

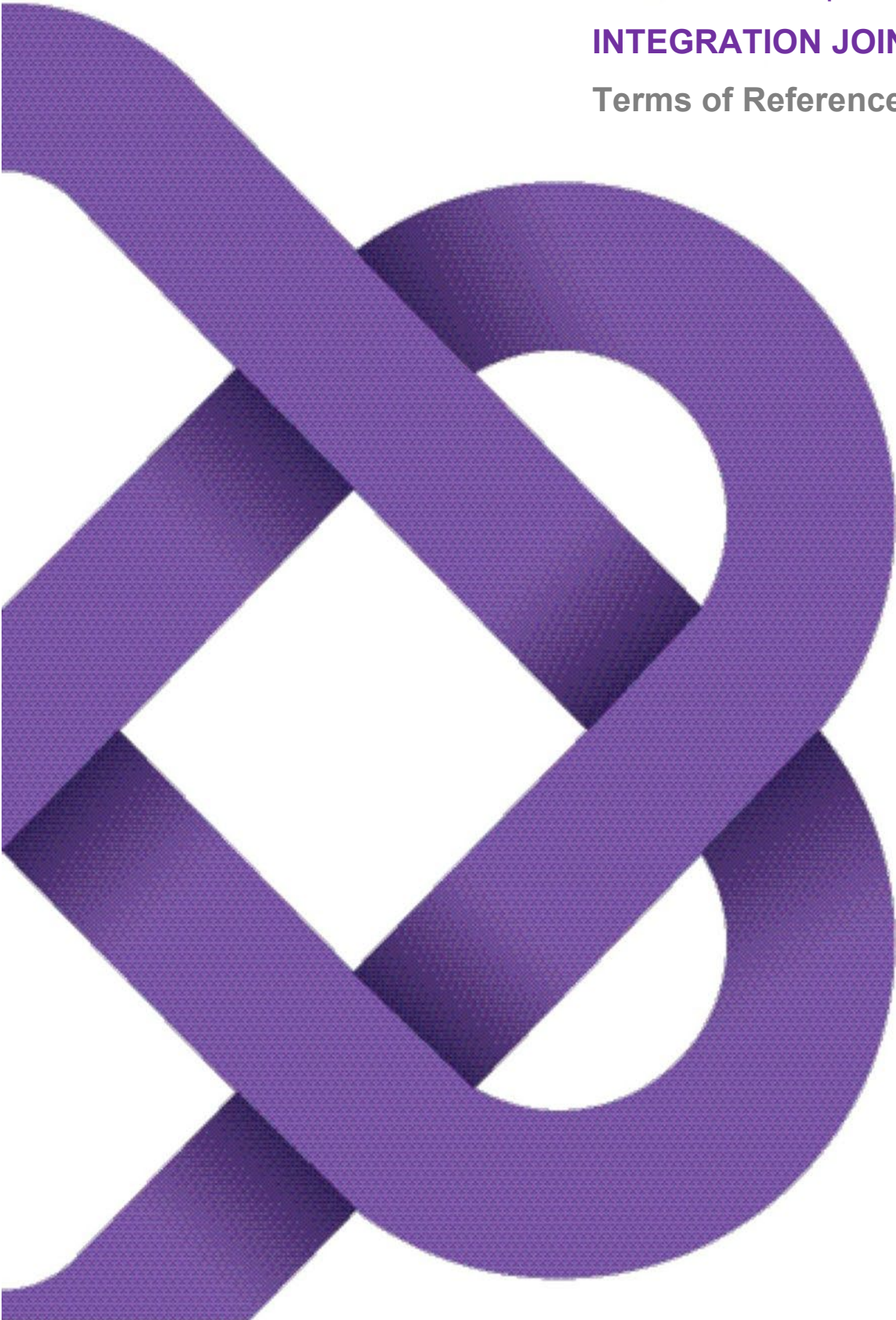


south ayrshire
health & social care
partnership

South Ayrshire Health and Social
Care Partnership

INTEGRATION JOINT BOARD

Terms of Reference



SOUTH AYRSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP INTEGRATION JOINT BOARD TERMS OF REFERENCE

1. Context

South Ayrshire Integration Joint Board was formed following the publication of the Public Bodies (Joint Working) (Scotland) Act 2014 and the establishment of the Health and Social Care Partnership in 2015. The Integration Joint Board is a separate legal entity from both South Ayrshire Council and the NHS Ayrshire and Arran.

