



Title/Subject: IJB Membership by Groups

Meeting: Integration Joint Board

Date: 6 October 2017

Submitted By: Chief Officer

Action: For Decision

1. INTRODUCTION

- 1.1. The purpose of this report is to provide Integration Joint Board (IJB) members with proposals to identify and recruit carers, service users, Third sector and staff representatives to the Board following the end of their existing terms of office.

2. RECOMMENDATION

The Integration Joint Board is asked to:

- 2.1. consider the proposed methods and timescales for recruitment of these members to the Board.

3. BACKGROUND

- 3.1. In the establishment of the Integration Joint Board there were reports on the regulations for prescribed membership. The Board approved arrangements to identify membership in line with these requirements.
- 3.2. The members will be aware that regulations prescribe a core membership of the IJB and that non-voting members will be a minimum:

By virtue of office

- The Chief Officer
- Chief Finance Officer of IJB
- The Chief Social Work Officer
- Chief Executive Falkirk Council
- Chief Executive NHS Forth Valley

By Health Professional

- Medical Practitioner, other than a General Practitioner
- General Practitioner
- Registered Nurse

By groups

- Service users residing in the local authority area
- Person providing unpaid care in the local authority area.
- Staff of the constituent authorities
- Third Sector organisations carrying out activities related to Health and Social Care in the local authority area

- 3.3. The Term of Office on the IJB is determined locally, and the Board previously agreed this must not exceed three years. However, at the end of this period the member may be re-appointed for a further term of office. The current term of office for the service user, carer, Third sector and staff representatives will end on 30 April 2018.

4. RECRUITMENT OF REPRESENTATIVES IDENTIFIED BY GROUPS

The proposed recruitment process for identifying each representative group is highlighted below and separated into each specific group.

Carer

- 4.1. In line with current arrangements, it is proposed that two carer representatives are to be appointed to the IJB; one as the lead member and a second as a substitute.
- 4.2. In order to recruit representatives, an inclusive approach is proposed:
- advertise the role widely across the Falkirk area, including information on the role specification and responsibilities and details of what membership on the IJB will involve
 - hold two information sessions for any carer interested in finding out more about the role
 - seek nominations from carers, who currently live in and care for someone within Falkirk Council area, to be submitted to integration@falkirk.gov.uk or to the Carers Centre by a designated date
 - receive nominations of no more than 400 words and state:
 - Why the carer is interested in becoming a representative
 - What experience and skills this can bring to the role
 - establish a panel to consider all nominations against the advertised criteria (see Appendix 1), and disqualification criteria (as set out in section 4.8) with a shortlist being formed. Following the meeting, nominees will be provided with feedback
 - publish the profiles of the shortlisted candidates on the Carer Centre website (www.centralcarers.org). Profiles will be made available to carers on request, from the Carers Centre, and will also be issued on the day of the final vote to attendees

- hold a Carers Forum to vote on the representatives. All carers in attendance on that day are invited to vote in a secret ballot for their representative.
- the lead representative will be the person who receives the highest number of votes, the substitute will be the person who receives the second highest number of votes
- in the event that there are only two nominees, carers will be asked to vote to identify the lead representative
- in the event that there are one or no nominees, the carers representative will be identified from the Carers Centre for an interim period. The process will then be run again in 1 year.

Services Users

4.3. It is proposed that two representatives will be appointed to the Integration Joint Board – one lead representative and one substitute. The proposed process will be in line with the carers representatives, as described at section 4.2, with the following differences:

- the profiles of shortlisted candidates will be published on NHS Forth Valley website (www.nhsforthvalley.com) and will also be available as paper copies by contacting integration@falkirk.gov.uk
- hold an extended meeting of the Public Partnership Forum with the meeting being open to all. All in attendance on that day will be invited to vote for their representative in a secret ballot.

Third Sector

4.4. The Board previously agreed that the Third sector would be represented by the local Third Sector Interface (TSI), with an additional member to be identified from a Third Sector organisation. In line with this agreement, it is proposed to retain the current TSI board member for another term and recruit to the Third sector organisation.

4.5. The proposed approach is:

- seek nominations from Third Sector representatives, who are currently part of a Third Sector organisation operating in Falkirk Council area, delivering health and for social care services
- only one nomination will be accepted from each organisation
- nominations should include a personal profile of no more than 400 words and state:
 - Why you are interested in becoming a representative
 - What experience and skills you bring to the role
- for employees a declaration that their Board or Management Committee has approved the nomination and they will be released as required will be necessary
- anyone not meeting the above criteria will be eliminated from the ballot
- establish a panel to consider all nominations against the advertised and disqualification criteria with a shortlist being formed. Following this meeting nominees will be provided with feedback.

