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Item No: 11

Meeting Date: Wednesday 14th May 2025

Glasgow City Integration Joint Board

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

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Glasgow City Integration Joint Board Membership – Stakeholder Recruitment

Purpose of Report:

To update Members on the vacancies for service user representatives on Glasgow City IJB; to outline proposals for a flexible approach to membership; and to request approval for the process around recruitment.

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 remaining IJB service user representative expired in March 2025. The representative member may be appointed for a further term. The current member representing the interest of Carers is due to retire 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 ☐

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	Other <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
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Recommendations:	<p>The Integration Joint Board is asked to:</p> <ul style="list-style-type: none"> a) Note the contents of the report; b) Support a more flexible approach to service user and carer representation, with six members overall as outlined in section 4; and c) Approve the process for recruitment outlined in section 5, to begin by the end of May 2025.
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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 amongst 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	<input checked="" type="checkbox"/>
2. Glasgow City Council	<input type="checkbox"/>
3. NHS Greater Glasgow & Clyde	<input type="checkbox"/>
4. Glasgow City Council and NHS Greater Glasgow & Clyde	<input type="checkbox"/>

1. Purpose

- 1.1 To update Members on the vacancies for service user representatives on Glasgow City IJB; to outline proposals for a flexible approach to membership; and to request approval for the process around recruitment.

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.
- 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 Following the sad passing of the representative for health care users in 2024, Glasgow City IJB was still fulfilling statutory guidance by having one service user representative on the membership. The term of the remaining service user representative expired however in March 2025. The option of reappointing this member for an additional term is not possible as they have disengaged.

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- 2.5 The IJB received a report in [May 2023](#) outlining the challenges in the recruitment of an IJB member to represent carers (citizens of Glasgow who have a caring role for a family member or loved one). Agreement was given to appoint the Principal Officer Carers Lead, as a stakeholder representative on the IJB to represent the interests of carers. The current member, however, is due to retire in June 2025.

3. Previous Recruitment Process

- 3.1 Previously, Locality Engagement Forums were tasked with coordinating a process to identify interested parties for the service user roles on Glasgow City IJB. Application was via completion of a nomination form. The positions were also advertised on the HSCP website, on social media and via partners. Nomination forms were considered by the HSCP Chief Officer, based on their supporting statements, with successful candidates selected and presented to the IJB for approval.
- 3.2 As outlined in the report to the IJB in May 2023, the Carers' Reference Group (CRG), was established to ensure carers have a voice in the planning and delivery of HSCP services. As noted as para 2.5, CRG members were unable to identify an IJB Carer Representative from their current membership at the last recruitment. The CRG has since been disestablished. A group, Glasgow City Carers, has been established to fulfil some of the role of the previous CRG.

4. Future Approach

- 4.1 It is recognised that the requirement to develop and implement an improved process for nominating and appointing stakeholder representatives is required. Acknowledging the level of commitment required, a more flexible arrangement is being proposed going forward for service user and carer representatives. This would include the minimum of 1 service user representative and 1 carer representative, providing compliance with the legislative requirements.
- 4.2 The aim would be to recruit two service user reps and one carer rep. However, an additional 3 members (previously categorised under substitute arrangements) would provide flexibility thus creating a maximum pool of 6 people with a maximum of 3 attending formal GCIJB meetings (as per current arrangements). The recruitment of additional members allows representatives to find a balance between Glasgow City IJB and their personal commitments.
- 4.3 Removing the distinction between main representative and substitute would ensure better engagement and ownership from reps, with better communication and readiness to participate in IJB activity.
- 4.4 All 6 members will be invited to development sessions and stakeholder briefings.

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5. Recruitment Process

- 5.1 It is proposed that there will be one advertisement for service user and carer representatives, seeking a maximum of 6 members. It will be advertised on websites, social media (HSCP, NHS, GCC), and circulated to all networks. HSCP Officers will attend network meetings to proactively promote the posts.
- 5.2 The advert will include an application form and an information pack outlining the background to GCIJB; detailed description of the role of the service user/carers representatives; what they can expect from the role; and the relevant support that will be provided. Applications will be welcomed via on-line submission or by post.
- 5.3 It is proposed that interested parties will be invited to a face to face discussion as part of a formal process to ensure the most suitable representatives are selected for appointment. The criteria to be used to appoint representatives is being prepared and includes utilising best practice from similar processes undertaken in other HSCTs across the country to build on and supplement the processes used in Glasgow previously.
- 5.4 Subject to agreement of the proposals above, the recruitment process will begin by the end of May 2025.
- 5.5 An extensive induction, training and ongoing support programme will be put in place for service user/carers representatives following appointment.

6. Recommendations

- 6.1 The Integration Joint Board is asked to:
 - a) Note the contents of the report;
 - b) Support a more flexible approach to service user and carers representation, with six members overall as outlined in section 4; and
 - c) Approve the process for recruitment outlined in section 5, to begin by the end of May 2025.