



Integration Joint Board Carer Representative Members Guidance

Document Information

Document:	Carer Representative Members Guidance	Document Version No:	1
Approver:	Ian Beattie	Document Version Date:	April 2024
Job Title:	Head of Adult and Older People Services	Review Date:	April 2025
Date Approved:			
Version 1	April 2023		

Version History

Version No	Status	Date	Description
V2		June 2023	
V3		Sept/Oct 2023	Presented at Carer Partnership (too much detail) Had been shared with Carer rep
V4		4 December 2023	BP amends and deletions, as too much detail especially around expenses, when we agreed we will pay, embedded docs now appendices.
V5		15 February 2024	KF reconfiguration of Appendix 3 Expenses Claim Form to include bank details.
V5		3 April 2024	Presented to Carer Partnership Meeting as concluded item, should it be presented to other forums, once concluded this version control page and water mark will be removed.

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Introduction

A key principle of The Carers (Scotland) Act 2016 is involving carers in carers' services.

Carer Representative Members are equal, expert and valued members of the Integrated Joint Board (IJB), Strategic Commissioning Group, Carer Partnership and other local and national strategic groups and have a lead role in:

- ◆ representing and championing the views of carers;
- ◆ ensuring that the IJB is complying with good governance re its statutory obligations; and
- ◆ helping to shape the planning of future services and service delivery in South Lanarkshire.

1. Aims

The aim of the guidance is to ensure retention of Carer Representative Members through:

- ◆ recruitment and selection;
- ◆ induction, training and mentoring support;
- ◆ raising the profile of carers through shared learning and decision making;
- ◆ networking with local and national forums; reimbursement for travel and other reasonably agreed expenses for attendance at meetings

2. Governance

The IJB, Strategic Commissioning Group, Carer Partnership Group and other local and national strategic groups the Carer Representative Member attends will have their own governance arrangements in place.

These arrangements may include:

- ◆ the remit of the group;
- ◆ membership;
- ◆ meeting frequency;
- ◆ reporting and administrative arrangements including:
 - availability and/or substitution of member;
 - paperwork and actions for meetings;
 - named contact who will provide support and guidance;
 - induction and training.

3. Role of Carer Representative Member

Carers bring a wealth of professional and personal experience to the Carer Representative Member role and the IJB wants to help carers to continue to develop their skills within this role.

The following eligibility criteria applies:

- ◆ carers require to reside in South Lanarkshire;
- ◆ it is desirable that carers are a current or former member of a carers group or organisation;
- ◆ it is desirable that carers are aged 16 years of age or over

Knowledge

- ◆ it is desirable that carers have a sound knowledge about the local and national context in which IJBs, local authorities and health boards operate though training can be provided
- ◆ it is desirable that carers can demonstrable an understanding of the needs, experience and diversity of views of unpaid carers in South Lanarkshire

Experience

- ◆ it is desirable that carers have experience of working in a collective decision-making group;
- ◆ carers have experience and confidence to work with and be involved in and influence decision-making relating to the commissioning of health and social care;
- ◆ carers have or have recently had, an unpaid caring role and be able to represent both their views and the views of other carers;

Skills

- ◆ able to facilitate and encourage active engagement;
- ◆ knowledgeable about the current issues facing carers; objective and independent and be able to articulate a balanced, objective view and advocate on behalf of carers and other points of view, without taking things personally;
- ◆ diplomatic and be able to present information in ways that can be heard and understood by Board colleagues;
- ◆ good listeners and be able to listen to and represent the views of other carers, even if they are different from their own;
- ◆ compassionate, patient and persevering and committed to carers and the issues that affect them;
- ◆ able to develop relationships of mutual respect, inspiring trust and confidence with fellow Board members and other public representatives.

4. Recruitment

Carer Representative Members who meet the Role outlined at 4 above and have/or are interested in applying for the role require to:

- ◆ complete and sign an Expression of Interest Form; See Appendix 1 or 2 (Organisation/Individual)
- ◆ declare any interests/employment or otherwise that may conflict with their involvement on the form;
- ◆ complete and sign a Criminal Conviction Form if successful in obtaining the role.

A selection panel will be responsible for ensuring:

- ◆ a shortlist of candidates is selected for interview who have the required skills and experience;
- ◆ that if there are any interests/employment or otherwise that may conflict with a candidate's involvement that these are discussed with the Chair who will be able to advise and seek guidance as necessary;
- ◆ successful appointments are subject to references being provided and a Criminal Conviction Check.

5. Tenure Of Office

The following arrangements will be applied:

- ◆ appointment to the role for a three-year term unless otherwise advised;
- ◆ reviews to take place prior to the end of the tenure or earlier, if circumstances dictate;
- ◆ succession planning to take place prior to the end of the tenure if required, with recruitment and selection process being enacted;
- ◆ exit interview to be held with the Carer Representative Member who is stepping down from the role. The exit interview will include:
 - ◆ the date the member intends to step down;
 - ◆ the sharing of any positive or negative experiences; and
 - ◆ any necessary arrangements being made regarding shadowing/handover/training requirements along with any necessary improvements.

The role will also be routinely reviewed to ensure that it remains consistent and fit for purpose within emerging integrated structures and supports involvement, democratic processes, transparency, and public accountability. Carer Representative Members will be invited to take part in any review.

6. Networking

Carer Representative Members will have many networking opportunities to participate and engage on local and national strategic groups to share learning, influence decision making and inform practice. This may include:

- ◆ developing good working relationships with other professionals, stakeholders and carer engagement groups, such as, Lanarkshire Carers Centre, Young Carers Service (Action for Children) and Carers Connected;
- ◆ keeping up to date with local and national developments;
- ◆ keeping up to date with developments in other HSCP areas;
- ◆ accessing national support networks, such as, the Scottish Health Council and the Coalition of Carers in Scotland and;
- ◆ providing feedback to the IJB and Carer Partnership meetings

7. Expenses

The guidance to pay reasonably agreed expenses exists to ensure carers are not left out of pocket whilst carrying out duties (as defined in the Public Bodies (Joint Working) (Scotland) Act 2014.

