



INTEGRATION JOINT BOARD

Date of Meeting	11 th August 2020
Report Title	Carers Expenses Policy
Report Number	HSCP.20.016
Lead Officer	Sandra MacLeod, Chief Officer
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Consultation Checklist Completed	Yes
Directions Required	No
Appendices	A. Carers Expenses Policy

1. Purpose of the Report

- 1.1. The purpose of this report is to seek approval from the IJB for the Aberdeen City Carers Expenses Policy.

2. Recommendations

- 2.1. It is recommended that the IJB:

- a) Approves the Carers Expenses Policy contained in Appendix A for use in Aberdeen City.

3. Summary of Key Information

- 3.1. In February 2019 the Ministerial Steering Group (MSG) produced a report entitled "Review of Progress with Integration of Health and Social Care". Proposal 6.3 of the of that report was "We will support carers and representatives of people using services better to enable their full



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involvement in integration”. To achieve an ‘Exemplary’ rating against that proposal within the self-evaluation framework would be that “Carers and representatives of people using health and social care services will be supported by partnerships to enable meaningful engagement with their constituencies. This will support their input to Integration Joint Boards, strategic planning groups and locality arrangements for integration. This would include, for example, receipt of IJB papers with enough time to engage other carers and people using services in responding to issues raised. It would also include paying reasonable expenses for attending meetings.”

- 3.2. The Coalition of Carers in Scotland (CoCiS) has shared their Best Practice Expenses Policy for carer representatives (which could also be used for service user representatives). The two IJB Carers representatives for Aberdeen City IJB were appointed in March 2020. The current Service User representative is in post until March 2021 at which point a new Service Representative will be appointed.
- 3.3. The CoCiS Expenses Policy has been considered and used as a template for the development of the Aberdeen City Carers Expenses Policy and this is attached at Appendix A. Although it is entitled “Carers Expense Policy ACHSCP deem it only fair that the benefits therein should be extended to the Service User representative as all are unpaid and expected to undertake the same role. This extension is confirmed within the policy. Ensuring our carers and service users representatives are not out of pocket will encourage attendance at meetings and further enhance the contribution they make to IJB decision making.

4. Implications for IJB

- 4.1. **Equalities** – there are no direct implications for Equalities in relation to this report.
- 4.2. **Fairer Scotland Duty** – this report provides a means of reimbursement for carers and service user representatives attending IJB and other integration meetings ensuring that undertaking this role does not disadvantage them financially.



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- 4.3. **Financial** – it is estimated that carers and service users’ expenses will be minimal and can be accommodated from the additional funding we receive from the Scottish Government to deliver the Carers Act.
- 4.4. **Workforce** – there will be minimal workforce implications in relation to the processing and payment of any expenses claims. The nominated point of contact will be an existing member of staff – the Development Officer (Service User and Carer Engagement).
- 4.5. **Legal** – there are no direct legal implications arising from the recommendations in this report. Adopting the Expenses Policy will help meet the “Exemplary” rating within the MSG Self Evaluation Framework.
- 4.6. **Covid-19** – provision of a laptop and other communication tools will support attendance at virtual IJB meetings whilst social distancing measures remain in place for Covid-19.
- 4.7. **Other** – none.

5. Links to ACHSCP Strategic Plan

- 5.1. Value and Support Unpaid Carers is a commitment under the Prevention aim within the Strategic Plan.

6. Management of Risk

6.1. Identified risks(s)

Not having an Expenses Policy for Carers and Service Users may impact on their ability to contribute fully and effectively to IJB decision-making.

6.2. Link to risks on strategic or operational risk register:



This report links to strategic risk 5 “There is a risk that the IJB, and the services that it directs and has operational oversight, of fail to meet performance standards or outcomes as set by regulatory bodies”.



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6.3. How might the content of this report impact or mitigate these risks:

The approval of a Carers Expenses Policy will support carers and service users attending IJB and contributing to the decisions it makes.

Approvals	
	Sandra Macleod (Chief Officer)
	Alex Stephen (Chief Finance Officer)