

# Midlothian Integration Joint Board



**Thursday 8 April 2021, 2.00pm**

## **Midlothian IJB Induction Handbook**

<b>Item number:</b>	<b>5.8</b>
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### **Executive summary**

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This report aims to update the board on the development of an Induction Handbook for new members of the Midlothian Integration Joint Board to support a comprehensive and effective induction process.

**Board members are asked to:**

- **Review and approve the proposed Induction Handbook for new members of the Midlothian Integration Joint Board**

## Midlothian IJB Induction Handbook

### 1 Purpose

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- 1.1 This report updates the board on the development of an Induction Handbook for new board members

### 2 Recommendations

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- 2.1 As a result of this report Members are being asked to: -
  - Review and approve the proposed Induction Handbook

### 3 Background and main report

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- 3.1 The Scottish Government publication 'On Board - a guide for board members of public bodies in Scotland 2017', highlights that "Induction programmes, events and material should be a standard feature, with a public body providing information on a range of topics, e.g. policies, procedures, roles, responsibilities, rules and key personnel."
- 3.2 The Scottish Government Guidance on Roles, Responsibilities and Membership of the Integration Joint Board, 2015 states that "All members should receive an induction; as a minimum this should cover the member's specific post requirements, roles, responsibilities and policies".
- 3.3 This handbook has been developed to support a comprehensive and effective induction process in line with best practice guidance. The handbook covers a range of areas and relevant policies, including the roles and responsibilities of all board members, and the expenses policy to support volunteer board members.

### 4 Policy Implications

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- 4.1 This is designed to assist new Board members in policy decisions. It supports the policy direction of the Scottish Government as detailed in 3.2.

### 5 Directions

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- 5.1 A Direction is not required

## 6 Equalities Implications

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- 6.1 The handbook includes information on the Midlothian Equalities Outcomes and links to the Equalities Act, this will support new IJB members in awareness their equalities responsibilities in their role.
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## 7 Resource Implications

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- 7.1 The handbook includes information on drafting of the strategic commissioning plan and the role of the IJB in allocation of budgets. This will support new IJB members in future resource allocation.
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## 8 Risk

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- 8.1 There is a risk of not meeting legal obligations in relation to the roles and responsibilities of the IJB, and IJB members, if effective induction training and information on these areas is not provided.

## 9 Involving people

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- 9.1 IJB Members are asked to provide feedback on the Induction process and documents.

## 10 Background Papers

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- 10.1 On Board - a guide for board members of public bodies in Scotland
- 10.2 Guidance on Roles, Responsibilities and Membership of the Integration Joint Board,

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<b>DATE</b>	30/03/2021

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### Appendices: Appendix 1 IJB Induction Policy