



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. Purpose of the 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.

4. 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 & 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
Linda Semple– VM	Chair	lisemple@aapct.scot.nhs.uk
Lee Lyons	Vice Chair	lee.lyons@south-ayrshire.gov.uk
Julie Dettbarn	Councillor – Elected Members	Julie.Dettbarn@south-ayrshire.gov.uk
Cameron Ramsay	Councillor – Elected Members	cameron.ramsay@south-ayrshire.gov.uk
Hugh Hunter	Senior Councillor – Elected Members	hugh.hunter@south-ayrshire.gov.uk
Ian Davis (Proxy)	Councillor – Elected Members	ian.davis@south-ayrshire.gov.uk
George Weir (Proxy)	Councillor – Elected Members	george.weir@south-ayrshire.gov.uk
Margaret Anderson – VM	Non-Executive Director - NHS	Margaret.Anderson2@aapct.scot.nhs.uk
Jean Ford – VM	Non-Executive Director - NHS	jean.ford@aapct.scot.nhs.uk jean.m.ford@me.com
Ewing Hope – VM	Non-Executive Director - NHS	ewing.hope@aapct.scot.nhs.uk

Tim Eltringham	Director of Health & Social Care	Tim.eltringham@south-ayrshire.gov.uk
Lisa Duncan	Chief Finance Officer - HSCP	Lisa.Duncan2@south-ayrshire.gov.uk
Cecilia McGhee	Chief Internal Auditor	Cecilia.McGhee@south-ayrshire.gov.uk
Catriona Caves	Standards Officer	Catriona.Caves@south-ayrshire.gov.uk
Rosemary Robertson	Nursing Advisor	Rosemary.Robertson@aapct.scot.nhs.uk
Dr Simon Farrell	Stakeholder GP	Simon.farrell@aapct.scot.nhs.uk
Billy Cooper	SAC Staff Side Representative Member	Billy.Cooper@south-ayrshire.gov.uk
Marie Oliver	Third Sector Representative	marie@vasa.scot
Martin Rogan	Representative for Carers	Martin.rogan@yahoo.co.uk
Louise Gibson	Lead Allied Health Professional Advisor	louise.gibson@aapct.scot.nhs.uk
Glenda Hanna	Independent Sector Representative Member	glenda.hanna@scottishcare.org
Billy McClean	Head of Community Health & Care Services - HSCP	billy.mcclean@aapct.scot.nhs.uk
Mark Inglis	Head of Children's Health, Care & Justice Services – HSCP	Mark.Inglis@south-ayrshire.gov.uk
Gary Hoey	Chief Social Work Officer	gary.hoey@south-ayrshire.gov.uk
Crawford McGuffie	Medical Director	Crawford.mcguffie@aapct.scot.nhs.uk
David Weir	Staff Nurse	David.weir@unity-enterprise.com
Elaine Young	Head of Health Improvement/ Assistant Director of Public Health, NHS	Elaine.young@aapct.scot.nhs.uk
Frances Ewan	Staff Side Representation, NHS	Frances.ewan@aapct.scot.nhs.uk
Phil White	Partnership Facilitator	Phil.white@aapct.scot.nhs.uk
Karen Briggs	Service Lead – Legal and Licensing	Karen.Briggs@south-ayrshire.gov.uk
Roger Currie	NHS	roger.currie@aapct.scot.nhs.uk
Shelia Tyeson	Senior Manager, Planning, Performance	Shelia.tyeson@south-ayrshire.gov.uk

	& Commissioning, HSCP	
Phillip Hume	Clinical Director - NHS	phil.hulme@aapct.scot.nhs.uk

All queries for members should be directed to HSCPGovernance@south-ayrshire.gov.uk

5. 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.

6. Chair

The Chair and Vice Chair of the Board must be a representative from each party – i.e. the current chair is a rep from the NHS, with the vice chair being from South Ayrshire Council.

7. Meeting Frequency

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.

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Version		Agreed	Review due date
Original TOR (May 2023)			
Revised and updated	SAHSCP/V.1/updated: (date)		

DRAFT UNTIL AGREED