



**Midlothian**  
**Health & Social Care**  
**Partnership**

# **Induction Handbook**

**Integration Joint Board (IJB)**

**April 2021**

# Who we are

The Midlothian Health and Social Care Partnership is responsible for services that help you live well and get support when you need it. This includes all **community health and social care services for adults in Midlothian and some acute hospital-based services**.

NHS Lothian and Midlothian Council are legally required by the act to delegate a significant number of their functions and resources to the IJB. Midlothian also delegate additional services of Criminal Justice Social Work and Children's Health Services.



is responsible for



Unscheduled care in Hospitals (e.g. A&E, Minor Injuries, Acute wards).

Community Health Services (e.g. GPs, District Nurses, Dentists, Pharmacists, Mental Health services and the Community Hospital).

**Health Visiting and School Nurses.** Links between adult and children's services are important, but strategic planning for children's services remains the responsibility of the **Getting it Right for Every Midlothian Child** group.

Adult Health and Social Care (e.g. Social Work, Day Services, Care at Home, Allied Health Professionals).

Services for offenders to address the health and care needs that may be the root causes of offending. However reducing offending remains the remit of the **Community Justice and Safety Partnership**.

**We work in partnership with many voluntary and independent providers.**

We are governed by the **IJB** who are responsible for a budget of **£131million a year**.

## **Our Vision**

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**People in  
Midlothian are  
enabled to lead  
longer &  
healthier lives.**

## **Our Values**

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**We will provide**

- the right care,
- in the right place,
- at the right time

# Aims of Health & Social Care Integration

## The aims of integration are:

- To improve the quality and consistency of services for patients, carers, service users and their families;
- To provide seamless, integrated, quality health and social care services in order to care for people in their homes, or a homely setting, where it is safe to do so; and
- To ensure resources are used effectively and efficiently to deliver services that meet the needs of the increasing number of people with long term conditions and often complex needs, many of whom are older.

## Principles of "how" integrated services should be planned and delivered.

Services should be provided in a way which, so far as possible:

- is integrated from the point of view of service-users
- takes account of the particular needs of different service-users
- takes account of the particular needs of service-users in different parts of the area in which the service is being provided
- takes account of the particular characteristics and circumstances of different service-users
- respects the rights of service-users
- takes account of the dignity of service-users
- takes account of the participation by service-users in the community in which they live
- protects and improves the safety of service-users
- improves the quality of the service
- is planned and led locally in a way which is engaged with the community (including in particular service-users, those who look after service-users and those who are involved in the provision of health or social care)
- best anticipates needs and prevents them arising
- makes the best use of the available facilities, people and other resources

## Role of the IJB

The [Public Bodies \(Joint Working\) \(Scotland\) Act](#) 2014 established a legal framework for the integration of health and social care services in Scotland. Integration came into effect in Midlothian in 2015 with the creation of the Midlothian Integrated Joint Board. [‘What is Integration? A short guide to the integration of health and social care services in Scotland’](#) (Audit Scotland 2018) gives a background to integration and outlines how Integration Joint Boards (which are also referred to as Integration Authorities) are structured and function.

The IJB has to consider the demographic and financial changes and challenges in Midlothian and nationally. With its broad range of responsibilities across both health and social care, the board has the ability to transform services and move out of the 'silos' in which the partners have had to manage in the past.

The IJB gives instructions to Midlothian Council and NHS Lothian on what they should do to deliver the Midlothian Health and Social Care Partnership Strategic Plan and achieve national health and wellbeing outcomes. These instructions are called Directions.

- Current [Midlothian Directions](#)
- [Statutory Guidance on Directions](#) from integration authorities to health boards and local authorities: Jan 2020

### **Strategic Planning**

Each Integration Authority must write a strategic commissioning plan that sets out how they will plan and deliver services for their area over the medium term, using the integrated budgets under their control. A range of people including service users must be fully engaged in the preparation, publication and review of the strategic commissioning plan. The plan should be supported by a Joint Needs Assessment which looks at the local health and social care needs.

