

**Gillian Morrison (Interim Chief Officer)**

Orkney Health and Care

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Agenda Item: 17.

## **Integration Joint Board**

Date of Meeting: 10 February 2021.

Subject: IJB Members' Role Descriptor.

### **1. Summary**

1.1. Development of role descriptors for the Integration Joint Board (IJB) was identified as a required action by the IJB Workstream Leads group and the December 2015 audit of work that was undertaken to properly establish the IJB. The previous IJB Members' Role Descriptor was approved in June 2016. This is now due to be reviewed.

### **2. Purpose**

2.1. To present the updated role descriptor for IJB Members for approval.

### **3. Recommendations**

**It is recommended:**

3.2. That the IJB Members' Role Descriptor, attached as Appendix 1 to this report, be approved.

### **4. Background**

4.1. The need to develop a role descriptor for IJB members has been identified in a number of different ways. Work has been ongoing to develop a suitable local descriptor, with the goal of providing the core information in a straightforward manner.

4.2. Consideration has been given to the idea of developing different descriptors for different types of IJB members; however the proposed version offers a single descriptor aimed at supporting the understanding of all IJB members and creating a unified and shared vision of the role.

4.3. There are relatively small changes to the 2016 versions, with the two substantive changes being as follows:

- Increased reference to virtual alternatives to physical meetings.
- Addition of 'usually' to the statement that IJB meetings are quarterly.

## 5. Contribution to quality

Please indicate which of the Orkney Community Plan 2019 to 2022 visions are supported in this report adding Yes or No to the relevant area(s):

<b>Resilience:</b> To support and promote our strong communities.	No.
<b>Enterprise:</b> To tackle crosscutting issues such as digital connectivity, transport, housing and fuel poverty.	No.
<b>Equality:</b> To encourage services to provide equal opportunities for everyone.	No.
<b>Fairness:</b> To make sure socio-economic and social factors are balanced.	No
<b>Innovation:</b> To overcome issues more effectively through partnership working.	Yes
<b>Leadership:</b> To involve partners such as community councils, community groups, voluntary groups and individuals in the process.	Yes
<b>Sustainability:</b> To make sure economic and environmental factors are balanced.	No

## 6. Resource implications and identified source of funding

6.1. The resource implications arising from this report are largely in relation to members' expenses and to the costs associated with arranging external facilitation to the development sessions outlined in the role descriptor. These costs must be managed within the existing resources of the IJB.

## 7. Risk and Equality assessment

7.1. There are no risks associated with this report. The approval of a role descriptor makes a positive contribution to good governance of the IJB and therefore makes a positive contribution to risk management and mitigation.

## 8. Direction Required

Please indicate if this report requires a direction to be passed to:

NHS Orkney.	No.
Orkney Islands Council.	No
Both NHS Orkney and Orkney Islands Council.	No.

## 9. Escalation Required

Please indicate if this report requires escalated to:

NHS Orkney.	No.
Orkney Islands Council.	No
Both NHS Orkney and Orkney Islands Council.	No.

## 10. Author

10.1. Gillian Morrison, Interim Chief Officer, Integration Joint Board.

## 11. Contact details

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## 12. Supporting documents

12.1 Appendix 1 – IJB Members' Role Descriptor.



## Members' Role Descriptor

### Integration Joint Board

	<b>Integration Joint Board (IJB).</b>
<b>Personal Role.</b>	Being a member of the Orkney Integration Joint Board with a term of a maximum of four years for members who are not appointed by merit of holding a post designated as required membership. For members who are appointed by merit of holding a post designated as required membership the term of appointment to the IJB will run concurrently with the term of time holding the post.
<b>Personal Responsibilities.</b>	<p>Attend and participate in formal meetings of the IJB. These will usually take place quarterly.</p> <p>Prepare for the formal meetings of the IJB by reading the meeting papers in advance of the meeting and considering the matters set out in these papers.</p> <p>Attend and participate in development sessions for members of the IJB as required.</p> <p>Attend and participate in sub-committees or working groups of the IJB, as an IJB member, as agreed with the Chair of the IJB. Frequency of such activity will be dependent on the specific sub-committee or piece of work agreed.</p> <p>Interface and communicate with the relevant groups, networks, or representatives within the specific role undertaken to bring an informed and objective view and analysis of issues to support the Board's governance role.</p> <p>If you are an IJB Board member by merit of holding an employed role or post, you will also have a job description /role descriptor related to that role or post. This job description / role descriptor should be read alongside any other relevant descriptor.</p>

