



PERTH & KINROSS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD

15 JANUARY 2016

APPOINTMENT OF STAKEHOLDER MEMBERS

Report by Chief Officer

PURPOSE OF REPORT

This report sets out proposed arrangements to enable appointment of stakeholder representatives for Carers and Service Users to be made by the Board. The report also sets out proposed arrangements to ensure that the Board engages with Third Sector organisations involved in health and social care services.

1. BACKGROUND

- 1.1 The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Regulations 2014 set out the arrangements for membership of the Board. The Board is to be made up of a mixture of voting and non-voting members. The non-voting members are a mixture of professional advisers, stakeholder representatives and other members appointed by the Board. The Regulations set out a minimum membership but allows local flexibility to add additional appointments at the discretion of each Board.
- 1.2 At the first meeting of the Board on 6 November 2015, the Board noted the appointment of the voting members nominated by the Council and NHS Tayside. A number of professional advisers were also appointed.
- 1.3 It was noted at that meeting that further work was required to progress the appointment of stakeholder members to represent service users and unpaid carers. The Board agreed that delegated authority should be given to the Chief Officer to identify suitable stakeholder members of the Board. Progress in respect of this task was to be reported back to the Board.
- 1.4 The ways in which stakeholder members will be identified and appointed to the Board will vary according to the local circumstances of the Board. However, the process of identifying members should implement the following principles:
 - Stakeholder members should reflect the views of the groups they represent on the Board as well as fulfilling their overriding duties as Board members. The appointed person must be able to demonstrate the appropriate experience and skill to reflect the breadth of views of the individuals or groups

that they represent;

- The Board should ensure that stakeholder members have the resources, support and training to fulfill their responsibilities and contribute effectively to the Board for the term of their appointment.

1.5 As outlined in the Partnership's Participation and Engagement Strategy, the involvement of Service Users and Carers in the Board should be considered within the wider context of public involvement across the whole health and social care system. A Board appointment would be one of many participation points that should be developed across strategic and locality planning groups. Clear points of reference and communication will be important for any Board stakeholder member to ensure accountability, support diverse involvement and enable the member to fulfill their duties on the Board.

2 UNPAID CARER MEMBERSHIP PROPOSALS

- 2.1 It is recognised that the richness of different Carer experiences will be an important consideration in shaping Carer involvement across the health and social care partnership.
- 2.2 In Perth & Kinross, there exists an independent Unpaid Carers Forum – a formally constituted group with key objects to engage in strategic development and provide a collective voice for unpaid Carers. Established 18 months ago, the Forum involves a variety of caring backgrounds and roles and is continuously growing its membership.
- 2.3 It is recognised that the Forum would offer a transparent point of reference and accountability for a Board member in terms of seeking Carers' views and reporting back to Carers.
- 2.4 It is proposed that two Carer appointments are made to the IJB via the Unpaid Carers Forum – one main and one substitute appointment. The substitute would be invited to attend all Board meetings as an observer and participate in the full programme of induction and training sessions. This arrangement would also enable peer support.
- 2.5 It is proposed that 'expressions of interest' for Board membership are sought via the Unpaid Carers Forum and more widely, to reach Carers not currently engaged in the Forum but who would be willing to join the Forum as part of their Board duties.
- 2.6 It is proposed that a panel comprising members of the Unpaid Carers Forum and the Board would consider the expressions of interest and recommend appointments to the Board. This process could begin immediately and be concluded by March 2016.

3 SERVICE USER MEMBERSHIP PROPOSALS

- 3.1 It is recognised that to have a single representative service user on the Board requires a sizeable commitment from one individual. The individual would be expected to bring a service user perspective to discussions at the Board and have an

interest in, and experience of, health and/or social care services. This role would include helping the partnership to ensure it was involving service users deeply and meaningfully in its work.

- 3.2 It is proposed that two Service User appointments are made to the Board – one main and one substitute appointment.
- 3.3 While there exist specific ‘care group forums’, advisory bodies, tenant panels, and locality-based forums with citizen involvement, there is no broad, strategic ‘service user forum’ specific to Health and Social Care in Perth & Kinross that would serve as a natural reference point for identification of a Board member. There is therefore potential for this to be developed. It is also noted that we have existing virtual mechanisms for communication and engagement with service users that could also be developed.
- 3.4 It is proposed that, over the next 3 months, the Partnership works with a spread of existing service user groups across Perth & Kinross to co-design the Board Service User recruitment process and to identify appropriate engagement mechanisms to support appointed individuals in their Board roles. This approach will ensure transparency of involvement and will acknowledge and build upon the recent extensive engagement within our communities.
- 3.5 It is proposed that a panel comprising both service users identified during this design process and Board members would consider the expressions of interest and recommend appointments to the Board by April 2016.

4 THIRD SECTOR MEMBERSHIP PROPOSALS

- 4.1 The Advice Note to the Public Bodies (Joint Working) (Scotland) Act 2014 sets out the role of Third Sector Interfaces (TSIs) in relation to integration activities. This role includes acting as advocates for the role of the third sector and as the conduit for the third sector.
- 4.2 The Advice Note proposes that the TSI is well placed to act as the conduit for the third sector on the Board and Strategic Planning Group. Boards should expect to see robust processes and protocols for information sharing, engagement and influencing on behalf of the third sector.
- 4.3 At the first meeting of the Board in November 2015, the Chief Officer for the TSI was proposed as a Board member, enabling continuity of involvement from the Pathfinder Board.
- 4.4 The Chief Officer TSI will report to the Health & Social Care Third Sector Forum in Perth & Kinross as a point of reference for engaging the wider Third Sector at a strategic level in relation to Board matters. The Forum is supported by terms of reference around membership, purpose and representation and also populates other key groups with representatives.

5 RECOMMENDATIONS

5.1 It is recommended that the Board:

- (a) Approves the proposal that two Unpaid Carer (main and substitute) and two Service User (main and substitute) appointments are made to the Board;
- (b) Approves the plans for the appointment of these members and instructs the Community Engagement Steering Group to progress these plans within the timescales outlined and to report back with recommendations for appointment in due course;
- (c) Endorses the Third Sector Health & Social Care Strategic Forum via the Chief Officer, Third Sector Interface, as the recognised conduit for Board engagement with the Third Sector.

Contact Officer: Name: Rob Packham, Chief Officer
(01738) 459543
Email: robertpackham@nhs.net

Address of Service: Pullar House, Kinnoull Street, Perth

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