



PERTH AND KINROSS INTEGRATION JOINT BOARD

Council Building
2 High Street
Perth
PH1 5PH

03/03/2022

A special meeting of the **Perth and Kinross Integration Joint Board** will be held virtually on **Friday, 04 March 2022 at 10:00**.

If you have any queries please contact Committee Services - Committee@pkc.gov.uk.

Jacquie Pepper
Interim Chief Officer – Health and Social Care Partnership

Please note that the meeting will be streamed live via Microsoft Teams, a link to the Broadcast can be found via the Perth and Kinross Council website. A recording will also be made publicly available on the Integration Joint Board pages of the Perth and Kinross Council website as soon as possible following the meeting.

Voting Members

Councillor Eric Drysdale, Perth and Kinross Council (Vice-Chair)
Councillor John Duff, Perth and Kinross Council
Councillor Xander McDade, Perth and Kinross Council
Councillor Callum Purves, Perth and Kinross Council
Bob Benson, Tayside NHS Board (Chair)
Ronnie Erskine, Tayside NHS Board
Beth Hamilton, Tayside NHS Board
Pat Kilpatrick, Tayside NHS Board

Non-Voting Members

Jacquie Pepper, Interim Chief Officer- Health and Social Care Partnership/Chief Social Work Officer, Perth and Kinross Council
Jane Smith, Chief Financial Officer, Perth and Kinross Integration Joint Board
Sarah Dickie, NHS Tayside
Dr Sally Peterson, NHS Tayside
Dr Lee Robertson, NHS Tayside

Stakeholder Members

Sandra Auld, Service User Public Partner
Lynn Blair, Scottish Care
Bernie Campbell, Carer Public Partner
Lyndsay Glover, Staff Representative, NHS Tayside
Stuart Hope, Staff Representative, Perth and Kinross Council
Ian McCartney, Service User Public Partner
Maureen Summers, Carer Public Partner
Sandy Watts, Third Sector Forum

Perth and Kinross Integration Joint Board

Friday, 04 March 2022

AGENDA

1 WELCOME AND APOLOGIES/SUBSTITUTES

2 DECLARATIONS OF INTEREST

Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the [Perth and Kinross Integration Joint Board Code of Conduct](#).

3 HEALTH & SOCIAL CARE - CHIEF OFFICER

5 - 12

Joint Report by Corporate Human Resources Manager, Perth & Kinross Council and HR Lead - Recruitment and Medical Staffing, NHS Tayside (copy herewith G/22/47)

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PERTH & KINROSS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD

Special Meeting - 4 March 2022

HEALTH & SOCIAL CARE - CHIEF OFFICER

**Joint Report by Corporate Human Resources Manager, Perth & Kinross Council
and HR Lead - Recruitment and Medical Staffing, NHS Tayside
(Report No. G/22/47)**

PURPOSE OF REPORT

This report confirms the process to be followed for the recruitment and appointment for the post of Chief Officer for the Perth & Kinross Health & Social Care Partnership, and seeks confirmation of the four voting members of the IJB who will form part of the Appointment Sub-Committee.

1. BACKGROUND / MAIN ISSUES

- 1.1 Following the resignation of Gordon Paterson, a recruitment and selection process is required for the joint appointment of a Chief Officer who will be accountable to the Integration Joint Board and the Chief Executives of Perth & Kinross Council and NHS Tayside. As Gordon Paterson has now left the Council, interim arrangements have been put in place, pending recruitment to the permanent position.
- 1.2 A report was submitted to the IJB on 16 February 2022 (**Report No. G/22/7** refers) providing an overview of the recruitment and selection process and seeking confirmation of the four voting members of the Integrated Joint Board (IJB) who, together with the Chief Executives of Perth & Kinross Council and NHS Tayside will take forward the joint recruitment and appointment process.
- 1.3 It was agreed that a further paper would be submitted to a special IJB clarifying how the proposed recruitment and selection process outlined in the paper submitted to the IJB on 16 February 2022 was consistent with the appointments provision in Section 10 of the Public Bodies (Joint Working) (S) Act 2014 ("the 2014 Act").