<p><b>Main Tasks.</b></p>	<p>To act at all times in the interests of patients, service users, carers, the workforce and the public.</p> <p>To participate actively and constructively in the IJB meetings, and in associated pieces of work, in agreement with the IJB Chair.</p> <p>To embrace effective governance, accountability and stewardship of public money and demonstrate an understanding of the principles of good scrutiny.</p> <p>To be part of the leadership role of the IJB by demonstrating the following leadership qualities in relation to your IJB work:</p> <ul style="list-style-type: none"> <li>• <b>Creating and sharing the vision</b> - effective leadership involves contributing to the creation of a compelling vision for the future and communicating this within and across organisations.</li> <li>• <b>Working with others</b> - effective leadership requires individuals to work with others in teams and networks to deliver continually improving services.</li> <li>• <b>Being person focussed</b> - this is about truly engaging and involving patients, service users, carers and communities in planning and ensuring the delivery of services.</li> <li>• <b>Strategic Planning</b> - able to think conceptually in order to plan flexibly for the longer term and being continually alert to finding ways to improve.</li> <li>• <b>Demonstrating positive personal qualities</b> - effective leadership requires individuals to draw upon their values, strengths and abilities and to be respectful, interested and understanding of the views of others.</li> </ul> <p>Where membership arises from a position as a non-voting professional advisor, bring the appropriate professional perspective to the matters being discussed by the IJB. Appendix A sets out the different types of IJB membership.</p> <p>Where membership arises from a position as a non-voting stakeholder, bring the perspective of that stakeholder group to the matter being discussed by the IJB.</p> <p>Maintain a focus within the IJB on planning and delivering services that support and improve performance against the nine national health and wellbeing outcomes as established by the Scottish Government (Appendix B) and addressing the health inequalities of the population.</p> <p>Demonstrate commitment to delivering the best value for money for the use of public funds.</p>
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	<p>Take a corporate and supportive approach as a full member of the IJB and respect the code of conduct of the IJB.</p>
<p><b>Time Commitment.</b></p>	<p>You will be asked to commit to a series of dates throughout the year.</p> <p>The IJB will usually meet quarterly and meetings will last approximately three hours, although this will vary depending on the weight of the agenda.</p> <p>There will be a minimum of two development sessions per year and these will be half day sessions.</p> <p>Sub-committee and working group meetings will be of various frequencies depending on the sub-committee itself. Sub-committee meetings will be approximately two hours in length, depending on the weight of the agenda.</p> <p>You may also be asked to attend or support various meetings or events within your remit as a Board member, in agreement with the Chair.</p> <p>The length of time a person can be appointed to the Board is for two years in the first instance which may be extended by a further two years.</p>
<p><b>Location.</b></p>	<p>The Board meetings and development sessions will be held in various venues within Orkney.</p> <p>Video conferencing will be available as a virtual alternative to physical meetings, including a mix of video and in-person attendance.</p> <p>Sub-committee meetings and working group meetings will be held at various venues in Orkney. Video conferencing will be available as a virtual alternative to physical meetings, including a mix of video and in-person attendance.</p>
<p><b>Expenses.</b></p>	<p>If travel expenses are incurred in relation to attendance these will be met in line with the Stakeholder Representatives' Expenses policy (Appendix C).</p>
<p><b>Required Skills and Experience.</b></p>	<p>You are required to have an active interest in health and social care services in Orkney and a commitment to partnership working.</p> <p>You are required to have a positive approach to, and a commitment to, principles of integration and joint working and a willingness to work towards the success of the IJB and overcome barriers and difficulties that may be faced.</p>

	<p>You must have good communication skills, and the ability to communicate on behalf of those you represent, even if you do not personally share all their views.</p> <p>You must be able to receive and assimilate the information provided in advance of, and at, meetings and consider and reflect on it.</p> <p>You must have the ability to work in a constructive way, with Board members who represent a wide range of interests and experience.</p> <p>You must have the confidence to put forward your views, in an appropriate and respectful manner, and to receive and discuss, and where appropriate challenge, the views of others in the same manner.</p> <p>For those who are IJB members in a professional advisory capacity you must be able to communicate and have regard to the interests of the IJB whilst discharging your duties as a professional employed or contracted by NHS Orkney or Orkney Islands Council. Likewise, you must be able to communicate and have regard to your duties to NHS Orkney or Orkney Islands Council whilst discharging your role as a member of the IJB.</p>
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## Appendix A: IJB Membership

