



Orkney Health and Care – Integration Joint Board Members’ Role Descriptor

	Orkney Integration Joint Board (IJB)
Personal Role	Being a member of the Orkney Integration Joint Board with a term of a maximum of four years
Personal Responsibilities	<p>Attend and participate in formal meetings of the IJB. These will take place quarterly.</p> <p>Prepare for the formal meetings of the IJB by reading the meeting papers in advance of the meeting and considering the matters set out in these papers.</p> <p>Attend and participate in development sessions for members of the IJB. There will be a minimum of two such sessions annually.</p> <p>Attend and participate in subcommittees or working groups of the IJB, as an IJB member, as agreed with the Chair of the IJB. Frequency of such activity will be dependent on the specific subcommittee or piece of work agreed.</p> <p>Interface and communicate with the relevant groups, networks, or representatives within the specific role undertaken to bring an informed and objective view and analysis of issues to support the Board’s governance role.</p> <p>If you are an IJB Board member by merit of holding an employed role or post, you may also have a role descriptor related to that role or post. This role descriptor should be read alongside any other relevant descriptor.</p>

<p>Main tasks</p>	<p>To act at all times in the interests of patients, service users, carers, the workforce and the public.</p> <p>To participate actively and constructively in the IJB meetings, and in associated pieces of work, in agreement with the IJB Chair.</p> <p>Embrace effective governance, accountability and stewardship of public money and demonstrate an understanding of the principles of good scrutiny.</p> <p>To be part of the leadership role of the IJB by demonstrating the following leadership qualities in relation to your IJB work:</p> <ul style="list-style-type: none"> ✓ creating and share the vision - effective leadership involves contributing to the creation of a compelling vision for the future and communicating this within and across organisations; ✓ working with others - effective leadership requires individuals to work with others in teams and networks to deliver continually improving services; ✓ being person focussed - this is about truly engaging and involving patients, service users, carers and communities in planning and delivering services; ✓ intellectual capacity and application - able to think conceptually in order to plan flexibly for the longer term and being continually alert to finding ways to improve; ✓ demonstrating personal qualities - effective leadership requires individuals to draw upon their values, strengths and abilities and to be respectful, interested and understanding of the views of others <p>Where membership arises from a position as a non-voting professional advisor, bring the appropriate professional perspective to the matters being discussed by the IJB. Appendix A sets out the different types of IJB membership.</p>
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	<p>Where membership arises from a position as a non-voting stakeholder, bring the perspective of that stakeholder group to the matter being discussed by the IJB.</p> <p>Maintain a focus within the IJB on planning and delivering services that support and improve performance against the nine national health and wellbeing outcomes as established by the Scottish Government (Appendix B) and addressing the health inequalities of the population.</p> <p>To demonstrate commitment to delivering the best value for money for the use of public funds.</p> <p>To take a corporate and supportive approach as a full member of the IJB and to respect the code of conduct of the IJB.</p>
<p>Time Commitment</p>	<p>You will be asked to commit to a series of dates throughout the year.</p> <p>The IJB will meet quarterly and meetings will last approximately three hours, although this will vary depending on the weight of the agenda.</p> <p>There will be a minimum of two development sessions per year and these will be half day sessions.</p> <p>Subcommittee and working group meetings will be of various frequencies depending on the subcommittee itself. Subcommittee meetings will be approximately two hours in length, depending on the weight of the agenda.</p> <p>You may also be asked to attend or support various meetings or events within your remit as a Board member, in agreement with the Chair.</p> <p>The length of time a person can be appointed to the Board is for two years in the first instance which may be extended by a further two years.</p>

<p>Location</p>	<p>The Board meetings and development sessions will be held in various venues within Orkney.</p> <p>Video conferencing facilities will be available at Board meeting and development session venues and members may attend by Video Conference.</p> <p>Subcommittee meetings and working group meetings will be held at various venues in Orkney. Video conferencing facilities may be available at these meetings, depending on circumstances, assessed need for facilities of this nature, and availability.</p>
<p>Expenses</p>	<p>If travel expenses are incurred in relation to attendance these will be met in line with members expenses policy (Appendix C).</p>
<p>Required Skills and Experience</p>	<p>You are required to have an active interest in health and social care services in Orkney and a commitment to partnership working.</p> <p>You are required to have a positive approach to, and a commitment to, principals of integration and joint working and a willingness to work towards the success of the IJB and overcome barriers and difficulties that may be faced, which is of particular importance in the formative years.</p> <p>You must have good communication skills, and the ability to communicate on behalf of those you represent, even if you do not personally share all their views.</p> <p>You must be able to receive and assimilate the information provided in advance of, and at, meetings and consider and reflect on it.</p> <p>You must have the ability to work in a constructive way, with Board members who represent a wide range of interest and experience.</p>

	<p>You must have the confidence to put forward your views, in an appropriate and respectful manner, and to receive and discuss, and where appropriate challenge, the views of others in the same manner.</p> <p>For those who are IJB members in a professional advisory capacity you must be able to communicate and have regard to the interests of the IJB whilst discharging your duties as a professional employed or contracted by NHS Orkney or Orkney Islands Council. Likewise, you must be able to communicate and having regard your duties to NHS Orkney or Orkney Islands Council whilst discharging your role as a member of the IJB.</p>
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Appendix A – IJB Membership

Appendix B – National Health and Wellbeing Outcomes

Appendix C – IJB Members’ Expenses Policy