures and financial record keeping of the IJB, to ensure the IJB is fully compliant with the Chartered Institute of Public Finance and Accountancy (CIPFA) Statement of Recommended Practice;

- d) Subject to the approval of the Chief Officer and in conformity with any Financial Regulations and any approved policy, authorise the transfer of approved estimates from one head of expenditure to another, within a Service estimate, unless it is considered to materially affect the approved budget, in which case authorisation of the IJB will be sought. It is the Financial Regulations of the Partners which set out the rules in Virement;

5.3 Chief Social Work Officer

- 5.3.1 The Chief Officer and Chief Finance Officer will support the Chief Social Work Officer in the discharge of their duties as a statutory appointment by virtue of section 3 of the Social Work (Scotland) Act 1968.
- 5.3.2 The Chief Social Work Officer has the following general responsibilities in their role as a Proper Officer of Dundee City Council:-
- (i) To oversee the discharge of the Council's statutory social work duties;
 - (ii) To ensure the provision of effective professional and objective advice to elected members and officers of the Council in the Council's provision of social work services;
 - (iii) To oversee the effective provision of social work services.
- 5.3.3 Further details regarding the specific statutory function can be found within Dundee City Council [Delegation of Powers to Officers of the Council](#)