Travel and any other reasonably agreed expenses can be reclaimed upon provision of receipts for attendance at IJB, Strategic Commissioning Group, Carer Partnership meetings and any other activities in relation to the role.

The exception being in cases of mileage and un-ticketed parking.

Costs that be reclaimed include:

Travel

Public Transport, Mileage including car, motorcycle and bicycle, Parking.

Mileage claims should be as accurate as possible with claims being for the number of miles travelled. If exact figures are not available, online planning tools such as the AA route planner can be used to calculate.

Mileage rates and passenger payments are paid in line with recommended HMRC guidelines and will not be subject to the deduction of income tax and National Insurance (based on the present HMRC rules). Rates will be revised in line with HMRC reviews. Current rates are:

Car per mile – first 10,000 miles	45p
Car per mile – after 10,000 miles	25p
Passenger rate	5p
Motorcycle per mile	24p
Cycle allowance	20p
Lower Mileage rate	20p

Subsistence Expenses (where no meals or refreshments are provided)
Reasonable expenses incurred for lunch/dinner will be reimbursed.

Preparatory work and administration

It is anticipated that if paperwork is required to be provided in any other accessible formats or printed for meetings arrangements can be made for this to be done.

Any I.T./communication needs to be purchased for the role require the agreement and authorisation of South Lanarkshire Health and Social Care Partnership.

Claim Forms

The process for completion, submission and authorisation of Carer Expense Claim Forms is as detailed in the attached Expenses form Appendix 3

A review of payment of Carer Representative Member expenses will be reviewed on annual basis and any proposed operational changes discussed prior to implementation.

8. Evaluation Process

The Integrated Joint Board Carer Representative Members guidance will continue to be evaluated. Evaluation of the guidance will include regular review, carer representative member engagement, succession planning and exit procedures.

Appendix 1

Carer Representation (Organisation) Expression of Interest Form

Integration Joint Board

The functions that must be delegated by the Health Board to the Integration Joint Board as per the Act are set out in The Public Bodies (Joint Working) (Prescribed Health Board Functions) (Scotland) Regulations 2014.

The Act puts in place arrangements for integrating health and social care, in order to improve outcomes for patients, service users, **carers** and their families.

Following a review of membership of IJB's and representative "fit for the job" South Lanarkshire Carers Partnership Group wish to select "Carer representative Members" to act as the voice of Carers on the Integrated Joint Board.

The Coalition of Carers produced a report of findings of the experience of carers within IJB's across Scotland. In South Lanarkshire we wish to ensure our carer representative members and other IJB representatives:

1. Include carers' representatives in decision making
2. Increase awareness and profile of carers
3. Value and resource carer representative members
4. Share practice and learning
5. Make meetings better

The Carers Partnership Group requests that you take this nomination form to your respective organisations, and consider who you believe would be an able candidate to act as the voice of carers with the Integrated Joint Board

Name of Nominee:	
Address:	
Email:	
Phone:	
In what capacity has the nominee worked/volunteered for you and how long?	
The skills and attributes that will make the nominee a strong candidate to act as the voice of carers in South Lanarkshire:	
Why are you endorsing the individual?	

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How to contact you for follow-up questions?	
Any other information you would wish to add?	
Signed by Organisation recommending NOMINEE:	
Dated:	
Signed by NOMINEE:	
Dated:	

Please return completed nomination forms to:
Planning and Performance (Carers Link)
Floor 8, Council Headquarters, Almada Street, Hamilton

Appendix 2
Carer Representative Member (Individual) Expression of Interest Form

1. Why are you interested in being a Carer Representative Member?

Personal Details:

Name:	
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Address:	
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Postcode:		
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Phone No:		E-mail:	
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2. Please tell us about the skills, experience, and qualities that you have that you could bring to the role?

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3. Are you a member of a Carer Group or Carer Organisation?

4. Is your Carer Group or Carer Organisation aware of your interest in this role?

5. Is there any other information that you wish to add?

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6. References

Please include the name address and telephone number of two referees. Applicants should state their relationship with each referee. References will be taken up for the successful candidate. If candidates wish to be advised before we contact their referees, please indicate this below.

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Signature _____

Date _____

All expenditure must be agreed in advance and receipts attached to this form, where applicable.

Claimant Details

Full Name	
Address	
Postcode	
Contact Email	
Contact Phone	

Bank Details

Bank/building society name	
Bank/building society address	
Postcode	
Account sort code	
Account number	

Details of Claim

Date	Journey details (from starting point to finishing point) and reason for journey (meeting, event etc.) Please also state if using motorcycle or bicycle.	Car Mileage	Travel Fares (Bus, Rail etc)	Other expenses (Accommodation, Subsistence etc)	Other (Parking Charges etc)	
DD/MM/YY						
Official use only	Sub-totals	0	0		0	£

Claimant: I declare that the expenses claimed above have been incurred by me and that reimbursement has not or will not be made to me by any other public or charitable funds in respect of this claim.

Signed:

Date:

For Office Use Only

Verified By (Named Contact):	Date:
Payment Agreed By (Budget Holder):	Date:
Cost Centre:	Account Number:
Finance Department: claim checked by:	Date Approved:
Please return this form to: Bernie Perrie Planning and Performance Manager South Lanarkshire University Health and Social Care Partnership Council Offices Almada Street Hamilton ML3 0AA	

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