

West Lothian Strategic Planning Group

Date: 8 October 2015

Agenda Item: **7**

IJB MEMBER INDUCTION

REPORT BY DIRECTOR

A PURPOSE OF REPORT

To advise the Board of the proposal for progressing induction for the Board members.

B RECOMMENDATION

The board endorses the proposed approach and content of Board member induction as outlined in this report.

C TERMS OF REPORT

An initial West Lothian induction event for members of the Shadow Integrated Joint Board was provided on the 19th August 2015 with a view to providing a broad overview of key themes. This was well attended with 10 appointed members of the IJB attending.

To build on this event and progress the induction of IJB members further events are proposed to ensure that Board members have all the necessary information to meet their individual and collective needs.

The events proposed are:

1. A repeat of the induction event provided on the 19th August 2015 (content in Appendix 1) taking on board feedback from participants and views from the Shadow Board. This will be open to all Board members but targeted at new members who haven't previously attended. This event will provide all board members with the same information and is necessary as the pan Lothian induction events will not be repeated.

This event should be delivered when all board members have been appointed and is planned for November/ December 2015 depending on the timescales for appointments.

2. An induction event to be included for all elected members to equip councillors with an overview and understanding of the role of West Lothian's Integration joint Board. This will be arranged by HR as part of the ongoing programme of Member development events.

3. Once all board members have attended the initial induction event a further development event is planned. The purpose of this will be to review any further induction needs as well as to facilitate the implementation of a Development Plan for the IJB.

IJB Development Plan

Each IJB is required to produce a Board Development Plan to set out how the Board plans to develop a continuous improvement approach to how it operates. The Board Development Plan will pull together the themes and areas for improvement as well as detail actions required and monitoring process

A range of resources have been produced nationally to facilitate the development of Integrated Joint Boards.:

- Leading the Journey of Integration – a guide for Integration Joint Board members (produced by Scottish Government in conjunction with SSSC and NESS)
- Leading for Outcomes – Integrated Working & Delivering Integrated Care and Support, The Institute for Research and Innovation in Social Services (IRISS)
- Readiness for Integration Tool & Success Factors for Integration – Joint Improvement Team (JIT)

These documents highlight key themes for Boards to address as part of their development. These include;

- Mapping our partnership – how does it relate to established council, NHS, Community Planning arrangements.
- Outcomes – Reviewing the delivery against National Outcomes for social care and how that relates to the Single Outcome Agreement
- The Principles of Integration –How services are planned and delivered.
- Role of the IJB – Decision making arrangements
- Leadership and Culture – Working together effectively both individually and collectively
- Building Relationships – Building trust, communication and understanding.
- Working to Support Localities – Effective engagement and prioritisation.
- Commissioning Planning – Robust processes/ Outcome approach.

D CONSULTATION

None Required

E REFERENCES/BACKGROUND

1. Leading the Journey of Integration – a guide for Integration Joint Board members (produced by Scottish Government in conjunction with SSSC and NESS)
2. Leading for Outcomes – Integrated Working & Delivering Integrated Care and Support, The Institute for Research and Innovation in Social Services (IRISS)
3. Readiness for Integration Tool & Success Factors for Integration – Joint Improvement Team (JIT)

F APPENDICES

Appendix 1 - INTEGRATION JOINT BOARD – INDUCTION & DEVELOPMENT

G SUMMARY OF IMPLICATIONS

Equality/Health	This report has been assessed as having little or no relevance with regard to equality or the Public Sector Equality Duty. As a result, an equality impact assessment has not been conducted.
National Health and Wellbeing Outcomes	n/a
Strategic Plan Outcomes	The Strategic Plan includes a commitment to develop a workforce and organisational development plan.
Single Outcome Agreement	n/a
Impact on other Lothian IJBs	None
Resource/finance	From current budget resources
Policy/Legal	Public Bodies (Joint Working) (Scotland) Act 2014 and statutory regulations and guidance
Risk	None

H CONTACT

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8 October 2015

WEST LoTHIAN HEALTH & SOCIAL CARE
INTEGRATION JOINT BOARD – INDUCTION & DEVELOPMENT

West Lothian's Health & Social Care Integration Joint Board induction programme outline:-

Session 1 – 19th August 2015 - 13.00-16.00 hours

Time	Activity	Content	Facilitator
1.00 – 1.10	Welcome and Introduction to programme – purpose and outcomes	<ul style="list-style-type: none"> • Outline of Phase 1 –Lothian wide • Outline of Phase 2 – Local programme Emphasis on importance of attendance at both to fully understand role/remit/accountability both nationally and locally	Isobel Meek/Gerry Cavanagh
1.10 – 1.20		<ul style="list-style-type: none"> • Overview of national vision for Integration of Health & Social Care including any legislative timeframes 	Jim Forrest
1.20 – 1.40		<ul style="list-style-type: none"> • Individual input 	
1.40 – 1.55	Structure of West Lothian's Health and Social Care Partnership board and Role of members	<ul style="list-style-type: none"> • The role of an integrated joint board (board of governance) - Voting and non-voting members • Standing orders • IJB mapped to organisational landscape and links to Community Planning Partnership etc 	James Millar
1.55 – 2.10	Risk Register	<ul style="list-style-type: none"> • Linkages to National outcomes and local organisational performance and monitoring to deliver on the outcomes • Board's role in managing and mitigating risk 	Kenneth Ribbons
2.10 – 2.30	Local context setting	<ul style="list-style-type: none"> • Overview of the 2 localities 	Carol Bebbington

	Strategic Planning Group's Role and links to decision making	<ul style="list-style-type: none"> • Role of strategic planning group and its interaction with IJB • Informed decision making - use of data/research to inform decision making – e.g. intelligence generated from GP practices in relation to patterns of admissions, prescribing, diagnostics 	“ “ “
2.30 – 2.50	Strategic Commissioning	<ul style="list-style-type: none"> • Assessing and forecasting need • Linking investment to agreed desired outcomes • Considering options and planning the nature, range and quality of future services in partnership 	Alan Bell
	Performance Reporting and continuous improvement	<ul style="list-style-type: none"> • Annual report, review of the year 	“
2.50 – 3.05	Tea/coffee		
3.05 – 3.15	First business of board - Approval of non-voting members	<ul style="list-style-type: none"> • Overview of prospective members and their role/background/experience. 	Jim Forrest
3.15 – 3.50	IJB direction of future needs	<ul style="list-style-type: none"> • Outline of future session and direction from Board Members of their needs/priorities • Suggestions could include – • Leadership • Culture • Integrated Teams 	Isobel Meek/Gerry Cavanagh
3.50 – 4.00	Close	<ul style="list-style-type: none"> • Questions, next steps • Date of next meeting • Closing remarks 	Isobel Meek/Gerry Cavanagh Jim Forrest