- the profiles of shortlisted candidates will be published on CVS Falkirk & District website (www.cvsfalkirk.org.uk)
 - Third Sector organisations will have the opportunity to vote for their representatives on a specified date. It is proposed to use the Community Care and Health Forum. Votes will be limited to one vote per organisation and the vote will only be open to Third Sector organisations who attend the ballot.
 - the lead representative will be the person who receives the highest number of votes, the substitute will be the person who receives the second highest number of votes
 - in the event that there are one or no nominees, the TSI representative will continue to represent the Third sector on the Board.
- 4.6. It is proposed that current representatives will be able to provide information and support to the process, for example describing their role and involvement in the Board and attending drop-in sessions to discuss their role on the Board.

Staff

- 4.7. It is proposed that the same process to identify NHS Forth Valley and Falkirk Council staff representatives and substitutes are referred to the respective Staff Forums for nominations.

Disqualification Criteria

- 4.8. The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 (the IJB Order) specifies that persons will be disqualified from being a member of an Integration Joint Board if they:
- have within the period of five years immediately preceding the proposed date of appointment been convicted of any criminal offence in respect of which the person has have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine)
 - have been removed or dismissed for disciplinary reasons from any paid employment or office with a Health Board or local authority
 - are insolvent
 - have been removed from a register maintained by a regulatory body, other than where the removal was voluntary
 - have been subject to a sanction under section 19(1) (b) to (e) of the Ethical Standards in Public Life etc. (Scotland) Act 2000.
- 4.9. It is proposed that a declaration is made by any proposed member of the IJB (including substitutes) that none of the disqualifications apply before the appointment is confirmed.

Time Scale

- 4.10. If approved by the IJB, an detailed timescale to recruit will be finalised. An interim timescale is outlined in the table below with suggested dates to hold the drop-in sessions for all groups.

Event	Venue	Suggested Date
Advertise Board opportunities	Website / Press articles	Week beginning 16 October
Drop-in Information session	TBC	Week beginning 6 November
Nomination submission deadline	TBC	Week beginning 7 December
Short-listing meetings	TBC	Week beginning 11 December
Vote for representative	TBC	January/February
Report to IJB	TBC	April 2018

- 4.11. Time will have to be allocated for the development requirements of the new members. With the current representative's term finishing on 30 April 2018 it is proposed that they are involved in the transfer period of any newly elected members taking over from the 30 April 2018.

5. CONCLUSIONS

- 5.1. The report sets out the process to ensure the Board membership is in line with statutory requirements once the terms of office of existing groups have ended. The report sets out the proposed recruitment and identification approach for carers, service users, Third sector and staff representatives.

Resource Implications

There are minimal resource implications.

Legal and Risk Implications

Through this proposal for the identification and recruitment of groups to the IJB, the Board is fulfilling the legal requirements set out in the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Act 2014. Additionally, through this process the Board will be complying with their Standing Orders.

Consultation

Consultation with the relevant groups will be ongoing to identify and recruit groups to the appropriate roles.

Equalities Assessment

The recruitment processes which are being developed ensures that no group will be unfairly disadvantaged in participating in this process and when barriers are prevalent, appropriate action will be taken.

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Date: 15 September 2017

List of Background Papers:

Integration Joint Board:

6 November 2015 – Establishment of Integration Joint Board

6 November 2015 – Standing Orders

APPENDIX 1 – DRAFT ROLE DESCRIPTIONS

Carer

Introduction

The Scottish Government have set out the membership of the Integration Joint Board for Health and Social Care Integration, which includes carer representation. Falkirk Health and Social Care Partnership is now seeking to recruit a lead carer representative and substitute carer representative to the Board.

To apply to become a carer representative (lead or substitute) you must currently be over 18 years of age and live in and be caring for someone in the Falkirk Council area.

It is essential that the carer's representatives can take part on behalf of all carers. However, it is not expected that the representative will have knowledge or experience of all of the Board's responsibilities before joining the Board. Experience of a similar role, whilst helpful, is not essential as relevant training and support will be given to the representative throughout their role on the Board.

The sort of experience, knowledge and skills that would be helpful in this role includes:

- Ability to listen to and represent the views of other carers (even if they are different from your own)
- Knowledge and understanding of current issues relating to carers
- Confidence to question and contribute to the content of Board reports
- Experience of being a member of a committee
- Experience of working or volunteering for a charity, health board or local authority
- Ability to understand reports and statistics
- Ability to feedback relevant information to carers
- Good communication and interpersonal skills.

