

Title/Subject: IJB Membership
Meeting: Integration Joint Board
Date: 6 April 2018
Submitted By: Programme Manager
Action: For Decision

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Integration Joint Board (IJB) members about changes to representation and to invite the Board to confirm these appointments.

2. RECOMMENDATION

The Integration Joint Board is asked to:

- 2.1 agree the appointments to the IJB as set out in sections 4.5 and 4.7.

3. BACKGROUND

- 3.1. The Board will be aware of the requirement to align membership as prescribed within the Public Bodies (Joint Working) (Integration Joint Board) (Scotland) order 2014 (the IJB Regulations).
- 3.2. The Board approved at its meeting on 6 October 2017 the process to identify and recruit carer, service user, Third sector and staff representatives. This would ensure representatives were in place following the end of their existing terms of office on 30 April 2018.
- 3.3. The Board agreed the process would aim to recruit a substitute for the service users and carers representatives. In addition one representative would be recruited from a local Third Sector organisation that provides health and/or social care. CVS Falkirk would continue to represent the local Third Sector on the Board. The staff representatives would be agreed by the respective staff forums.

4. PROCESS TO IDENTIFY REPRESENTATIVES

- 4.1. The process to identify and recruit new representatives for the groups mentioned above has taken place.

4.2. A communication plan was developed to ensure wide advertising of the vacant roles. This included:

- An article in Falkirk and Clackmannanshire Carers Centre Winter 2017 newsletter
- Regular updates through CVS Falkirk and District E-Bulletin
- Hard copies sent to service users through the Public Partnership Forum and other groups
- Information was hosted on the Falkirk Health and Social Care website, Falkirk Council website and Falkirk Council twitter page
- Presentations were delivered to:
 - Community Care and Health Forum and the Public Partnership Forum on 7 November 2017
 - Falkirk and Clackmannanshire Carers Forum 6 December 2017
- Drop in sessions on 15 December 2017 and 16 January 2018, with the evening scheduled for 16 January cancelled due to adverse weather conditions
- Those who identified themselves as being interested were contacted directly with questions and information being exchanged.

4.3. Shortlisting meetings were then held of applicants from all representative groups with applicants receiving feedback.

4.4. Due to insufficient applications, there was no requirement for the respective forums to vote for their preferred representatives. As an alternative, each applicant attended their designated forum and provided a short presentation in support of their application and what they will bring to the role.

4.5. The Board are asked to agree to the representatives as follows:

Group	Lead	Substitute
Service User	Margo Biggs	None
Carers	Morven Mack	Claire Crossan, Service Manager, Agnes McMillan, Centre Manager, Falkirk and Clackmannanshire Carers Centre
Third Sector	Maureen Hill	Not required

4.6. Taking into account the level of interest in the role and the work involved, it is not proposed that a further process to recruit to the substitute service user representative takes place. The requirements to have a substitute will be assessed at a later stage, if this is required.

4.7. **Staff Representative**

The Board is asked to agree the appointment of Robert Clark, staff representative (NHS Forth Valley) following the retirement of Tom Hart.

4.8. The full IJB representation is summarised at Appendix 1 for information.

5. **INTEGRATION JOINT BOARD DIVERSITY**

5.1. From April 2017, public authorities are required to report on the steps they are taking towards diversity amongst their members in terms of relevant protected characteristics. The Board will be aware that their membership is prescribed in legislation, with many members appointed to the IJB by virtue of office and recruited by the partner organisations.

5.2. As a listed authority the IJB must publish information on the gender composition of the Board members and demonstrate how we have used, and intend to use, the information to ensure diversity in relation to the protected characteristics of those members. This information will be included in the IJB Equality Outcomes and Mainstreaming reports.

5.3. As of 30 April 2018, presuming the Board approves the membership outlined above, the composition of the Falkirk IJB is:

Board Member	Female	Male
Voting members	5	1
Non-voting members	10	4

5.4 There have been discussions with NHS Forth Valley equality lead about engaging with communities to discuss opportunities to be involved with partner organisations work, such as Board representation, and to raise awareness of these opportunities.

6. **CONCLUSIONS**

6.1 In conclusion this report outlines the process that was taken to identify the required IJB service user, carer and Third Sector representatives for approval by the Board.

Resource Implications

There are no resource implications arising from this report.

Legal & Risk Implications

Through the process to identify and recruit to the IJB the Board is fulfilling the legal requirements set out in the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Act 2014.

Consultation

Consultations have taken place between the relevant groups involved throughout this process. There is no further consultation required.

Equalities Assessment

The recruitment process ensured that no group was unfairly disadvantaged in participating in this process.

Approved for submission by: Patricia Cassidy, Chief Officer

Author: Suzanne Thomson, Programme Manager

Date: 26 March 2018

List of Background Papers:

1. VOTING MEMBERS

The membership of the Board consists of 3 councillors nominated by the Council and 3 non-executive directors nominated by Health Board. These are:

Falkirk Council	Allyson Black (Vice Chair)
Falkirk Council	Cecil Meiklejohn
Falkirk Council	Fiona Collie
NHS Forth Valley	Julia Swan (Chair)
NHS Forth Valley	Alex Linkston
NHS Forth Valley	Dr Michele McClung

2. NON-VOTING MEMBERS

Membership by virtue of office.

The Board includes a number of members who will be members as long as they hold the office noted below.

Chief Officer	Patricia Cassidy
Section 95 – Chief Finance Officer	Amanda Templeman
Chief Social Work Officer	Sara Lacey
Chief Executive – Falkirk Council	Mary Pitcaithly
Chief Executive – NHS Forth Valley	Cathie Cowan

3. HEALTH PROFESSIONALS

The membership also includes 3 medical professionals appointed by the Health Board. These are as follows:

General Practitioner	Dr David Herron
Registered Nurse	Prof Angela Wallace
Medical Practitioner other than a General Practitioner	Andrew Murray

4. STAKEHOLDERS

The Board requires to appoint a number of members in respect of the categories noted below:

Staff of the Constituent Authorities: NHS Forth Valley Falkirk Council	Robert Clark Matt McGregor
Service Users	Margo Biggs
Unpaid Carers	Morven Mack
Third Sector	Karen Herbert Maureen Hill