2. Name

The name of the group/meeting will be the Integration Joint Board.

3. Remit

Essentially the Integration Joint Board will be concerned primarily with responsibility for the planning of integrated arrangements and onward service delivery for delegated functions set out by NHS Ayrshire and Arran and South Ayrshire Council.

4. Purpose of Integration Joint Board

The following duties have been placed on the Integration Joint Board under the Public Bodies (Joint Working) (Scotland) Act 2014:

- The Board is required to develop its own Strategic Plan for integrated functions and budgets. Alongside this, the Board must develop a Strategic Planning Group to support strategic planning processes. The Strategic Plan requires review every three years.
- [Section 4](#) and [Section 31](#) of the act sets out the integration principles which supports the planning and delivery of integrated health and social care services. The principles should be considered when setting out the strategic plan.
- The Board should consider the [National Health and Wellbeing Outcomes](#) when preparing the strategic plan. These outcomes are statements of intent of what the Integration Joint Board are trying to achieve to improve quality across health and social care.
- Integration Joint Boards are required to issue directions to Health Boards and Local Authorities as to how integration functions are to be carried out.
- Integration Joint Boards are required to prepare an annual performance report.
- An annual financial statement must be published setting out the total resources included in the plan for that year.

5. Membership

South Ayrshire Council will nominate four Councillors and the Health Board will nominate four non-executive directors to sit on the Board. To allow for effective decision making, the Board will also nominate stakeholders and key workers for professional advice and to ensure decisions are made to reflect sound and good practice.

In addition to Health Board and South Ayrshire Council representatives, the Integration Joint Board membership must also include:

- The Chief Social Work Officer of the constituent Local Authority
- A General Practitioner representative, appointed by the Health Board
- A Secondary Medical Care Practitioner representative, employed by the Health Board
- A Nurse representative, employed by the Health Board
- A staff-side representative
- A third sector representative
- A carer representative
- A service user representative
- The Chief Officer of the Integration Joint Board
- The Section 95 Officer of the Integration Joint Board

The Board consists of members and representative from both South Ayrshire Council and the NHS Ayrshire and Arran Board, as well as from the independent sections, 3rd Sector and staff side representatives. There are also members that represent the interests of carers, patients and professionals. If any member fails to attend three meetings consistently, their membership should be reviewed and the opportunity for a nomination to take over the role offered.

The external auditor will attend at least one meeting per annum.

Below is the current membership list for the Integration Joint Board:

Attendee	Designation	Email
Julie Dettbarn – Voting Member	Chair of IJB Councillor – Elected Members	Julie.Dettbarn@south-ayrshire.gov.uk
Jean Ford – Voting Member	Vice Chair Non-Executive Director, NHS	jean.ford@aapct.scot.nhs.uk jean.m.ford@me.com
Liam Gallacher – Voting Member	Non-Executive Director, NHS	liam.gallacher@aapct.scot.nhs.uk
Hugh Hunter - Voting Member	Councillor – Elected Members	hugh.hunter@south-ayrshire.gov.uk
Alan Lamont – Voting Member	Councillor – Elected Members	Alan.Lamont@south-ayrshire.gov.uk
Cameron Ramsay – Voting Member	Councillor – Elected Members	cameron.ramsay@south-ayrshire.gov.uk
Sharon Morrow - Voting Member	NHS Ayrshire and Arran, Non-Exec Member	Sharon.Morrow@aapct.scot.nhs.uk
Ewing Hope - Voting Member	Non-Executive Director, NHS	ewing.hope@aapct.scot.nhs.uk

