



Meeting:	Integration Joint Board
Date:	20 July 2015
Report Title:	Appointments to the Integration Joint Board
Reference Number:	CRP-13-15-F
Author / Job Title:	Christine Ferguson, Director Corporate Services

Decisions / Action required:

To appoint the Chief Officer, Chief Financial Officer and non-voting members of the IJB.

High Level Summary:

Shetland's Integration Joint Board (IJB) was formally constituted on 27th June 2015. The voting members of the IJB have been appointed by the Council and the Health Board and will meet formally for the first time at this meeting. The purpose of the meeting is to appoint the remaining members of the IJB as set out in the Integration Scheme. The second meeting of the IJB will take place on 29 July 2015 when the IJB will be asked to consider and approve the documents that make up the governance framework for the IJB. These will include the Standing Orders, Scheme of Administration and Financial Regulations.

Corporate Priorities and Joint Working:

The work of the IJB will contribute to achieving the following outcomes in the Shetland's Single Outcome Agreement (SOA):

"We have tackled inequalities by ensuring the needs of the most vulnerable and hard to reach groups are identified and met, and that services are targeted at those most in need.";

"People are supported to be active and independent throughout adulthood and in older age"; and

"We live longer healthier lives".

These outcomes are reflected in the Integration Scheme where the vision, mission, aims and objectives of Shetland's Health and Social Care Partnership are set out alongside the nine national outcomes for health and well being.

Key Issues:

The IJB must make sure that its members include representatives of key stakeholder groups as stipulated in the legislation and set out in the Integration Scheme and that the Chief Officer and Chief Financial Officer of the IJB are duly appointed.

Implications :	
Service Users, Patients and Communities:	The appointment to the IJB of representatives of service users, carers and the third sector will enable the views of these stakeholder groups to be considered in all matters relating to the health and social care functions delegated to the IJB. The appointment of professionals/clinicians to the IJB will ensure that all decisions of the IJB are made in light of information and advice with regard to safe, ethical practice.
Human Resources and Organisational Development:	The appointment of staff representatives to the IJB will allow the views and interests of staff to be considered by the IJB when making decisions about health and care services. The appointment to the IJB of key members of staff and others including those contracted to provide health and care services will require support including backfill for some clinical/care duties. Matters affecting staff that are presented to the IJB will be considered by the Joint Staff Forum, the staff representatives nominated for appointment by the IJB sit on the Joint Staff Forum.
Equality, Diversity and Human Rights:	The full membership of the IJB including representatives of key stakeholder groups will support work locally on Equalities, Diversity and Human Rights. The recommendations in this report do not require an Equalities Impact Assessment.
Legal:	The appointment of the members of the IJB in line with the Integration Scheme is a key milestone in the work to implement the Public Bodies (Joint Working) (Scotland) Act 2014 (the Act) in Shetland.
Finance:	Any expenses and costs associated with the IJB including backfill for the members will be met from within existing budgets of the Council and the Health Board. The costs will be recorded and monitored to inform future budget setting processes.
Assets and Property:	There are no implications for major assets and property. It is proposed that all meetings of the IJB will be held in either the premises of the Council or the Health Board and that the costs will be covered accordingly by the Council and the Health Board.
Environmental:	There are no environmental issues arising from this report.
Risk Management:	The IJB is required to have its own Risk Management Strategy and Risk Register. This will be presented to a future meeting of the IJB. This will allow all members including the advisers and stakeholder representatives to contribute to its development. The main risk associated with this report is failure to make all the appointments necessary to populate the IJB in line with the legislation and the Integration Scheme.

