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Document Title	Amendments to Health and Social Care Chief Officer Appointment Process

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Additional information:

This report was approved in accordance with Standing Order 15.5, Recess Arrangements

Authorised By	Jim Lamond
Designation	Head of Council Resources
Date	

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Library Reference	139/15
Date Received	12/08/15
Bulletin	Aug15

REPORT TO: Summer Recess Arrangements – Standing Order 15.5

MEETING DATE:

BY: Director of Health and Social Care

SUBJECT: Amendments to Health and Social Care Chief Officer Appointment Process

1 PURPOSE

- 1.1 To seek approval under summer recess arrangements of the Interim Chief Officer appointment process for Health and Social Care, to confirm the appointments of the Head of Children's Wellbeing and Head of Access and Older People and to agree the new Chief Officer appointment process for all future appointments detailed in Appendix 1.

2 RECOMMENDATIONS

- 2.1 To approve the appointment process for Health and Social Care Chief Officers detailed in the report to East Lothian Council of 12 May 2015 with retrospective effect from 12 May 2015.
- 2.2 To approve the appointments of Sharon Saunders as Head of Children's Wellbeing and Alison MacDonald as Head of Access and Older People.
- 2.3 To approve the new appointment process for Health and Social Care Chief Officers with effect from the date of this report.

3 BACKGROUND

- 3.1 A report was taken to East Lothian Council on 12 May 2015 by the Director of Health and Social Care with regard to the Integrated Organisational Arrangements for Health and Social Care.

The initial matching and future appointment arrangements for the Chief Officers (Heads of Service) within the Health and Social Care Partnership were included as an appendix to the report. (This is attached as Appendix 2 to this report.)

By omission, the report of 12 May did not specifically seek Council's approval of the appointment arrangements at that time and approval is therefore now sought retrospectively.

- 3.2 The tier 1 matching process referred to in Appendix 2 has now been completed and a new process for future appointments now required. The new process is attached as Appendix 1. It removes the matching process that is now complete and confirms that Minutes of the Appointment panel will be presented to the Council for noting rather than approval in line with other Chief Officer appointments within the Council.

This Report has been brought under summer recess arrangements as recruitment is already underway for the post of Head of Adult Services.

4 POLICY IMPLICATIONS

- 4.1 None.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – There are no direct financial implications from this proposal.
- 6.2 Personnel -.The amended process will be used for all future Health and Social Care Chief Officer recruitment campaigns.
- 6.3 Other - None

7 BACKGROUND PAPERS

- 7.1 Appendix 1 - Revised Health & Social Care Chief Officer (Heads of Service) Appointment Process
- 7.2 Report to East Lothian Council by the Director of Health and Social Care Partnership dated 12 May 2015 entitled Integrated Organisational Arrangements for Health and Social Care in East Lothian

AUTHOR'S NAME	Paul Ritchie
DESIGNATION	HR Business Partner
CONTACT INFO	pritchier@eastlothian.gov.uk
DATE	15 July 2015

Health and Social Care Integration Chief Officer (Heads of Service) Appointment Process

Based on the Health and Social Care Structure of 3 Heads of Service (Children, Adults Services and Access & Older People) the appointment process shall be as below:

- Heads of Service in the new structure will not be generic Heads of Service in East Lothian Council.
- The Council and NHS will check the evaluation of any new joint posts.
- For all Heads of Service appointments the appointment panel will consist of 4 Integrated Joint Board (IJB) Voting members, 2 of whom will be Council members and 2 NHS members. In addition the panel will consist of the Chief Executives of East Lothian Council and NHS Lothian or their nominees, the Director of Health & Social Care, an Independent HR Adviser and an HR Adviser from either Health or Council as appropriate. Where appropriate a partnership representative and professional external Advisers.
- Should either or both of the Chief Executives or their nominees be unavailable the panel will still remain quorate.
- The successful candidates will be appointed on the terms and condition and pay of their host employer.
- Minutes of the Appointment Panel shall be presented to the Council for noting.

Future Organisational Changes

The impact of future organisational change on holders of Heads of Service posts will be managed in accordance with their employing organisations policies and procedure which are applicable at the time of future change.

Heads of Service in Health and Social Care employed by East Lothian Council, whilst not generic Heads of Service, will be considered for opportunities arising from organisational change in East Lothian Council. This will also apply to opportunities arising from changes within East Lothian Health and Social Care.

Heads of Service in Health and Social Care employed by NHS Lothian will be considered for opportunities arising from organisational change in NHS Lothian. This will also apply to opportunities arising from changes within East Lothian Health and Social Care.

As attached to the report to Council entitled Integrated Organisational Arrangements for Health and Social Care in East Lothian, dated 12 May 2015.

APPENDIX 2

Health and Social Care Integration Proposed Appointment Process Tier 1

The draft structure (Tier 1) following consultation with the trades unions will be agreed through the appropriate channels of the partner bodies i.e. East Lothian Council and NHS Board.

Appointment Process

Based on the Proposed Structure of 3 Heads of Service (Children, Adults and Older People) the appointment process shall be as below:

Heads of Service in the new structure will not be generic Heads of Service in East Lothian Council.

The Council and NHS will check that the evaluation of the new posts reflects the same level as the current Head posts.

The 3 posts will be ring-fenced to the existing post holders i.e. Head of Health, Head of Adult Wellbeing (vacant) and Head of Children's Wellbeing.

- For the Head of Children's Wellbeing post the current Head of Children's Wellbeing will be directly matched into post as predominantly the post is the same as at present with school nursing and health visiting added to role.
- For the other 2 head posts, one of will be Chief Nurse and the other Chief Social Work Officer, these will be matched to through a competitive matching/interview process. This is because both these posts are significantly different from the existing Head of Health and Head of Adult Wellbeing.
- The panel undertaking the matching/interview process will consist of 2 each of Council and NHS members from the Shadow Board, the 2 Chief Executives or their nominees, the Director of Health & Social Care, an HR Adviser, a partnership representative and where appropriate external advisers.
- The successful candidates will be appointed on the terms and conditions and pay of their host employer.

Future appointments to Joint posts

- All future joint appointments at Head of Service level will follow the above appointment process i.e. an appointments sub-committee will consist of

the 2 each of the Council Members and Health Board members of the Integration Joint Board (Shadow Board until the IJB is legally established), the 2 Chief Executives or their nominees, the Director of Health & Social Care, an HR Adviser, a partnership representative and where appropriate external Advisers.

- Chief Officer appointments will require to be subsequently agreed by East Lothian Council.

Future Organisational Changes

The impact of future organisational change on holders of Heads of Service posts will be managed in accordance with their employing organisations' policies and procedures which are applicable at the time of the future change.

Heads of service in Health and Social Care employed by East Lothian Council, whilst not considered generic heads of service, will be considered for opportunities arising from organisational change in East Lothian Council. This will also apply to opportunities arising from changes within East Lothian Health and Social Care.

Heads of service in Health and Social Care employed by NHS Lothian will be considered for opportunities arising from organisational change in NHS Lothian. This will also apply to opportunities arising from changes within East Lothian Health and Social Care.

Note: The IJB will undertake a process to appoint/ratify the Chief Officer to the IJB after its legal establishment in July 2015. This process will be separately agreed.