

**Information Pack for recruitment to Argyll & Bute  
Integration Joint Board (IJB) (Appointments of  
Members).**

**22 April 2024**

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## **What is Argyll & Bute Integration Joint Board?**

The Integration Joint Board is responsible for the planning, resourcing and overseeing the delivery of the integrated health and social care services of NHS Highland and Argyll & Bute Council in Argyll & Bute.

Membership of the Board is made up of elected councillors, NHS Highland Board members and representatives from the independent and third sectors, service users/public representative, staff and carers.

## **Who are we looking for?**

Argyll & Bute Integration Joint Board is seeking the following member representatives:

- Unpaid Carer

## **What does being an IJB member involve?**

- Attend and participate in 6 Board meetings and up to 6 Board development sessions over a 12 month time frame
- Attend and participate in the business committees of the Integration Joint Board as appointed by the Board with a time commitment of between 4-6 meetings a year
- Undertake personal preparation prior to the meeting including identification of any issues in advance of the meeting

## **What support is available?**

Sometimes the IJB papers can include technical information. We are putting in place support for members to ensure they are informed and can contribute to the IJB fully.

You will also be able to access ongoing training and development specific to the business the IJB must carry out.

## **What Skills and Experience do I need?**

As an active member of the IJB you will be able to:

- consider the views of others
- seek views from others
- contribute to shared goals
- work within a multi-disciplinary team
- support other team members in their work
- assimilate large amounts of information
- constructively challenge other members and the information presented to you
- experience of financial management is desirable but not essential

## Professionalism

You will be comfortable and able to

- abide by relevant governance procedures and practices
- work with the IJB Chair, fellow IJB members and staff
- work to time, mindful of the time available in meetings, and uses the opportunity to contribute by raising issues with the chair between meetings
- maintain confidentiality about any issues where appropriate
- demonstrate awareness of the values and role of the IJB

## Communication skills

In order to fully contribute to the IJB you will be able to:

- present your own viewpoint clearly and concisely
- actively listen to others
- reflect back your own understanding of others' contributions
- responds tactfully and sensitively to others' verbal /non-verbal reactions
- build up working relationships.

## Analysis of and response to information

To fulfil the role as a member of the IJB you will also be able to

- maintain focus and relevance to matters being discussed during meetings
- contribute to meetings by studying information sent in good time
- formulate testing questions
- recognise situations where he or she requires more support/information

## Code of Conduct

Argyll & Bute Integrated Joint Board has adopted the **Model Code of Conduct for devolved public bodies**.

This can be found in full at the link below:

<https://www.standardscommissionscotland.org.uk/codes-of-conduct/members-model-code-of-conduct>

The general principles upon which this Model Code is based should be used for guidance and interpretation only. These general principles are:

### Duty

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core functions and duties of that body.

### Selflessness

You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

## Integrity

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

## Objectivity

You must make decisions solely on merit and in a way that is consistent with the functions of the public body when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

## Accountability and Stewardship

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

## Openness

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

## Honesty

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

## Leadership

You have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of the public body and its members in conducting public business.

## Respect

You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of your public body.

You should apply the principles of this Model Code to your dealings with fellow members of the public body, its employees and other stakeholders. Similarly you should also observe the principles of this Model Code in dealings with the public when performing duties as a member of a public body.

## **Time Commitment**

You will be asked to commit to a series of dates – 6 Board meetings per year is the norm and 6 Board development sessions. We will provide information in support of these meetings a week in advance of the date of each meeting. Personal preparation time will be required in addition to attendance at the meetings. The majority of meetings are held online with Microsoft Teams but travel to Lochgilphead for the meetings may be required with overnight stays where appropriate. We will ensure that appropriate travel and accommodation arrangements are made on your behalf.

## **Recruitment Process**

The role description will be circulated widely and promoted through the media, we will also ask agencies who support unpaid carers to circulate this opportunity. Those interested will be asked to provide a short expression of interest which will describe the experiences and skills they can bring to the IJB. Assistance will be offered if for any reason a member is unable to apply in this way.

A shortlist for interview will be drawn up based on those people who are able to demonstrate that their skills, knowledge and personal qualities match the criteria outlined in the role description of lay member. The shortlist will be drawn up by the Business Improvement Manager and a nominated Head of Service.

The short listed members will then be asked to attend an interview with the IJB Chair, the IJB Vice Chair and the Chief Officer. Declarations of interest must be made and potential conflicts of interest declared and agreement reached by all parties on how these will be dealt with. Examples might include journalists, locally elected members, MSPs, existing or recently retired NHS staff.

## How do I apply?

Please provide a biography/short statement including the following information:

- if you would like to be a **Unpaid Carer** representative
- any relevant experience you may have and,
- why you would like to be a member of the Integration Joint Board

If you are interested please contact us no later than 24 May 2024 by email at: [hscpcommunication@argyll-bute.gov.uk](mailto:hscpcommunication@argyll-bute.gov.uk) or by post at:

**FAO Business Improvement Manager  
Argyll & Bute Health and Social Care Partnership  
Victoria Integrated Care Centre  
Jeanie Deans Unit, 93 East King Street  
Helensburgh  
G84 7BU**

**If shortlisted you will require to meet our Chair/vice Chair and Chief Officer for a short interview.**

If you would like any more information about the IJB or the role please contact:

Charlotte Craig – Business Improvement Manager [charlotte.craig@argyll-bute.gov.uk](mailto:charlotte.craig@argyll-bute.gov.uk) or call 01436 658839