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Item No: 1

Meeting Date: Wednesday 26th November 2025

Glasgow City Integration Joint Board

Report By: Craig Cowan, Head of Business Development / Standards Officer

Contact: Craig Cowan

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Glasgow City Integration Joint Board Membership

Purpose of Report:

To provide an update on substitute arrangements for the Section 95 Officer on Glasgow City IJB and request approval of appointments to IJB Committees.

Background/Engagement:

The appointment of Duncan Black as Depute Chief Officer, Finance and Resources and Section 95 Officer to the Integration Joint Board under the Local Government Act 1973 was approved on [14th May 2025](#). Due to the critical nature of the Section 95 Officer's role, a substitute is appointed to assume their responsibilities and attend IJB meetings when the primary officer is unavailable.

[The Public Bodies \(Joint Working\) \(Integration Joint Boards\) \(Scotland\) Order 2014](#) sets out requirements about the membership of an Integration Joint Board. This includes minimum required membership, and provision for additional members to be appointed. As part of the minimum membership, a carer and a service user representative are required.

It was recognised that the requirement to develop and implement an improved and more flexible process for nominating and appointing stakeholder representatives was required and a proposed approach was approved by the IJB at its meeting on [14th May 2025](#).

Governance Route:

The matters contained within this paper have been previously considered by the following group(s) as part of its development.

HSCP Senior Management Team ☐

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	Council Corporate Management Team ☐ Health Board Corporate Management Team ☐ Council Committee ☐ Update requested by IJB ☐ Other ☐ Not Applicable ☒
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Recommendations:	The Integration Joint Board is asked to: a) Note the appointments outlined at paragraphs 3.1 and 3.2; and b) Approve the appointments to IJB Committees in section 4.
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Relevance to Integration Joint Board Strategic Plan:

Relates to matters of governance.

Implications for Health and Social Care Partnership:

Reference to National Health & Wellbeing Outcome(s):	None. Relates to matters of governance.
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Personnel:	None. Relates to matters of governance.
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Carers:	The IJB is required to include a carer representative in its membership. Identifying a representative for carers will ensure that the IJB meets required governance, and that carers needs and views are represented fairly at IJB.
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Provider Organisations:	None.
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Equalities:	None.
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Fairer Scotland Compliance:	None.
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Financial:	Limited financial impact. Support to stakeholder members on appointment is as per the policy agreed by the Public Engagement Committee in November 2018 .
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Legal:	The requirement to appoint a Section 95 Officer to the Integration Joint Board is set out in the Public Bodies (Joint Working) (Scotland) Act 2014 . Requirements around stakeholder membership on the IJB is set out in legislation and statutory guidance. Public Bodies (Joint Working) (Scotland) Act 2014
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Economic Impact:	None.
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Sustainability:	None.
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Sustainable Procurement and Article 19:	None.
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Risk Implications:	Failure to appoint a Section 95 officer to the IJB would place the IJB in breach of its responsibilities under the Public Bodies (Joint Working) (Scotland) Act 2014 and would pose a risk to the IJB of being able to meet its requirements and objectives as set out in statute and within the Strategic Plan. Failure to ensure appropriate Member representation on the IJB and its Committees would place the IJB in breach of its statutory duties and Standing Orders and risk the IJB not being able to conduct its business.
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Implications for Glasgow City Council:	None.
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Implications for NHS Greater Glasgow & Clyde:	None.
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Direction Required to Council, Health Board or Both	
Direction to:	
1. No Direction Required	☒
2. Glasgow City Council	☐
3. NHS Greater Glasgow & Clyde	☐
4. Glasgow City Council and NHS Greater Glasgow & Clyde	☐

1. Purpose

- 1.1 To provide an update on substitute arrangements for the Section 95 Officer on Glasgow City IJB and request approval of appointments to IJB Committees.

2. Background

- 2.1 The appointment of Duncan Black as Depute Chief Officer, Finance and Resources and Section 95 Officer to the Integration Joint Board under the Local Government Act 1973 was approved on [14th May 2025](#). Due to the critical nature of the Section 95 Officer's role, a substitute is appointed to assume their responsibilities and attend IJB meetings when the primary officer is unavailable.
- 2.2 The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 sets out requirements about the membership of an Integration Joint Board. This includes minimum required membership, and provision for additional members to be appointed. As part of the minimum membership, a carer and a service user representative are required.