The commitment required for in this role includes:

- Participation in initial induction and training sessions, which will be held for all new representatives
- Attending the Falkirk Integration Joint Board as the Carers Representative, on a two monthly basis
- Occasional attendance at local and/or national events or sub-group meetings
- Willingness to learn about and understand the broad range of services for which the Integration Joint Board have responsibility for
- Preparing for the meetings to ensure that you can contribute in a constructive and informed manner
- Participation in the meetings – offering ideas, opinions and solutions which reflect the voice of local carers and their families

- Using the mechanisms developed by the Carers Centre to seek the views and feedback from other carers in Falkirk
- Keeping abreast of local and national news and developments in relation to carers
- Representing the work of the Falkirk Integration Joint Board and feeding back its decisions to carers.

Benefits for the Carer Representative

- Ensure that the voice of local carers are heard
- The opportunity to provide local feedback to support the shape and nature of the services that are of priority to be delivered
- Opportunities for personal development through training and networking.

Service User

Introduction

The Scottish Government have set out the membership of the Integration Joint Board for Health and Social Care, which includes service user representation. Falkirk Health and Social Care Partnership is now seeking to recruit a lead and substitute service user representative to the Board.

To apply to become a representative you must currently be over 18 years of age, have experience of using health and / or social care services, and live in the Falkirk Council area.

It is critical that the representatives can represent the views of service users and take part in the Board on their behalf. However, it is not expected that the representatives will have knowledge or experience of all of the Board's responsibilities before joining. Experience of a similar role, whilst helpful, is not essential as relevant training and support will be given to the representative throughout their role on the Board.

The sort of knowledge and skills that may be helpful in this role include:

- Ability to listen to and represent the views of other service users (even if they are different from your own)
- Knowledge and understanding of current issues relating to service users
- Confidence to raise relevant points and questions about the content of reports
- Experience of being a member of a committee
- Experience of working or volunteering for a charity, health board or local authority
- Ability to understand reports and statistics
- Ability to feedback relevant information to other service users
- Good communication and interpersonal skills.

The commitment required for in this role includes:

- Participation in initial induction and training sessions, which will be held for all new representatives
- Attending the Integration Joint Board as the service users representative on a two monthly basis
- Occasional attendance at local and/or national events or sub-group meetings
- Willingness to learn about and understand the broad range of services for which the Integration Joint Board have responsibility for
- Preparing for the meetings to ensure that you can contribute in a constructive and informed manner
- Participation in the meetings – offering ideas, opinions and solutions which reflect the voice of local service users and their families
- Keeping abreast of local and national news and developments in relation to service users

- Representing the work of the Integration Joint Board and feeding back its decisions to other service users.

Benefits for the Service User Representative

- Ensure that the voice of local service users are heard
- The opportunity to provide local feedback to support the shape and nature of the services that are of priority to be delivered
- Opportunities for personal development through training and networking.

Third Sector

Introduction

The Scottish Government have set out the membership of the Integration Joint Board for Health and Social Care, which includes Third Sector representation. Locally it has been agreed this will comprise a representative from Falkirk's Third Sector Interface and a representative from a local Third Sector organisation. Falkirk Health and Social Care Partnership is now seeking to recruit a Third Sector representative to the Board.

To apply to become a representative you must currently be part of a Third Sector organisation that delivers health and / or social care services in the Falkirk Council area.

It is critical that the representatives can represent the views of the Third Sector and take part in the Integration Joint Board on their behalf. However, it is not expected that the representatives will have knowledge or experience of all of the Board's responsibilities before joining. Experience of a similar role, whilst helpful, is not essential as relevant training and support will be given to the representatives throughout their time on the Board.

The sort of knowledge and skills that may be helpful in this role include:

- Ability to listen to and represent the views of all areas of the Third Sector (even if they are different from your own)
- Knowledge and understanding of current issues relating to the Third Sector
- Confidence to raise relevant points and questions about the content of reports
- Experience of being a member of a committee
- Experience of working or volunteering for a charity, health board or local authority
- Ability to understand reports and statistics
- Ability to feedback relevant information to other Third Sector organisations
- Good communication and interpersonal skills.

The commitment required includes:

- Participation in initial induction and training sessions, which will be held for all new representatives
- Attending the Integration Joint Board as the Third Sector representative on a two monthly basis
- Occasional attendance at local and/or national events or sub-group meetings
- Willingness to learn about and understand the broad range of services for which the Integration Joint Board have responsibility
- Preparing for the meetings to ensure that you can contribute in a constructive and informed manner
- Participation in the meetings – offering ideas, opinions and solutions which reflect the voice of the local Third Sector
- Keeping abreast of local and national news and developments in relation to the Third Sector

- Representing the work of the Integration Joint Board and reporting decisions to other Third Sector organisations.

Benefits for the Third Sector Representative

- Ensure that the voice of the local Third Sector are heard
- The opportunity to provide local feedback to support the shape and nature of the services that are of priority to be delivered
- Opportunities for personal development through training and networking.