- [Midlothian HSCP Strategic Plan](#)
- Joint Needs Assessment
- Single Midlothian Plan
- [Strategic commissioning plans: guidance](#)
- [Health and social care integration: prioritisation guidance](#)
- Guidance on the Principles for Planning and Delivering Integrated Health and Social Care
- [Health and social care integration - localities: guidance](#)

### **Budget Setting and Finance**

Midlothian Council and NHS Lothian give funding from their own budgets to the IJB. The IJB then decides the best way to allocate the funding to meet the health and social care needs of people in Midlothian, and allocates the funding with Directions.

The IJB has an approved approach to medium term financial planning and has developed a 3 year plan over the period 2019-2022. This medium term financial plan plays an important role in inform the planning and prioritisation of future service delivery, and strategic planning and commissioning.

Financial planning assumptions are reviewed on an ongoing basis to take account of events such as changes to funding levels, economic forecasts, care demands and policy decisions impacting on health and social care.

- Midlothian HSCP Budget 2019-2022
- Midlothian HSCP Annual Accounts

- [Health and social care integration - financial assurance: guidance](#)

## Measuring Performance and Audit and Risk

The I HSCP write an annual report on their performance and achievements, and their progress towards meeting local and national outcomes.

- Midlothian HSCP Annual Report
- [National Health and Wellbeing Outcomes](#) framework
- [Health and Social Care Integration Partnerships: Annual Performance Report guidance](#)
- Health and Social Care Delivery Plan (Dec 2016) MSG Core Indicators (hyperlink)
- Midlothian Integration Joint Board Local Code of Corporate Governance

## Progress with Integration

- [Health and Social Care integration: progress review](#) by Ministerial Strategic Group for Health and Community Care Feb 2019
- [Health and social care integration: update on progress](#) by Audit Scotland November 2018
- [Independent Review of Adult Social Care](#) (Feeley Report) 2021

## Other legal duties and guidance

- Equalities Act
- Midlothian HSCP Equalities Outcomes and Mainstreaming Report
- Midlothian IJB Complaints Handling
- Midlothian IJB Whistleblowing Policy
- [Planning With People](#) – Scottish Government guidance on Community Engagement and Participation for Health and Social Care 2021
- FOI

## Useful links

- [Audit Scotland Reports](#)
- [Standards Commission Professional Briefings](#)
- [Christie Commission Report](#) on the future delivery of public services – report and recommendations, 2011
- The Kings Fund [Leading across Health and Social Care in Scotland](#), 2018
- [Health and Social Care Scotland - network for health and social care leaders.](#)
- Ministerial Strategic Group for Health and Community Care - Overview of 2018/19 IJB Annual Performance Reports

# Members of the IJB

The IJB has 4 voting members from both Midlothian Council (elected members) and NHS Lothian (non executive directors) as well as a range of other members. Some of the roles include:

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|-------------------------------|--------------------------------|
| • Chief Officer IJB           | Morag Barrow                   |
| • Chair IJB                   | Councillor Catherine Johnstone |
| • Vice Chair                  | Carolyn Hirst                  |
| • Chief Financial Officer IJB | Claire Flanagan                |
| • Chief Social Worker         | Alison White                   |
| • Chief Nurse                 | Fiona Stratton                 |
| • Carers Representative       |                                |
| • Third Sector Representative | Lesley Kelly                   |
| • Staff Representative        | Jordan Miller and James Hill   |
| • Service User Representative | Marlene Gill and Keith Chapman |
| • GP Representative           | Hamish Reid                    |
| • AHP Representative          | Fiona Huffer                   |

Powers and responsibilities which relate to the roles of Chief Officer and Chief Financial Officer are set out in the [Scheme of Delegations](#). The **Chief Internal Auditor** and the **Standards Officer** are not members of the IJB but have powers and responsibilities which relate to the board which are also set out in the Scheme of Delegations

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|-------------------------------|-------------|
| • Chief Internal Auditor      | Jill Stacey |
| • Chief Standards Officer IJB | Alan Turpie |

## Public meetings once a month

There are 6 Board meetings, 2 Special Boards (March and September) and 3 Board Development Sessions annually. The development sessions are an opportunity to focus on particular issues in more depth and to have more informal discussions and sharing of ideas. Papers will be sent to all board members a week in advance of the board meeting. Board meetings are open to the public.