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- 2.3 It was recognised that the requirement to develop and implement an improved and more flexible process for nominating and appointing stakeholder representatives was required and a proposed approach was approved by the IJB at its meeting on [14th May 2025](#).

3. IJB Appointments for Noting

- 3.1 Following the appointment of Amanda Clarke as Assistant Chief Officer, Finance, effective from 3rd November 2025, Amanda will assume the role of substitute Section 95 Officer on the IJB, as required.
- 3.2 Following a successful recruitment exercise, six stakeholder representatives were identified to join Glasgow City IJB to represent service users and carers. Approval was sought out with the planned IJB schedule to allow officers to expedite induction training and include the candidates in the IJB Development Session scheduled for 29th October 2025. The report is attached at Appendix 1 which confirms the following appointments to Glasgow City IJB.

Carer Representative	Marie McGinn
Carer Representative	David Milligan
Service User Representative	Elsbeth Gracy
Service User Representative	<i>Catherine Hutchison (see para 3.3)</i>
Service User Representative	Michael McNamara
Service User Representative	Kit Renard

Cllr Jon Molyneux and Cllr Lana Reid-McConnell noted a connection to Kit Renard, via membership of the Scottish Green Party.

- 3.3 Since confirming these appointments, Catherine Hutchison has, unfortunately, had to withdraw from the position of service user representative. As there continues to be three service user representatives there is no urgent need to recruit to this vacant position at the current time.
- 3.4 A maximum of two service user representatives and one carer representative will attend each meeting of Glasgow City IJB.
- 3.5 As non-voting members of the IJB, service user and carer representatives are entitled to payment of travel and other expenses (such as the cost of replacement care where they have caring responsibilities) related to their IJB duties. Officers are preparing an expenses policy and process to facilitate this, which will be brought to a future IJB for approval.

4. IJB Committee Appointments for Approval

- 4.1 As per Regulations and the IJBs own Standing Orders, appointments to Committees of the IJB are a matter for the IJB itself.

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- 4.2 The IJB is asked to approve the following appointments to the IJB Public Engagement Committee:

Elspeth Gracy (service user)
Marie McGinn (carer)
Michael McNamara (service user)
David Milligan (carer)
Kit Renard (service user)

- 4.3 A maximum of two service user representatives and one carer representative will attend each meeting of the Public Engagement Committee.

- 4.4 Following a decision from the IJB Chair to step down from the IJB Finance, Audit and Scrutiny Committee, the IJB is asked to approve the undernoted changes to membership of IJB Committees:

- Martin Cawley will join IJB Finance, Audit and Scrutiny Committee as a Health Board voting member, replacing Paul Ryan
- Karen Turner will join IJB Public Engagement Committee as a Health Board voting member, replacing Martin Cawley.

5. Recommendations

- 5.1 The Integration Joint Board is asked to:

- a) Note the appointments outlined at paragraphs 3.1 and 3.2; and
- b) Approve the appointments to IJB Committees in section 4.



Date: Thursday 2nd October 2025

Glasgow City Integration Joint Board

Report By: Craig Cowan, Head of Business Development / Standards Officer

Contact: Craig Cowan

Phone: 07769 972012

Glasgow City Integration Joint Board Membership – Stakeholder Recruitment

Purpose of Report:

To update members on the recruitment for service user and carer representatives on Glasgow City IJB and to request approval to appoint the successful applicants.

Background/Engagement:

[The Public Bodies \(Joint Working\) \(Integration Joint Boards\) \(Scotland\) Order 2014](#) sets out requirements about the membership of an Integration Joint Board. This includes minimum required membership, and provision for additional members to be appointed. As part of the minimum membership, a carer and a service user representative are required.

Stakeholder representatives are nominated from within existing IJB / HSCP engagement networks. The term of the previous IJB service user representatives expired in March 2025, and the carer representative retired in June 2025.

Governance Route:

The matters contained within this paper have been previously considered by the following group(s) as part of its development.

- HSCP Senior Management Team ☐
- Council Corporate Management Team ☐
- Health Board Corporate Management Team ☐
- Council Committee ☐
- Update requested by IJB ☐
- Other ☐

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	Not Applicable ☒
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Recommendations:	The Integration Joint Board is asked to: a) Approve the successful applicants as members of the IJB representing carers and service users.
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Relevance to Integration Joint Board Strategic Plan:

Relates to matters of governance.

