



Integration Joint Board

27th September 2018

This Report relates to
Item 12 on the Agenda

Membership Update

(Paper presented by Alison Warrick)

For Noting

Approved for Submission by	Julie White, Chief Officer
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List of Background Papers	Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 Minutes of the IJB Meeting 14 th July 2016
Appendices	Not Applicable

SECTION 1: REPORT CONTENT

Title/Subject: Membership Update

Meeting: Integration Joint Board

Date: 27th September 2018

Submitted By: Alison Warrick, IJB Governance Officer

Action: For Noting

1. Introduction

- 1.1 This Report provides Members with an update on membership for Local Authority and NHS Substitute Members and the following Non-Voting members; Workforce Representative and Proxy (Substitute) members for non-voting members.
- 1.2 This Report further explains the role of substitute Members as outlined in the Public Bodies (Joint Working) (Integration Joint Board) (Scotland) Order 2014

2. Recommendations

2.1 The Integration Joint Board is asked to:

- **Note the Local Authority Substitute Members as; Karen Carruthers, Andrew Giusti, David Inglis, David McKie and Ronnie Tait**
- **Note the following NHS voting membership arrangements:**
 - **Melissa Gunn will become an substitute voting member with immediate effect**
 - **Lorna Carr will vacate her voting membership on the 31st October and will become a substitute member thereafter**
 - **Nick Morris will become a substitute member with immediate effect, however, he will take up the position of voting member vacated by Lorna Carr from the 1st November 2018**
- **Note that Caroline Sharp, Workforce Director NHS becomes an advisory member on Workforce to the IJB.**
- **Note that the following become proxy (substitute) members for the Non-Voting Members as detailed in Section 4.5; Valerie White, Vicky Keir, Alice Wilson, Charlie Dunnett, Christiane Shrimpton, Debbie Cochrane, Mary Frances Brown and Claire Brown.**
- **Note the role of substitute Members**

3. Background

- 3.1 On the 24th January 2018 the Health and Social Care Corporate Administration Team (HSCCAT) were notified of the substitute voting members appointed by the Local Authority to the IJB. These members have now been provided with the IJB dates and a New Members Pack. Details of Membership are outlined in Section 4.1
- 3.2 On the 30th July 2018 the HSCCAT were advised of decisions which were taken at the NHS Board in relation to voting and substitute membership of the IJB. Details of these are outlined in Section 4.2
- 3.3 Following the secondment of Linda Davidson, Deputy Workforce Director (NHS), Caroline Sharp, NHS Workforce Director, has been attending IJB meetings in her place and Members are asked that this process is now formalised.
- 3.4 In line with the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 Section 12 Proxies which states:
- *'If a Member who is not a voting member is unable to attend a meeting of the Integration Joint Board that member may arrange for a suitably experienced proxy/substitute to attend the meeting'*

All non-voting Members were invited to nominate a suitable proxy and these are outlined in Section 4.4

4. Main Body of the Report

- 4.1 Following notification on the 23rd January 2018 the following Local Authority Members were provided with the details of all IJB Meetings and new members packs were issued:
- Karen Carruthers
 - Andrew Giusti
 - David Inglis
 - David McKie
 - Ronnie Tait
- 4.2 On the 30th July the NHS Corporate Business Manager advised of the following decisions taken at the NHS Board regarding IJB Membership, these additional members will now be issued with members packs.
- Lorna Carr to stand down as a voting Integration Joint Board member with effect from 31st October 2018
 - Nick Morris to fill the vacant post as an IJB voting member from 1st November 2018
 - Melissa Gunn and Lorna Carr will become substitute voting members from the 1st November 2018
 - Substitute voting members from the 1st June – 31st October 2018 will be Melissa Gunn and Nick Morris

- 4.3 Following the secondment of Linda Davidson, Deputy Workforce Director – NHS Dumfries and Galloway, who supported the IJB on workforce and organizational development issues, Caroline Sharp, Workforce Director assumed this role in the summer of 2017. As Linda Davidson has now left the organisation, Caroline Sharp will now provide support to the IJB on workforce and organisational development issues.
- 4.4 In the spring of 2018, non-voting members were asked to nominate a proxy who would be able to attend meetings on behalf of the service/area that the non-voting member represents.

The HSCCAT have been advised of the following proxies for non voting Members:

Organisation/Title	Member	Substitute
Director of Public Health (NHS)	Michele Mccoy	Valerie White – Consultant in Dental Public Health
Local Authority Staff Side Representative	Ann Farrell	No substitute available
NHS Staff Side Representative	Val Douglas	Vicky Keir – RCN Representative
Registered Nurse Practitioner	Eddie Docherty	Alice Wilson – Deputy Director of Nursing (NHS)
Registered Medical Practitioner (Primary Medical Services)	Dr Greycy Bell	Dr Charlie Dunnett – LMC GP Sub Secretary
Registered Medical Practitioner (not Primary Medical Services)	Dr Ken Donaldson	Dr Christiane Shrimpton – Associate Medical Director
Scottish Care Representative	Jim Gatherum	Debbie Cochrane, Branch Chair of Scottish Care
Service User Representative	Stella Macpherson	Mary Frances Brown
Third Sector Representative	Norma Austin Hart	Claire Brown
Unpaid Carers Representative	Jim Mccolm	No Substitute

- 4.5 In the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 Section 12 outlines the role of Proxy (Substitute) Members of the Integration Joint Board for both Voting and Non-Voting Members:

- *If a voting Member is unable to attend a meeting of the IJB the constituent authority which nominated the Member, is to use its best endeavours to arrange for a suitable experienced proxy, who is either a Councillor or, as the case may be, a member of the Health Board, to attend the meeting in place of the voting member.*

Please note it is the responsibility of the Voting Member to advise their constituent authority that they are unable to attend the meeting to allow for

notification of substitution to be advised to the Health and Social Care Corporate Administration Team.

- *If a Member who is not a voting member is unable to attend a meeting of the IJB that member may arrange for a suitable experienced proxy to attend the meeting.*
- *Please note all Non-Voting Members must advise the HSCCAT if they are unable to attend and are sending their substitute.*
- *A proxy attending a meeting of the IJB by virtue of paragraph (1) may vote on decisions put to that meeting.*
- *If the Chair or Vice Chair is unable to attend a meeting of the IJB any proxy attending the meeting may not preside over the meeting*
- *If both the Chair and Vice Chair are absent, the voting members present at the meeting shall choose a voting IJB member to preside.*

5. Conclusions

5.1 Based on this information the IJB is asked to note the changes as outlined above.

SECTION 2: COMPLIANCE WITH GOVERNANCE STANDARDS

6. Resource Implications

6.1 There are no resource implications to the Integration Joint Board.

7. Impact on Integration Joint Board Outcomes, Priorities and Policy

7.1 This details supplied within this paper are in accordance with the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014

8. Legal & Risk Implications

8.1 There is a risk to the Integration Joint Board that any decision making may not be discussed concisely if specific areas are not represented at Board Meetings.

9. Consultation

9.1 The Chief Officer has been consulted on during the compilation of this report.

10. Equality and Human Rights Impact Assessment

10.1 This is not required.

11. Glossary

HSCCAT	Health and Social Care Corporate Administration Team
IJB	Integration Joint Board