Policy and Delegated Authority:	<p>Shetland's Integration Joint Board (IJB) was formally constituted on 27th June 2015.</p> <p>The appointments of the six voting members of the IJB and of the chair and vice-chair have been made by the Council and the Health Board in accordance with the legislation and the Integration Scheme. The IJB has the authority to make the remaining appointments to the IJB as set out in this report. The IJB will assume responsibility for the functions delegated to it by the Council and the Health Board when it (the IJB) approves and adopts a joint Strategic (Commissioning) Plan. In the meantime, the Social Services Committee and CHP Committee will continue to meet concurrently with the CHP Committee acting in an informal advisory capacity to the Health Board.</p>	
Previously considered by:	<p>The nominations for appointments to the IJB set out in this report have been made in line with decisions made by the Council and the Health Board in developing and approving the Integration Scheme.</p>	



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1. Introduction

- 1.1 This report presents a summary of the background to the establishment of the Integration Joint Board that will act as Shetland's Health and Social Care Partnership under the terms of the Public Bodies (Joint Working) (Scotland) Act 2014.
- 1.2 The report is presented to the inaugural meeting of the IJB and seeks appointments by the IJB of its Chief Officer and Chief Financial Officer and of the non-voting members of the IJB as set out in the Integration Scheme.

2. Background

- 2.1 Shetland NHS Board (the Health Board) and Shetland Islands Council (the Council) approved the Integration Scheme and Strategic Plan 2015-18 at meetings on 11th and 18th February 2015 respectively (Min Ref SIC 05/15).
- 2.2 The final version of the Integration Scheme submitted to the Scottish Government on 15 May 2015 and having been signed by the Cabinet Secretary for Health, Wellbeing and Sport, the Scheme was laid in Parliament on 29 May 2015. Consequently, Shetland's Integration Joint Board (IJB) was formally constituted on 27th June 2015.
- 2.3 An Induction programme for the members of the IJB has been delivered. The Induction Programme included sessions on:
 - The Strategic Plan and IJB Budgets
 - The Integration Scheme and IJB Business Programme
 - Clinical and Care Governance
 - HR and Organisational Development
 - Localities
 - ICT and Data Sharing
 - Financial Governance and the role of the Chief Financial Officer

- Risk Management, and
- Audit.

Copies of the slides, handouts and notes have been provided to all the members of the IJB and are available on the shared health and social care integration website.

- 2.4 The first three meetings of the IJB will take place in July and August 2015. The agenda items are identified in the Business Programme discussed during the Induction Sessions. The Business programme will be presented to each meeting of the IJB initially.
- 2.5 The IJB will assume responsibility for the functions delegated to it by the Council and the Health Board on approval and adoption by the IJB of a Strategic Plan. The joint Strategic Commissioning Plan 2015-18 approved by the Council and the Board in February 2015 will be presented to the IJB at its third meeting. If this Plan is approved by the IJB, then the IJB will become responsible for the delivery of the Strategic Plan. Until then, the Council's Social Services Committee will continue to meet with delegated authority from the Council for all Community Care matters. Meetings of the Committee will be held concurrently with the CHP Committee acting in an informal advisory capacity to the Health Board.
- 2.6 It was noted at the Induction Sessions that there is £800k savings target in the budgets that have been allocated by the Health Board for the health care functions that will be delegated to the IJB. A recovery plan is being prepared in order to identify where the savings will be made and any implications for the Strategic Plan 2015-18. This will be presented to the IJB for approval together with the Strategic Plan itself.
- 2.7 In the meantime, work has started on the planning for the development of the 2016/19 Strategic Plan, which must be approved and adopted by the IJB by 31 March 2016.
- 2.8 Support for Strategic Planning for the IJB is led by the Director of Public Health, who is also the Director of Planning for the Health Board.
- 2.9 Support for the IJB in terms of Corporate Services Support is led by the Council's Director of Corporate Services.

3. Appointments to the IJB

- 3.1 The Council and the Health Board have each appointed three voting members of the IJB as required by the Integration Scheme.

Voting Members

- Three Elected Members of the Council – Gary Cleaver, Billy Fox and Cecil Smith
- Three Non-Executive Directors of the Health Board – Keith Massey, Catriona Waddington and Marjorie Williamson.

