



INTEGRATION JOINT BOARD

Date of Meeting	22 August 2023
Report Title	Expenses Policy IJB Carers and Service User Representatives
Report Number	HSCP.23.055
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Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	a. Expenses Policy IJB Carers and Service User Representatives
Terms of Reference	4. The approval or amendment of the Scheme of Governance

1. Purpose of the Report

- 1.1. The purpose of this report is to seek approval of a revised Integration Joint Board (IJB) Carers and Service Users Representatives Expenses Policy which forms part of the IJB Scheme of Governance.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:

- a) Approves the IJB Carers and Service Users Representatives Expenses Policy with effect from 22nd August 2023.
- b) Instructs the Chief Officer to replace the previous policy in the Scheme of Governance with the revised one.



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- c) Instructs the Chief Officer to ensure the IJB Carers and Service Users Representatives Expenses Policy is reviewed annually as part of the review of the Scheme of Governance.

3. Strategic Plan Context

- 3.1. Within the Strategic Plan we confirm that our approach to delivering services follows the national Integration Principles. One of these principles is that services are 'planned and led locally for the benefit of service users, people who look after service users, and the people who provide health or social care services'. Having Carers and Service User Representatives on the IJB is one of the ways we deliver on that principle and having an Expenses Policy based on the premise that the representatives will not be out of pocket as a result of taking on that role, ensures that there are at least no financial barriers to participation.

4. Summary of Key Information

- 4.1. Section 3.6 of the Aberdeen City Integration Scheme sets out the membership of the IJB and notes at 3.6j) that this includes services users residing in the area of the local authority, and at 3.6k) that also included are persons providing unpaid care in the area of the local authority.
- 4.2. In February 2019, the Ministerial Strategic Group for Health and Social Care produced a report entitled "Review of Progress with Integration of Health and Social Care", in which they quoted exemplary performance in relation to supporting carers and service user representatives to enable their full involvement in integration would include paying reasonable expenses for attending meetings.
- 4.3. The IJB approved the first IJB Carers and Service User Representative Expenses Policy at their meeting on 11th August 2020 which was based on a best practice template provided by the Coalition of Carers in Scotland. Due to Covid restrictions, IJB meetings were mainly taking place virtually and it is only in this last year that the implementation of the policy has been tested.
- 4.4. A review of the IJB Carers and Service Users Expenses Policy was undertaken by a small group of key stakeholders including the Carers and Service User Representatives and the feedback from this review along with the learning from implementation over the last year informed the revised policy contained at Appendix A.



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- 4.5. The key revisions in the proposed new policy are the addition of Principles and more clarity and detail being provided in relation to the process. We have also confirmed that the policy is part of the Scheme of Governance and based on Aberdeen City Council procedures so any review of it needs to link to reviews in these areas.

5. Implications for IJB

5.1. Equalities, Fairer Scotland and Health Inequality

The policy only impacts the two Carers Representatives and the one Service User Representative on the IJB. The revisions to the policy have been made in consultation with them. The policy is now enhanced in terms of the commitment to our representatives to not be out of pocket, recognising the diverse needs of individuals and minimising any financial barriers to undertaking their role on the IJB. The clarity and detail provided in relation to the process should ensure this is more robust and aids smooth implementation. There is also our commitment to monitor the implementation and make improvements where necessary.

5.2. Financial

With more IJB meetings being held in person it is likely that the number of claims will increase. Provision has been made within existing budgets to cover the cost of these and the sufficiency of this is something else that will be monitored annually.

5.3. Workforce

There are no direct workforce implications arising from the recommendations of this report. Existing members of staff will provide support to the implementation, monitoring and review of the IJB Carers and Service User Representatives Expense Policy as part of their normal duties.

5.4. Legal

Having Carers and Service User Representatives on the IJB meets our legal obligations in terms of the Public Bodies (Joint Working) (Scotland) Act 2014, and the Aberdeen City Integration Scheme. Having an Expenses Policy specifically for them, enables their participation by removing any financial barriers.



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5.5. Unpaid Carers

The IJB Carers and Service User Representatives Expense Policy supports the participation of Carers Representative in IJB business representing the views of unpaid carers in Aberdeen City.

5.6. Information Governance

All personal data required to process expense claims will be managed within Aberdeen City Council's existing procedures and guidelines. It is the same process as is used to pay staff travel and subsistence allowances and accounts payable.

5.7. Environmental Impacts

The IJB Carers and Service User Representatives Expense Policy is used to reimburse the costs of necessary travel to and from IJB meetings. Whilst travel by car or train will have an impact on the environment, it is necessary for the representatives if they wish to fully participate in IJB business. Travel for this purpose is minimal. A hybrid option is available and all IJB members can choose to occasionally use this to reduce their impact on the environment. Printing costs are covered by the policy but only when printing is the preference of the individual. The Carers and Service User Representatives have been provided with laptops to enable reading IJB papers online if this is their preference. The Expenses Policy does reiterate the intention for the IJB to be as paper free as possible.

5.8. Sustainability

The IJB Carers and Service User Representatives Expense Policy aims to remove any economic barriers to full participation in IJB business in order that the representatives' roles can be sustainable. The potential for environmental impact is noted at 5.7 however the social benefits to in person participation in meetings is thought to outweigh this.

5.9. Other

There are no other implications arising from the recommendations set out in the report.



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6. Management of Risk

6.1. Identified risks(s)

There is a risk that if the IJB does not have in place an Expenses Policy to ensure Carers and Service User Representatives are not out of pocket as a result of their role on the IJB, that participation from the representatives would reduce, and IJB decisions would not benefit from their contribution. Both the Likelihood and Impact of this risk are high. In the IJB's Risk Appetite Statement, it is confirmed that the IJB will accept no or low risk in relation to breaches of regulatory and statutory compliance.

The Expenses Policy is a control measure to minimise the likelihood and reduce the impact of this risk. The additional activities such as the regular meetings with the nominated point of contact and the annual review of the policy will help to further lower the likelihood and impact by ensuring the implementation of the policy is effective and that improvements are fed into the annual review.

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

This risk links to Risk 6 on the Strategic Risk Register: -

Cause: Need to involve lived experience in service delivery and design as per Integration Principles

Event: IJB fails to maximise the opportunities created for engaging with our communities

Consequences: Services are not tailored to individual needs; reputational damage; and IJB does not meet strategic aims

Approval of the revised IJB Carers and Service User Representatives Expense Policy will help to remove any financial barriers to participation in IJB business for the representatives.