

Members' Library Service Request Form

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Originator	Paolo Vestri
Originator's Ref (if any)	
Document Title	Agreement with the Improvement Service for the employment of a Transformation Programme Manager

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Authorised By	Monica Patterson
Designation	DCE
Date	11/11/16

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REPORT TO: Members' Library Service

DATE:

BY: Depute Chief Executive - Partnerships and Community Services

SUBJECT: Agreement with the Improvement Service for the Employment of a Transformation Programme Manager

1 PURPOSE

- 1.1 The purpose of this report is to set out the agreement with the Improvement Service for the employment of a Transformation Programme Manager to lead and manage the Council's change programme.

2 RECOMMENDATIONS

- 2.1 Members are asked to note the agreement with the Improvement Service to employ a Transformation Programme Manager to lead and manage the Council's change programme.

3 BACKGROUND

- 3.1 A staffing report (Members Library Service, January 2016) approved the creation of a temporary post of Transformation Programme Manager (Grade 11) to lead and manage the Council's Transformation Programme. Following an internal recruitment exercise a preferred candidate was appointed but prior to taking up appointment the candidate took up another post in the Council.
- 3.2 Following consideration of a range of options the Council Management Team has decided to enter into an arrangement with the Improvement Service in order to progress the appointment of the temporary Transformation Programme Manager post. It is our intention that the Improvement Service will employ a Transformation Programme Manager for East Lothian Council. The Council would reimburse the Improvement Service the total salary cost, including employer on-costs and expenditure necessarily incurred on travel and subsistence in the course of undertaking official duties. The arrangement would last for 20 months.

- 3.3 The Improvement Service has drawn up a Job Outline for the post based on the Job Outline approved for the Temporary Programme Manager in the January 2016 staffing report with the addition of specific references relating to the postholder being employed by the Improvement Service.
- 3.4 Working with the Improvement Service's Transformation, Performance and Improvement team, the post-holder would provide the Council with the skills and capacity to assist in delivering transformational change. S/he would also be a key contributor to the Change Managers' Network facilitated by the Improvement Service, ensuring that knowledge and skills are distributed across public services where possible.
- 3.5 The overarching purpose of the Improvement Service's Transformation, Performance and Improvement team is to support councils and their community planning partners to deliver transformational and operational level change in order to improve outcomes for local communities across Scotland. Support is tailored to the individual needs of councils and on this occasion, the Improvement Service and East Lothian Council have agreed to work in partnership with the intention of recruiting a Transformation Programme Manager for East Lothian Council.
- 3.6 The post-holder would be supported by the Improvement Services' Transformation, Performance and Improvement team and will be able to draw upon the range of resources and expertise from across the Improvement Service, as they work with East Lothian Council to manage the development and delivery of the council's transformation programme.

4 POLICY IMPLICATIONS

- 4.1 The Transformation Programme Manager will help to coordinate implementation of the change programme that is required to ensure the Council achieves the changes necessary to meet its financial strategy and the Council Plan.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – The cost of the agreement can be contained within the budget allocated for the Transformation Programme Manager within the Transformation Programme staffing report approved in January 2016. The funding is being met from the Cost Reduction Fund.
- 6.2 Human Resources – HR are supportive of the contents of this report.

6.3 Other – none

7 BACKGROUND PAPERS

7.1 Transformation Staffing Requirements; Staffing Report to Members Library, January 2016

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