Implications for Health and Social Care Partnership:

Reference to National Health & Wellbeing Outcome(s):	None. Relates to matters of governance.
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Personnel:	None. Relates to matters of governance.
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Carers:	The IJB is required to include a carer representative in its membership. Identifying a representative for carers will ensure that the IJB meets required governance, and that carers needs and views are represented fairly at IJB
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Provider Organisations:	None.
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Equalities:	None.
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Fairer Scotland Compliance:	None.
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Financial:	Limited financial impact. Support to stakeholder members on appointment is as per the policy agreed by the Public Engagement Committee in November 2018 .
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Legal:	Requirements around stakeholder membership on the IJB is set out in legislation and statutory guidance. Public Bodies (Joint Working) (Scotland) Act 2014
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Economic Impact:	None.
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Sustainability:	None.
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Sustainable Procurement and Article 19:	None.
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Risk Implications:	Failure to ensure appropriate member representation on the IJB would place the IJB in breach of its statutory duties and Standing Orders. However, failure to ensure a robust process for recruitment to encourage as wide a range of nominations as possible would run the additional risk of the IJB not being able to appoint suitable members.
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Implications for Glasgow City Council:	None.
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Implications for NHS Greater Glasgow & Clyde:	None.
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Direction Required to Council, Health Board or Both	
Direction to:	
1. No Direction Required	☒
2. Glasgow City Council	☐
3. NHS Greater Glasgow & Clyde	☐
4. Glasgow City Council and NHS Greater Glasgow & Clyde	☐

1. Purpose

- 1.1 To update members on the recruitment process for service user and carer representatives on Glasgow City IJB and to request approval to appoint the successful applicants.

2. Background

- 2.1 [The Public Bodies \(Joint Working\) \(Integration Joint Boards\) \(Scotland\) Order 2014](#) sets out requirements about the membership of an Integration Joint Board. This includes minimum required membership, and provision for additional members to be appointed. As part of the minimum membership, one carer and one service user representative are required.
- 2.2 At its inception, Glasgow City IJB took the decision to have 3 representatives (2 x service user and 1 x carer), with identified substitutes where possible.
- 2.3 Statutory guidance indicates that the term for IJB Members is to be set by the constituent authorities but must not exceed three years. There is provision within the guidance for Members to be re-appointed for additional terms.
- 2.4 Stakeholder representatives are nominated from within existing IJB / HSCP engagement networks. The term of the previous IJB service user representatives expired in March 2025, and the carer representative retired in June 2025.

3. Recruitment Process

- 3.1 It was recognised that the requirement to develop and implement an improved and more flexible process for nominating and appointing stakeholder representatives was required and a proposed approach was approved by the IJB at its meeting on [14th May 2025](#).
- 3.2 An advertisement for service user and carer representatives, seeking a maximum of 6 members was publicised on websites, social media (HSCP, NHS, GCC), and circulated to all engagement networks.

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- 3.3 The advert included an application form and an information pack outlining the background to GCIJB; detailed description of the role of the service user/carer representatives; what they can expect from the role; and the relevant support that will be provided. Applications were welcomed via on-line submission or by post with a deadline of 18th July 2025.
- 3.4 Interested parties were shortlisted and invited to a face-to-face discussion as part of a formal process to ensure the most suitable representatives were selected for appointment.
- 3.5 A total of eight candidates agreed to these discussions which were held over two days with a panel comprised of the Chief Officer, the Chair of the IJB, the IJB's Standards Officer (replacing the Chief Officer on day 2) and an officer from the IJB's Governance support team.
- 3.6 Following completion of all discussions, the panel agreed on the most suitable applicants and recommended the following appointments:

Carer Representative	Marie McGinn
Carer Representative	David Milligan
Service User Representative	Michael McNamara
Service User Representative	Kit Renard
Service User Representative	Elsbeth Gracy
Service User Representative	Catherine Hutchison

- 3.7 An extensive induction, training and ongoing support programme will be put in place for service user/carer representatives following appointment. This is provisionally scheduled for 22nd October 2025.

4. Recommendations

- 4.1 The Integration Joint Board is asked to:
- a) Approve the successful applicants as members of the IJB representing carers and service users.