Mark Inglis	Director of Health and Social Care, HSCP	Mark.Inglis@south-ayrshire.gov.uk
Lisa Duncan	Chief Finance Officer - HSCP	Lisa.Duncan2@south-ayrshire.gov.uk
Cecilia McGhee	Chief Internal Auditor, SAC	Cecilia.McGhee@south-ayrshire.gov.uk
Catriona Caves	Standards Officer, SAC	Catriona.Caves@south-ayrshire.gov.uk
Rosemary Robertson	Associate Nurse Director, HSCP	Rosemary.Robertson@aapct.scot.nhs.uk
Dr Simon Farrell	Stakeholder GP	Simon.farrell@aapct.scot.nhs.uk
Billy Cooper	SAC Staff Side Representative Member, SAC	Billy.Cooper@south-ayrshire.gov.uk
Marie Oliver	Third Sector Representative	marie@vasa.scot
Martin Rogan	Representative for Carers	
Louise Gibson	Lead Allied Health Professional Advisor	louise.gibson@aapct.scot.nhs.uk
Glenda Hanna	Independent Sector Representative Member	glenda.hanna@scottishcare.org
Stewart Marshall	Head of Community Health and Care Services, HSCP	Stewart.Marshall@aapct.scot.nhs.uk
Gary Hoey	Head of Children's Health, Care and Justice Services, HSCP	gary.hoey@south-ayrshire.gov.uk
Jackie Hamilton	Interim Chief Social Work Officer, HSCP	Jackie.Hamilton@south-ayrshire.gov.uk
Crawford McGuffie	Medical Director, NHS	Crawford.mcguffie@aapct.scot.nhs.uk
Sally Amor	Assistant Director for Health Improvement	sally.amor@aapct.scot.nhs.uk
Frances Ewan	Staff Side Representation, NHS	Frances.ewan@aapct.scot.nhs.uk
Christine McMenamin	Co-ordinator (Legal Services Litigation) Legal and Licensing, SAC	Christine.McMenamin@south-ayrshire.gov.uk
Mahanth Manuel	Associate Medical Director, NHS	mahanth.manuel@aapct.scot.nhs.uk
Sheila Tyeson	Senior Manager, Planning, Performance and Commissioning, HSCP	Sheila.Tyeson@south-ayrshire.gov.uk
Dr Phillip Hume	Clinical Director, HSCP	phil.hulme@aapct.scot.nhs.uk

Edward Coote	Chair of the ACPC – Dental Representation - NHS	Edward.Coote@nhs.scot
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All queries for members should be directed to HSCPGovernance@south-ayrshire.gov.uk

6. Quorate (if applicable)

For this meeting to be deemed quorate there should be four Voting Members present, with at least two Members from NHS and two from South Ayrshire Council.

7. Chairperson

The Chair and Vice Chair of the Board must be a representative from each party –

8. Deputies

Should a voting member **not** be able to attend it is the responsibility of that member to ensure a deputy attends the meeting, and that this has been advised to the Governance Support team to facilitate access to the papers.

9. Frequency of meetings

The Board will meet at least 9 times per year with the exception of Councillor Recess in July and August of each year and following the winter break in January.

10. Terms of office

Generally, members will be nominated from other organisations and groups and it will be their prerogative in the first instance who their representative is and how long they should serve.

As a matter of good practice, it can be helpful to have the insights of new members, notwithstanding the need for continuity.

Consequently, it may be helpful if ‘feeder’ organisations and groups organise Representation to allow for regular refreshing of membership.

Individual members will be representing stakeholder groups – ‘constituent groups’, structures and organisations, professions or localities.

Group/Meeting Members will ensure good communication between the Integration Joint Board and the area/organisation/profession/locality they represent.

Group Members will table issues arising from their own ‘constituency’ discussions at the Integration Joint Board and will bring appropriate issues from the Integration Joint Board to their own group.

11. Co-option (not relevant)

12. Link to IJB (not relevant)

13. Reporting to Integration Joint Board or other Governance meetings

The Integration Joint Board will provide a formal, regular report to full Council... The IJB may request a particular view from the (insert group) for specific work areas and developments.

14. Link to Locality Planning (not relevant)

15. Link to other groups (not relevant)

16. Joint meetings

Any joint meetings with other groups would be agreed in advance by the IJB.

17. Expenses (not relevant)

18. Support for the Group

The Director of HSCP will ensure adequate officer support for the group, including appropriate secretarial support.

19. Review of Terms of Reference

This Terms of Reference will be reviewed no less than two-yearly or following a change in Office Bearers/Voting Members or other requested change.

Version	Detail of Change	Advised By	Date Agreed (IJB)	Review due date
Original TOR (November 2022)				
Version 1 (v.1)	Agreed standard template implemented with changes to be advised post meeting (no changes notified).	R Graham	January 2024	January 2025
Version 2 (v.2)	Updates as highlighted and as submitted to IJB 11/02/2026 following agreement of membership at 10/09/2025 meeting.	S Tyeson 20/08/2025	TBA IJB 11/02/2026	February 2028