

# The City of Edinburgh Council

10.00am, Thursday 26 October 2017

## Edinburgh Integration Joint Board – Appointment of Chief Officer and Heads of Service

Item number	8.1
Report number	
Executive/routine	
Wards	None

### Executive summary

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This report advises of the arrangements agreed by the Edinburgh Integration Joint Board (IJB) for the permanent appointment of a Chief Officer. Following review, arrangements are also proposed for two Heads of Service posts, Head of Operations, and Head of Strategic Planning.

The Chief Officer will be employed by either the Council or NHS Lothian, and seconded to the IJB. The two Heads of Service will be employees of one of the constituent partners.

Normally Heads of Service employed by the Council would be appointed by a Recruitment Committee comprising nine elected members. In the current circumstances, it is proposed that the Council waive this right, and agree that responsibility for the selection of these posts be given to an IJB recruitment panel.

## Edinburgh Integration Joint Board – Appointment of Chief Officer and Heads of Service

### Recommendations

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- 1.1 To note the arrangements for the appointment of the Chief Officer, Edinburgh Integration Joint Board.
- 1.2 To agree the arrangements for the recruitment and appointment of two Heads of Service posts, including the establishment of an IJB recruitment panel to make the appointments.
- 1.3 To delegate authority to the Chief Executive to authorise the appointment (if necessary) of the Chief Officer and two Heads of Service posts following the selection of appropriate candidates by the IJB.

### Background

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- 2.1 Following the resignation of Rob McCulloch-Graham as IJB Chief Officer, Michelle Miller was appointed as Interim Chief Officer for a period of six months.
- 2.2 At its meeting on 13 October 2017 the IJB agreed recruitment arrangements for the permanent appointment to the Chief Officer position. These included a joint recruitment panel comprising its chair (Councillor Henderson); vice-chair (Carolyn Hirst); the Council and NHS Lothian Chief Executives, and two non-voting IJB members, to be determined by the Interim Chief Officer in consultation with the chair and vice-chair.
- 2.3 Proposals to recruit to two Heads of Service posts are also being developed, and will be reported to the next IJB. Subject to the IJB's approval of these proposals, it is intended to use the same recruitment panel membership to oversee the recruitment and appointment of these posts.

### Main report

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- 3.1 The attached report by the IJB Interim Chief Officer sets out proposed arrangements for the recruitment and appointment of IJB Chief Officer, and two Heads of Service positions, for Operations and Strategic Planning.
- 3.2 These were agreed by the IJB at its meeting on 13 October 2017, subject to any necessary Council/NHS Lothian approvals.
- 3.3 Heads of Service permanently employed by the Council normally require to be selected by the Council's Recruitment Committee, comprising nine elected members and chaired by the Council Leader, and then subsequently appointed by Council.

- 3.4 The IJB has established a joint recruitment panel to oversee the appointment of both the Chief Officer and the two Heads of Service positions. The process will be assisted by an assessment centre approach, with details to be agreed by the chair/vice-chair and the two Chief Executives.
- 3.5 These arrangements will ensure a consistent approach, and timely appointments to all three positions. They will underpin the key partnership approach between the two constituent parties, while also promoting engagement and support from the wider stakeholders.
- 3.6 Council approval for these proposals for the selection is required. If any of the successful candidates are to be employed by the Council, then it would be usual for the Council to approve these appointments. Due to the requirement for the IJB to also agree the appointments and the subsequent delay all these approvals would result in for the successful candidates, it is proposed that the Chief Executive is delegated authority to approve, on behalf of the Council, any necessary appointments made by the IJB.

## **Measures of success**

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- 4.1 Permanent appointments are made to key senior IJB posts.

## **Financial impact**

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- 5.1 Costs will be contained within existing budget. Specific recruitment costs are detailed in the attached report.

## **Risk, policy, compliance and governance impact**

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- 6.1 The Public Bodies (Joint Working) (Scotland) Act 2014 requires Integration Joint Boards to appoint a Chief Officer.

## **Equalities impact**

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- 7.1 The recruitment process will accord with all relevant equalities duties.

## **Sustainability impact**

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- 8.1 Not applicable.

## **Consultation and engagement**

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- 9.1 The processes were approved by all key stakeholders at an IJB meeting on 13 October 2017.