Chair and Vice-chair Appointments

Councillor Cecil Smith has been appointed as the Chair of the IJB and Catriona Waddington has been appointed as vice-chair.

- 3.2 Co-opted non-voting membership of the IJB is listed in the Integration Scheme as follows:

Co-opted Non-voting Members

- The Chief Officer of the IJB
- The Chief Financial Officer of the IJB
- Senior clinicians including a GP, a consultant working in the acute sector locally and a senior nurse
- The Council's Chief Social Work Officer
- A patient/service user representative
- A carers' representative
- A representative of the third sector
- A staff representative from each of the Parties i.e. the Council and the health Board

Appointments in this regard must be made formally by the IJB.

- 3.3 The Council and the Health Board agreed that with regard to the patient/service user representative, the carers' representative and a representative of the third sector for the IJB that the existing arrangements for seeking nominations for membership of the CHP Committee are recommended to the IJB as follows:

- A nomination for the patient/service user representative would be from the Public Partnership Forum;
- A nomination for a carers' representative would be from the Carers' Link Group; and
- A nomination for a representative for the third sector would be from Voluntary Action Shetland which is recognised by the Scottish Government as the third sector link organisation for Shetland.

Nominations in this regard have been sought and are recommended in this report to the IJB for approval.

- 3.4 The professional adviser membership of the IJB, the Chief Officer of the IJB, the Chief Financial Officer of the IJB and the staff representatives must also be formally appointed by the IJB.

The Chief Officer, Chief Financial Officer and Chief Social Work Officer are nominated for membership of the IJB by virtue of the positions they hold in the Council and the Health Board.

Nominations have been made by the Council and the Health Board with regard to the other professional advisers to the IJB and the staff representatives.

The staff representative from the Council was nominated by the Employees' Joint Consultative Committee and the staff representative from the Health Board was nominated from the Area Partnership Forum. Both the staff representatives are members of the Joint Staff Forum.

All those nominated as professional advisers and as staff representatives were included in the induction programme sessions for the IJB members as far as possible.

- 3.5 The table below lists all those nominated for non-voting membership of the IJB in line with the legislation, the Integration Scheme and the decisions of the Council and the Health Board in this regard.

IJB Officers:	
Chief Officer	Director of Community Health and Social Care, Simon Bokor-Ingram
Chief Financial Officer	NHS Head of Finance, Karl Williamson
Senior clinicians / Professional Advisers:	
Local GP	Dr Susan Bowie
Clinician practising in a local acute setting	Dr Jim Unsworth
Lead Nurse for community	Edna Mary Watson
Chief Social Work Officer	Martha Nicolson
Stakeholder representatives:	
Patients and service users representative	Chair of Shetland's Public Partnership Forum, Harold Massie
Carers' representative	Member of Carers' Link Group, Sue Beer
Third Sector representative	Executive Officer Voluntary Action Shetland, Catherine Hughson
Staff representatives:	
SIC Employees Joint Consultative Committee	Suzanne Gens
NHS Area Partnership Forum	Ian Sandilands

Recommendation

- 3.6 **It is recommended that the IJB formally appoint the non-voting members of the IJB as set out in the table at 3.5 above.**

4. Conclusions

- 4.1 The recommendation in this report will complete the appointment of the members of the IJB in line with the legislation and as set out in the Integration Scheme. This will mean that the IJB will be informed by a range of professional advisers and representatives of key stakeholder groups when it meets to consider the its governance framework documentation and takes decisions with regard to the commissioning of health and social care services at future meetings.

Contact Details:

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Appendices

None

Background Documents

H&SCI Integration Scheme

http://www.shetland.gov.uk/Health_Social_Care_Integration/Integrationscheme.asp

Joint Strategic (Commissioning) Plan

http://www.shetland.gov.uk/Health_Social_Care_Integration/StrategicPlan.asp