



Edinburgh Integration Joint Board

Service user member recruitment pack

The Edinburgh Integration Joint Board (EIJB) are seeking to recruit two citizens with experience of using community health and/or social care services to join the Board. The role of service user members is to bring a service user perspective to the work of the EIJB in planning the future of health and social care services in Edinburgh. As a service user member, you should have experience of using the health and or social care services for which the EIJB has responsibility. We need to recruit one person who has experience of using health services and one who has experience of using social care services, although we recognise that some people will have experience of using both types of service.

Service user members will:

- live in Edinburgh
- have a knowledge and understanding of the issues affecting users of health and social care services
- be interested in the decision-making process around the planning of these services; and
- be able to communicate a service user perspective effectively at meetings of the Edinburgh Integration Joint Board
- be able to commit between one and two days a month.

What is the Edinburgh Integration Joint Board?

The Edinburgh Integration Joint Board was established in April 2016 in response to changes in the way in which health and social care services are planned and delivered, as set out in the Public Bodies (Joint Working) (Scotland) Act 2014. In Edinburgh, these changes have meant that:

health and social care services are delivered by the Edinburgh Health and Social Care Partnership (EHSCP) which is a partnership of the City of Edinburgh Council and NHS Lothian; and

the Edinburgh Integration Joint Board (EIJB) is responsible for the governance of the partnership and the strategic planning of health and social services.

The services for which the EIJB and EHSCP are responsible include:

- social work assessment
- social care services for people with disabilities, mental health, older people, sensory impairment, substance misuse
- support for carers

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- primary care services including GPs and community nursing
- allied health professionals such as occupational therapists, psychologists and physiotherapists
- community dental, ophthalmic and pharmaceutical services
- continence services
- unplanned admissions to hospital.

The arrangements setting out the relationship between the EIJB, EHSCP and the City of Edinburgh Council and NHS Lothian are set out in the [Integration Scheme](#) which was agreed between the Council and NHS Lothian and approved by Scottish Government ministers. The EIJB published a [strategic plan](#) in April 2016 setting out how the services for which it is responsible should be delivered. Paper copies of these documents can be supplied if required.

Who sits on the Integration Joint Board?

The Public Bodies (Joint Working) (Scotland) Act 2014 specifies minimum membership criteria that all Integration Joint Boards must adhere to. In Edinburgh, there are 10 voting members of the Board, five of whom are non-executive board members of NHS Lothian and five of whom are elected members of the City of Edinburgh Council.

There are also a number of non-voting members. These include officers of the Council and NHS Lothian such as the Chief Officer and Chief Finance Officer of the EIJB, the Chief Nurse and Medical Director of the EHSCP, the Council's Chief Social Work Officer, representatives of the third sector, trades unions and professional staff groups and four citizen members, two of whom are unpaid carers and two are service users.

To date the practice has been for decisions of the EIJB to be made by consensus of the full membership rather than the use of voting.

Further information about integration in Edinburgh can be found [here](#).

Integration Joint Board papers can be found [here](#) by selecting Edinburgh Integration Joint Board from the list of Committees.

How to apply

If you are interested in becoming a service user member of the EIJB please complete the expression of interest form and return it by Monday 12 March:

[Fill it in online](#)

Email it to: healthsocialcareintegration@edinburgh.gov.uk

Post it to: Wendy Dale, Strategic Planning Manager, Edinburgh Health and Social Care Partnership, Level 1/8 Waverley Court, 4, East Market Street, Edinburgh, EH8 8BG

For informal discussions contact: Wendy Dale on 0131 553 8322.

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Role of service user members of the Edinburgh Integration Joint Board

The role of the service user members of the Edinburgh Integration Joint Board (EIJB) is to make sure that the perspective of people with lived experience of using health and social care services is heard in all aspects of the business of the Board. We recognise that it is impossible for one person to represent the views of everyone who uses health and social care services in the city. The role of the service user member on the EIJB is therefore to provide a service user perspective. However, there will be occasions where we ask you to take part in events intended to gather views from a wider group of service users.

Service user members will:

- live in Edinburgh and be able to prepare for, travel and contribute to regular meetings
- provide the perspective of people who use the health and social care services for which the EIJB is responsible.

Tasks you will be expected to do

As a service user member, you will be expected to:

- attend the monthly meetings of the EIJB, these are usually held in a location in central Edinburgh on a Friday morning between 9.30am and 12.30pm
- attend monthly meetings of the EIJB Strategic Planning Group which are usually held in a location in central Edinburgh on a Friday morning between 10am and 12 noon
- read the papers circulated before each meeting and come to the meeting prepared to take part in the discussions from the perspective of people who use the services for which the EIJB is responsible
- make contact and engage with other service users and represent their views in a balanced and objective way
- take part in the planning and monitoring of the EIJB strategic plan, priorities and budgets.

Skills and qualities you need:

- no formal qualifications are required
- ability to facilitate and encourage active engagement
- ability to listen to, and represent the views of, other service users (even if they are different from your own)
- ability to read and absorb detailed reports that are sometimes complex, identify the implications for service users and articulate these succinctly at formal meetings
- excellent communication and interpersonal skills
- confidence in public speaking
- understanding of the reasons for integrating health and social care
- understanding of the health and social care systems in Edinburgh

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The sort of person we are looking for is someone who:

- has an active interest in health and social care
- is able to work in a team and with working groups
- is able to look at things with an open mind
- is able to listen to and take on board other people's points of view or experiences
- may be part of a group or organisation lined to health and/or social care, but would not be representing that group on the Strategic Planning Group.

We will expect you to:

- use your experience to give the perspective of users of the health and social care services for which the EIJB has a responsibility
- be willing to suggest and influence changes to services or plans
- take an active role in groups or projects, with our support
- follow relevant policies and procedures (e.g. expenses policy for IJB members, no smoking policy, equal opportunities, health and safety). We will make sure you have access to these
- follow rules of confidentiality and not discuss personal or sensitive information outside of meetings. We will ask you to sign a confidentiality agreement
- take part in an initial induction training session and any other briefings or training sessions as required
- read papers for meetings before you attend and if unable to attend, give your apologies in good time if possible
- remember that any contact with the media (newspapers, television, radio) or through social networking will be handled by Edinburgh Council's Corporate Communications Team
- give references or complete Scottish Disclosure/PVG Scheme membership documents if we need you to. We will guide you through this process
- declare any interests, employment or otherwise, which may conflict with your involvement with EIJB. This will not necessarily stop you joining the board
- raise any concerns or difficulties with your contact person
- tell your contact person if you no longer wish to be a service user member of the EIJB.

Your name will appear on minutes of IJB meetings which are available to the public.

What you can expect from us

- support or training and any information you need, free of jargon (or jargon explained), in a format that suits you
- a named contact person who will give you support and guidance
- a clear description of your responsibilities, including the length of time you are expected to be involved
- to be introduced to other board members with their jobs and roles explained to you
- to be treated as an equal partner, with your views taken seriously
- to be sent meeting papers in your preferred format, at least one week before the meeting
- to be told what has happened as a result of your involvement
- to be consulted about decisions which affect you

- to be able to opt out of anything you don't feel comfortable with or find stressful
- to reimburse necessary travel and other agreed expenses arising from your membership of EIJB
- that your involvement will not impact on your care, treatment or services
- to be able to step down at any time, knowing that it will not affect any future care, treatment or services
- your personal information to be kept confidential.

Length of appointment

The Public Bodies (Joint Working) (Scotland) Act 2014 limits the length of appointment of non-voting members to three years.

Working together for a caring,
healthier, safer Edinburgh