



# Item No: 11

Meeting Date: Wednesday 28<sup>th</sup> November 2018

## Glasgow City Integration Joint Board Public Engagement Committee

**Report By:** Allison Eccles, Head of Business Development

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### SUPPORT TO IJB MEMBERS

<b>Purpose of Report:</b>	To outline a number of considerations around how Integration Joint Board (IJB) members, in particular stakeholder members, are supported in their role and propose development of a policy around travel and expenses for stakeholder members.
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<b>Background/Engagement:</b>	A recent report by the Coalition for Carers in Scotland noted the potential for a barrier to exist to carer representation on IJBs by virtue of the cost associated with arranging replacement care for the individual they care for, and that in some cases individuals had used some of their Direct Payment monies to fund this, leaving less budget available for them to spend on a proper break from their caring role.
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<b>Recommendations:</b>	The IJB Public Engagement Committee is asked to:  a) approve the proposal outlined in section 4 of this paper.
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### Relevance to Integration Joint Board Strategic Plan:

Supports engagement with service users, patients and carers

## Implications for Health and Social Care Partnership:

<b>Reference to National Health &amp; Wellbeing Outcome:</b>	<b>Outcome 6.</b> People who provide unpaid care are supported to look after their own health and wellbeing, including to reduce any negative impact of their caring role on their own health and well-being.  <b>Outcome 9.</b> Resources are used effectively and efficiently in the provision of health and social care services.
<b>Personnel:</b>	None
<b>Carers:</b>	Supports carers to participate in IJB activities.
<b>Provider Organisations:</b>	None
<b>Equalities:</b>	Promotes good practice by removing real or perceived barriers to participation in IJB structures.
<b>Financial:</b>	Limited financial impact. The costs outlined in this report are largely already being incurred against different budgets, this proposal centralises those costs.
<b>Legal:</b>	The legislation is not explicit as to what support these members should be provided with to allow them to carry out their duties as members of the IJB, however it is implicit in guidance and following convention that a reasonable amount of support should be provided.
<b>Economic Impact:</b>	None
<b>Sustainability:</b>	None
<b>Sustainable Procurement and Article 19:</b>	None
<b>Risk Implications:</b>	None
<b>Implications for Glasgow City Council:</b>	None
<b>Implications for NHS Greater Glasgow &amp; Clyde:</b>	None

## **1. Purpose of Report**

- 1.1 To outline a number of considerations around how Integration Joint Board (IJB) members, in particular stakeholder members, are supported in their role and propose development of a policy around travel and expenses for stakeholder members.

## **2. Background**

- 2.1 The IJB is required under the terms of the Public Bodies (Joint Working)(Scotland) Act 2014 to appoint a number of stakeholder members representing:

- users of social care services
- users of health services
- carers
- the third sector and
- staff

Glasgow City IJB has also appointed a member representing the independent sector.

- 2.2 Glasgow City IJB currently has a vacancy for an individual representing carers. All other stakeholder positions are filled.

- 2.3 The legislation is not explicit as to what support these members should be provided with to allow them to carry out their duties as members of the IJB, however it is implicit in guidance and following convention that a reasonable amount of support should be provided.

- 2.4 The legislation further states that “An integration joint board may pay to its members any reasonable travel and other expenses properly incurred by them in connection with their membership of the integration joint board.” There is no provision by which members are paid any fee or other additional sum for membership of the IJB over and above reimbursement of expenses.

- 2.5 The legislation makes payment of travel and expenses a voluntary provision for IJBs. Within Glasgow, travel costs for the members representing social care service users and health service users are routinely met.

## **3. Travel and Expenses Costs – Current Position**

- 3.1 Travel costs for stakeholder members are currently met from a health board taxi budget, which is primarily intended for patients and staff. Stakeholder reps on the IJB do not meet either of these criteria, however in the absence of any other solution, accessing this budget has become standard practice.

- 3.2 No other member of the IJB has ever requested the IJB meet any expense incurred as a result of their membership of the IJB.
- 3.3 In addition, costs are incurred within the resources budgets of both the Council and Health Board for other actions related directly to provision of support to the IJB:
- printing and postage costs for papers
  - catering for IJB meetings and development sessions
  - venue hire for development sessions
  - officer transport in support of IJB business (for example travel to external Public Engagement Committee meetings or development sessions)
- 3.4 A recent report by the Coalition for Carers in Scotland noted the potential for a barrier to exist to carer representation on IJBs by virtue of the cost associated with arranging replacement care for the individual they care for, and that in some cases individuals had used some of their Direct Payment monies to fund this, leaving less budget available for them to spend on a proper break from their caring role.
- 3.5 Glasgow City IJB currently has a vacancy for a carer rep; however, when that vacancy is filled it is considered that it would not be unreasonable for that individual to request reimbursement of any expense incurred by virtue of their membership of the IJB, which may include the cost of arranging alternative care.
- 3.6 There is potential that other stakeholder members of the IJB have, or in future may have, additional support needs to allow them to fully participate as members of the IJB, for example costs incurred for a support worker. As with specific costs for a carer, it would not be unreasonable for a member to ask the IJB to meet those costs.

#### **4. Proposal**

- 4.1 It is proposed that a dedicated budget for IJB support be established, managed within Business Development and accessed primarily by the Governance Support Team. The financial resources allocated to this budget will be determined by the Chief Officer: Finance and Resources, based on actual costs incurred in previous years which would be in scope of the IJB Support Budget.
- 4.2 Where it is considered that a cost should be incurred within the IJB Support Budget, the following principles should apply:
- Ordinary costs incurred on behalf of the IJB should be kept to a minimum, avoiding unreasonable expenditure (eg overly lavish catering, expensive external venues for development sessions where there are suitable lower-cost alternatives)

- Travel costs will be met for stakeholder members representing service users, patients and carers, and any person(s) required to provide support to those individuals. This will be limited to costs of public transport or taxis - no mileage or parking costs will be paid where the member travels by private car, unless this is the only option available to that member for example due to a specific health need.
- Costs incurred by any stakeholder member representing service users, patients and carers who also have caring responsibilities, for example the cost of replacement care, to allow them to carry out their duties as an IJB member can be claimed from the IJB Support Budget.
- The above provision only applies when the specific cost is incurred solely as a result of the member being required to carry out IJB business – for example, the IJB Support Budget would cover the cost of alternative care when this has been arranged specifically to allow a member to attend an IJB meeting, but would not do so when the cared for person would normally be in a care arrangement at that specific day and time
- All of the above equally applies to substitute members, where they are attending development sessions or deputising for a service user, patient or carer member at an IJB meeting. These provisions do not apply however where the substitute attends an IJB meeting voluntarily when the member for whom they are a substitute is in attendance.
- Requests for reimbursement from the IJB Support Budget require to be approved by the Head of Business Development.
- Where there is dispute over whether an expense should be met from the IJB Support Budget, this will be referred to the Chief Officer: Finance and Resources or the Assistant Chief Officer: Finance and Resources, whose decision on the matter will be final.

## **5. Recommendations**

5.1 The IJB Public Engagement Committee is asked to:

- a) approve the proposals outlined in section 4 of this paper.