[Midlothian IJB Committee page](#) – includes Membership, dates, Agenda and papers for meetings and previous meetings

## Your Key Contact

Mairi Simpson, Integration Manager at Midlothian HSCP is your point of contact for your induction and for any other general queries. [Mairi.simpson@nhslothian.scot.nhs.uk](mailto:Mairi.simpson@nhslothian.scot.nhs.uk)

# Your Induction

Your induction will be specific to your role, experience and requirements so please ask if you would like further information or support on anything.

## First 3 months - People & Places

The Chief Officer will arrange a number of sessions to meet people and get an overview of what we do:

- Meeting the **Chief Officer**.
- Meeting the **Chief Finance Officer**
  - This will give you an overview of the key finance responsibilities of the IJB and Set Aside Budget, and an introduction to the key risks and risk policy of the IJB
- Meeting with **Chief Standards Officer**
  - This will give you an overview of the expectations on Members from an ethical standards perspective, the role involves advising and assisting MIJB members in relation to the Register of Interests and the Code of Conduct
- Meeting with **Chair of Audit and Risk Committee**
  - This will give you and overview of the key areas of risk management, financial procedures and audits that are considered by the committee
- Meeting with **key staff groups** including Senior Management Team and Management GPs
- Meeting the **Strategic Planning Group**
- Meeting key staff in Third Sector Partners such as **Midlothian Voluntary Action & VOCAL**
- Visiting **Midlothian Community Hospital**
- Visiting **A & E at the Royal Infirmary of Edinburgh**
- Visiting **Midlothian Extra Care Housing**
- Visiting **Care Home/Intermediate care facility**
- Visiting **Number 11** (a hub including Mental Health, Substance Misuse and Justice Services)

## Online Induction

[TURAS Information and Training](#) for Board Members across Scotland

The Scottish Government publications "[On Board - a guide for board members of public bodies in Scotland](#)" and the [Guidance on Roles, Responsibilities and Membership of the Integration Joint Board](#), provide you with information to help you in your role.



# Your Roles & Responsibilities

- **To participate fully in the Board's business**, at Board and committee meetings and elsewhere, providing constructive challenge and working in cooperation with others to best carry out the work of the board
- **To regularly attend meetings**, and provide advance notice if you will not be able to attend.
- **To prepare for meetings**, reading all relevant papers and supporting materials.
- **To focus on and give priority to your responsibilities to the Board** and the residents of Midlothian, regardless of the nature or source of your appointment to the Board,
- **To contribute to the development and implementation of the Board's strategies** in accordance with the Board's vision and priorities, the national health and wellbeing outcomes, the integration delivery principles and the Integration Scheme
- **To ensure the view of service users and stakeholders, are heard**, putting staff, local communities, and the public at the heart of change and ensuring they are involved in planning services.
- **To ensure that sound and complete financial information is provided** and at least a medium-term approach is taken to financial planning
- **To ensure that resources are used sensibly and in accordance with the law and the Board's [best value duty](#)** and ensure active scrutiny of financial and service performance
- **To ensure that the system of internal control is adequate and effective** and that the Board's Local **Code of Corporate Governance** is observed and complied with
- **To maintain the highest standards of ethical conduct and comply with the Board's Code of Conduct and its Standing Orders**
- **To contribute to the governance of the Board in a way which encourages equal opportunities**, recognises the cultural diversity within the area and which actively promotes equal opportunity requirements.

## Ethical Standards in Public Life

You will need to complete a non-disqualification questionnaire and to register any financial or non-financial interests declarable by Board Members of devolved bodies under the Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003.

# Your Development and Support

## Development Sessions

Members meet at closed meetings throughout the year to focus on issues in more depth, facilitate informal discussion and share ideas. Participation at these sessions is strongly encouraged and you can suggest topics to cover.

You are also encouraged to take part in external learning and development events that might help you in your role. The IJB's Expenses Policy would cover expenses related to these for volunteer board members. Please speak to the key contact about any events or training courses you may wish to undertake.

## Mentoring

If you are interested in being mentored by a Board Member, please let the Integration Manager know and this will be accommodated if possible.

## Accessibility

If you require reasonable adjustments to support you in your role please let us know.

## Expenses

Our [expenses policy](#) supports volunteer members of the IJB. We encourage all volunteer members to reclaim any costs involved in being a volunteer such as travel, accommodation and food.