



# Members' Role Descriptor

## Integration Joint Board

<b>Version</b>	Members' Role Descriptor.
<b>Owner.</b>	Chief Officer.
<b>Date Approved.</b>	
<b>Date for Review.</b>	May 2032.

	<b>Integration Joint Board (IJB).</b>
<b>Personal Role.</b>	Being a member of the Orkney IJB with a term of two years for members, which may be extended, who are not appointed by merit of holding a post designated as required membership. For members who are appointed by merit of holding a post designated as required membership the term of appointment to the IJB will run concurrently with the term of time holding the post.
<b>Personal Responsibilities.</b>	<p>Attend and participate in formal meetings of the IJB. These will usually take place five times a year.</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 as required.</p> <p>Attend and participate in Sub-committees, or working groups, of the IJB. Frequency of such activity will be dependent on</p>

	<p>the specific Sub-committee or piece of work agreed. The current Sub-committees are:</p> <ul style="list-style-type: none"> <li>• Performance and Audit Committee.</li> <li>• Joint Clinical and Care Governance Committee.</li> <li>• Strategic Planning Group.</li> <li>• Joint Staff Forum.</li> </ul> <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 member by merit of holding an employed role or post, you will also have a job description/role descriptor related to that role or post. This job description/role descriptor should be read alongside any other relevant descriptor.</p>
<p><b>Main Tasks.</b></p>	<p>To always act in the interests of patients, service users, carers, the workforce and the public.</p> <p>To participate actively and constructively in all IJB meetings, and in associated pieces of work.</p> <p>To 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 of the IJB by demonstrating the following leadership qualities in relation to your IJB work:</p> <ul style="list-style-type: none"> <li>• <b>Creating and sharing the vision</b> - effective leadership involves contributing to the creation of a compelling vision for the future and communicating this within and across organisations.</li> <li>• <b>Working with others</b> - effective leadership requires individuals to work with others in teams and networks to deliver continually improving services.</li> <li>• <b>Being person focussed</b> - this is about truly engaging and involving patients, service users, carers and communities in planning and ensuring the delivery of services.</li> <li>• <b>Strategic Planning</b> - able to think conceptually in order to plan flexibly for the longer term and being continually alert to finding ways to improve.</li> <li>• <b>Demonstrating positive personal qualities</b> - effective leadership requires individuals to draw upon their values, strengths and abilities and to be respectful, interested and understanding of the views of others.</li> </ul>

	<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. Membership of the IJB can be found <a href="#">here</a>.</p> <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 <a href="#">nine National Health and Wellbeing Outcomes</a> as established by the Scottish Government and addressing the health inequalities of the population.</p> <p>Demonstrate commitment to delivering best value in the use of public funds.</p> <p>Take a corporate and supportive approach as a full member of the IJB and respect the Code of Conduct of the IJB.</p>
<p><b>Time Commitment.</b></p>	<p>You will be asked to commit to a series of dates throughout the year.</p> <p>The IJB will usually meet five times a year and meetings will last approximately three hours, although this will vary depending on the weight of the agenda.</p> <p>There will be a development session between each formal Board meeting and these will be for 90 minutes. There are also regularly informal catch ups which last one hour.</p> <p>Sub-committee and working group meetings will be of various frequencies depending on the sub-committee itself. Sub-committee 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.</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, with the exception of those members appointed by virtue of their post.</p>
<p><b>Location.</b></p>	<p>The Board meetings and development sessions will be held at different venues, with the option for blended meetings (in person and remote attendance). Some meetings are audio-cast, with the recording available for up to 12 months after the date of the meeting.</p>

	<p>Microsoft Teams will be available as a virtual alternative to physical meetings, including a mix of video and in-person attendance.</p> <p>Sub-committee meetings, and working group meetings, will be held at various venues in Orkney. Microsoft Teams will be available as a virtual alternative to physical meetings, including a mix of video and in-person attendance.</p>
<b>Expenses.</b>	<p>If travel expenses are incurred in relation to attendance these will be met in line with <a href="#">IJB Stakeholder Representative Expenses Policy</a> or the respective policies at NHS Orkney and Orkney Islands Council.</p>
<b>Required Skills and Experience.</b>	<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, and a commitment, to principles of integration and joint working, as well as a willingness to work towards the success of the IJB and overcome barriers and difficulties that may be faced.</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 interests 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 have regard to your duties to NHS Orkney or Orkney Islands Council whilst discharging your role as a member of the IJB.</p>