## Background reading / external references

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10.1 Minute of the Edinburgh Integration Joint Board of 13 October 2017

### **Andrew Kerr**

Chief Executive

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## Appendices

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1 Edinburgh Integration Joint Board report 13 October 2017

# Report

## Appointment of Chief Officer, Integration Joint Board and Director, Health and Social Care Partnership

13 October 2017

### Executive Summary

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1. This report seeks approval from the Edinburgh Integration Joint Board for the recommended approach for the permanent recruitment of the vacant post of Chief Officer, Integration Joint Board and Director/Health and Social Care Partnership, currently covered by Michelle Miller on an interim basis.
2. A subsequent report will follow detailing the recommended approach for the recruitment to the Head of Operations and Head of Strategic Planning roles.

### Recommendations

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3. The Edinburgh Integration Joint Board (EIJB) is asked to note that it is now critical that we move ahead with the recruitment for the permanent candidate for the post of Chief Officer, Integration Joint Board/Director, Health and Social Care Partnership.
4. The Board is asked to approve the following recommendations:
  - 4.1 As the City of Edinburgh Council has in place a procured contract with FWB Park Brown for recruitment searches for our Heads of Service and Director level roles, this supplier should be engaged for this assignment
  - 4.2 the Board is asked to approve the recruitment panel as detailed in this report.
  - 4.3 an assessment centre approach will be used for the recruitment of this role and details of this (including design and cost) will be presented to Andrew Kerr, Chief Executive, City of Edinburgh Council and Tim Davison, Chief Executive, NHS Lothian, in consultation with Ricky Henderson, Chair, EIJB and Carolyn Hirst, Vice Chair, EIJB for their consideration and approval in October.
5. In addition, the Board is asked to note that as previously agreed on 22 September, the new posts of Head of Operations and Head of Strategic Planning will be recruited to. Work is underway to finalise and evaluate both

role profiles, and it is envisaged that this will be completed after the NHS Lothian evaluation panel on 23 October 2017.

6. The Board is asked to approve the recruitment panel as detailed in this report at 4.3, subject to any necessary approvals from the Council or NHS Lothian.

## Background

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7. The Public Bodies (Joint Working) (Scotland) Act 2014 requires Integration Joint Boards to appoint a Chief Officer.
8. The departure of the former Chief Officer has left a vacancy that requires to be filled on an interim basis, pending the appointment of a substantive post holder.
9. In line with the Edinburgh Integration Scheme, the EIJB will appoint the Chief Officer, and s/he will be employed by one of the parties and will be seconded to the IJB.

## Main report

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10. Michelle Miller was appointed on a six-month interim basis to the role of the Chief Officer.
11. The recruitment of a permanent post holder was agreed at the Board on 22 September. The City of Edinburgh Council has a contract in place with FWB Park Brown for search and selection of senior posts (Heads of Service and Directors), and could therefore proceed with this supplier with immediate effect.
12. The proposed recruitment panel is:
  - Andrew Kerr, Chief Executive, City of Edinburgh Council
  - Tim Davison, Chief Executive, NHS Lothian
  - Councillor Ricky Henderson, Chair EIJB
  - Carolyn Hirst, Vice Chair, EIJB
  - Plus 2 EIJB non-voting members to be decided by the Interim Chief Officer in consultation with the Chair and Vice-Chair
13. The recruitment process for Head of Operations and Head of Strategic Planning roles will be initiated as soon as the role profiles have been evaluated (NHS evaluation panel on 23 October) and the recruitment packs have subsequently been approved by the Board. It is envisaged that the recruitment of these posts will be managed through NHS Lothian and Council vacancy boards and media advertising.

## Key risks

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14. It is critical that recruitment for a new permanent Chief Officer and Head of Service posts commences immediately.

## Financial implications

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15. The cost of recruitment to the Chief Officer vacancy will be 11% of the base salary of the successful candidate (as per the procured contract with FWB Park Brown).
16. In addition, there is a cost to the design and running of the assessment centre and a subsequent report will be presented to Andrew Kerr, Chief Executive of the Council and Tim Davison, Chief Executive, NHS Lothian in consultation with Ricky Henderson, Chair, EIJB and Carolyn Hirst, Vice Chair, EIJB in October to confirm these costs.

## Involving people

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17. Full consultation and involvement of the Chief Executives of the Council and NHS Lothian, the Chair of the IJB and the agreed recruitment panel and relevant trade unions/partnership representatives regarding the proposed approach to recruitment outlined within this report.

## Impact on plans of other parties

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18. Not applicable.

## Background reading/references

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19. [Management Arrangements for the Edinburgh Integration Joint Board and Health and Social Care Partnership, 22 September 2017](#)

**Michelle Miller, Interim Chief Officer  
Edinburgh Health and Social Care Partnership**

## Report authors

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## Links to priorities in strategic plan

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