<b>Voting Members.</b>	
Orkney Islands Council.	Councillor Rachael King (Chair). Councillor Steve Sankey. Councillor John Richards. <b>Deputies:</b> Councillor Stephen Clackson. Councillor Sandy Cowie. Councillor Heather Woodbridge.
NHS Orkney.	David Drever (Vice Chair). David Campbell. Issy Grieve. <b>Deputies:</b> Meghan McEwen. Caroline Evans.
<b>Non Voting Members (Professional Advisors).</b>	
Chief Officer.	Gillian Morrison (Interim).
Chief Social Work Officer.	Jim Lyon (Interim).
Chief Finance Officer	Pat Robinson.
Registered Medical Practitioner who is a GP.	Dr Kirsty Cole.
Registered Medical Practitioner who is not a GP	Dr Louise Wilson.
Registered Nurse.	David McArthur.
<b>Non Voting Members (Stakeholders).</b>	
Staff Representative.	Danny Oliver.
Third Sector Representative.	Gail Anderson – Voluntary Action Orkney.
Unpaid Carer Representative.	Joyce Harcus.
Service User Representative.	Janice Annal.
<b>Additional Non Voting Members (Locally Agreed in Additional to Requirements).</b>	
An Additional Staff Representative from the employer not covered above.	Fiona MacKellar – NHS Orkney Employee Director.
Housing Representative.	Frances Troup – Head of Housing, Homelessness and Schoolcare Accommodation Service.



## Appendix B: Nine National Health and Wellbeing Outcomes

**1**  
People are able to look after and improve their own health and wellbeing and live in good health for longer

**2**  
People, including those with disabilities or long term conditions, or who are frail, are able to live as independently as possible or in a homely setting in the community

**3**  
People who use health and social care services have positive experiences of those services, and their dignity respected

**4**  
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services

**5**  
Health and care services contribute to reducing health inequalities

**6**  
People who provide unpaid care are supported to look after their own health and wellbeing, including reducing any negative impact of their caring role on their own health and wellbeing

**7**  
People using health and social care services are safe from harm

**8**  
People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide

**9**  
Resources are used effectively and efficiently in the provision of health and social care services



## Stakeholder Representatives' Expenses

<b>Version.</b>	Version 2.
<b>Lead Manager.</b>	Chief Finance Officer.
<b>Approved by.</b>	Integration Joint Board.
<b>Date Approved.</b>	December 2020.
<b>Date for Review.</b>	October 2023

## 1. Introduction

Stakeholder representatives on the Integration Joint Board will, from time to time, incur expenses in performing their duties. This document has been developed to ensure that the stakeholder representatives are fairly reimbursed for expenditure necessarily incurred in performing their duties.

**This applies only to members, who are not already covered by the expenses policies of NHS Orkney or Orkney Islands Council.** Anyone on the Board who is a NHS Board Non Executive, an Orkney Islands Council Elected Member or an employee of either organisation will continue to claim business expenses in accordance with the policy of their respective organisations.

To qualify for reimbursement, expenses must be incurred wholly, exclusively and necessarily in the performance of the duties and must be supported by receipts, an expenses claim form or other evidence before payment can be made.

## 2. Travel Expenses

For the purposes of calculating claims, a stakeholder representative's normal place of residence (his/her home) or usual base of employment is regarded as his or her normal place of work, so expenses associated with travel from home or usual base of employment to conduct IJB business may be claimed back.

A stakeholder representative may claim back the actual costs incurred for travel, meals and overnight accommodation when they are carrying out Orkney Health and Care business.

## 3. Mileage Allowance and Travel by Private Transport

Travel expenses will be reimbursed subject to the mode of travel being the most economical and efficient in view of all the circumstances. Where a journey involves more than one stakeholder/representative, car sharing should always be considered.

The use of Private Vehicles must take account of the total cost in terms of Ferry Fares, Mileage Claims, Subsistence Claims and any other additional expenses and have considered all other alternative methods of travel.

Stakeholder representatives may claim costs incurred when travelling by private car, van, motorcycle or bicycle on approved duties and may also claim costs for taking passengers who are also on approved Orkney Health and Care business.

Prior to claiming mileage for the first time and annually thereafter stakeholder representatives will have to demonstrate that they hold a valid driving license and motor insurance covering business travel.

A VAT fuel receipt must be retained to support any claim for reimbursement.

The rates are as follows:

<b>Millage Allowances.</b>	<b>Rate.</b>
Car or Van – all engine sizes.	0.45p per mile.
Motorcycle.	0.24p per mile.
Bicycle.	0.20p per mile.
Car Passenger Millage.	0.05p per mile.

In addition to the mileage allowance in the table above, stakeholder representatives can also claim the following costs associated with travelling by private car, motorcycle or bicycle:

- Parking charges – receipted costs of expenses incurred.
- Road and bridge tolls – costs of expenses incurred.
- Road pricing/congestion charging – receipted costs of expenses incurred.
- Ferry fares for car, motorcycle or bicycle – receipted costs of expenses incurred.

VAT receipts must be retained to support any claim for reimbursement on an expenses claim form.

Parking fines or tow-away costs will **not** be reimbursed.

It is advised to travel by air whenever possible, to avoid extending the periods away by overnight stays. However, on occasions it may be possible to obtain discretionary approval, from the Chief Officer, to travel by private car, for example, when visits to a number of different locations are required or where convenient public transport connections are not available.

Discretionary travel costs will be paid at the lower of actual expenses claimed or the cheapest scheduled air fare, as determined by the Chief Officer.

## **4. Travel by Public Transport**

The following expenses may be claimed back by stakeholder representatives who use public transport to carry out their approved duties:

- Buses, taxis, trains, air travel and trams expenses incurred - reimbursed on receipted cost of fare.

Travel by public transport will normally be booked on behalf of the stakeholder representative. Where the stakeholder representative makes his or her own transport arrangements reimbursement will be made for standard class travel only.

Where possible, travel arrangements should be made as far in advance as possible in order to take advantage of cheapest fares or any discounts available.

## 5. Accommodation and Meal Allowances

Stakeholder representatives are entitled to claim subsistence for the provision of overnight accommodation or actual costs incurred for meals when carrying out approved Orkney Health and Care business whilst away from their home or away from Council premises, necessitated by the following circumstances:

- **Where an unreasonably early start** would be required in order to carry out an approved duty.
- **Where it would not be reasonably possible to return home the same day** after performing an approved duty.
- **Where the cost of the overnight allowance is not significantly different** from that which would be incurred if a member were to travel on consecutive days to undertake an approved duty.

The number of nights subsistence paid will not be greater than would have been paid had the journey been made by air.

The overnight reimbursement covers the cost of a bed and breakfast whether accommodation is booked on a “room only” or “bed and breakfast” basis. Actual costs up to the maximum permitted limit may be reimbursed on production of VAT receipts.

Stakeholder representatives may choose to stay overnight with family or friends instead of claiming overnight subsistence (bed and breakfast). In such cases, Orkney Health and Care may pay an allowance if it is considered by the Chief Officer that the expenses have been reasonably incurred by the member on approved business. The claim should include the name(s) and address of the friends or family with whom they have stayed.

The following table illustrates the maximum rate allowed to stakeholder representative:

<b>Subsistence and Meal Allowances.</b>	<b>Maximum Limit.</b>
Breakfast * (where no overnight subsistence is claimed).	£8.00 per day.
Lunch.	£12.00 per day.
Dinner.	£25.00 per day.
Overnight (including Breakfast) – London.	£131.00.
Overnight (including Breakfast) – elsewhere.	£110.00.
Overnight Family and Friends.	£25.00
Outwith UK.	Actual Received Value.

Where bookings have been made by the stakeholder representatives themselves then costs should be within the maximum rate allowed in the regulations. Any amounts claimed which exceed the maximum limit permitted will **not** be reimbursed.

Claims for expenses and allowances must be made, at the end of each month, on the relevant claim form. Once completed and signed, the claim should immediately be submitted to Orkney Health and Care and following authorisation by the Chief Officer arrangements will be made to enable payment.

## **6. Support for Carers**

Carer representatives who need support for their caring responsibilities in order to participate in the business of Orkney Health and Care will be invited to discuss their needs with the relevant Head of Service so that appropriate support can be provided.

## **7. Claiming Expenses**

Expenses should be claimed monthly using a standard claim form. Claims delayed by more than three months will not normally be paid. Receipts should be attached, and the completed form sent for the attention of the Chief Finance Officer.

## **8. Publication of Remuneration Information**

All Integration Joint Boards must publish information on stakeholder representatives' allowances and expenses in the Annual Accounts.