2. PROPOSALS

- 2.1 Section 10 of the 2014 Act states that the IJB must appoint, as member of staff, a Chief Officer. As legislation presently stands, the Integration Joint Board has no legal powers to employ staff and the person fulfilling such a role must be employed either by the Council or the NHS. Given that the Chief Officer also undertakes a senior management role within both the Council and NHST, recruitment and selection is done by way of a joint appointment process, taking into account the selection processes of the parties and the Scottish Government guidance on joint appointments.
- 2.2 Given the seniority of the role within the Council and NHST, recruitment and selection is done by way of a panel comprising members of both the Council and NHST and the two Chief Executives ("the Appointment Sub-Committee). Given the requirement under S 10 of the Act, the Council and NHST draw their panel membership from those members who are also members of the Integration Joint Board, allowing the Board to nominate which Council and NHST members sit on the panel. This allows the processes for recruitment and employment of the individual and the process required under Section 10 of the 2014 Act to be combined, with the nominated IJB members having delegated authority from the IJB to appoint the successful applicant to the particular role of Chief Officer.
- 2.3 The recruitment and selection process reflects the employment processes of the parties (the Council and NHST) for senior appointments. Accordingly, the IJB is asked to nominate 2 of its voting Council members and 2 voting NHST members to form the Appointment Sub-Committee alongside the Chief Executives. They must be available to participate in the entire process, with shortlisting on **Tuesday 29 March 10-1.30pm** and the interviews will be held on **Friday 29 April** (all day).
- 2.4 As part of the recruitment and selection process there will also be stakeholder events which non-voting IJB members will be invited to participate in. These will be run by the consultants appointed by NHS Tayside to undertake the assessment centre, which is likely to be held **week commencing 4 April 2022**.
- 2.3 A fuller description of the recruitment process is attached at Appendix 1.

3. CONCLUSION & RECOMMENDATION

- 3.1 The role of the Chief Officer is key to effecting the cultural change and transformative service redesign required to deliver effective integrated health and social care services which better meet the needs of the people of Perth and Kinross and the wider Tayside area.
- 3.2 The IJB is asked to nominate its 2 Council and 2 NHST members from its voting cohort to form the Appointment Sub-Committee.

Authors

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Resource Implications	
Financial	None
Workforce	Yes
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	Yes
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

2. Strategic Implications

Community Plan / Single Outcome Agreement

- 2.1 The report supports the overall delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of the contribution made by the Partnership to Supporting people to lead independent, healthy and active lives.

3. Resource Implications

Financial

- 3.1 There are no financial implications arising directly from this report.

Workforce

- 3.2 This report relates to the recruitment and selection process for the most senior leadership post within the Perth & Kinross Health and Social Care Partnership. The post also has wider strategic and corporate responsibilities within each of the partner organisations.

Asset Management (land, property, IT)

- 3.3 There are no land, IT or property implications arising from this report.

4. Assessments

Equality Impact Assessment

- 4.1 Under the Equality Act 2010, public bodies are required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. The recruitment and selection process will be carried out on the basis of fair recruitment policies and practices of the respective partner organisations.

Strategic Environmental Assessment

- 4.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Legal and Governance

- 4.3 There are no legal issues arising directly from this report.

Risk

- 4.4 The Appointment Committee will have professional HR advice from each partner organisation. This is a joint appointment which reflects the employment policies and responsibilities of the respective partner organisations.

5. Consultation

Internal

- 5.1 The Chief Executives of each partner organisation have been consulted in the preparation of this report.

External

- 5.2 N/A

6. Communication

- 6.1 The vacancy will be advertised internally and externally in order to attract the best available candidates for the post.

7. BACKGROUND PAPERS

N/A

8. APPENDICES

Appendix 1 : Joint Recruitment Process for post of Chief Officer



Perth & Kinross Health and Social Care Partnership

Chief Officer Vacancy

Joint Appointment Arrangements

The Chief Executives of Perth & Kinross Council and NHS Tayside have jointly updated the job description and person specification in advance of advertising this post.

The Public Bodies (Joint Working) (Scotland) Act, the post is referred to as Chief Officer. This post is the equivalent of a Director in both Perth & Kinross Council and NHS Tayside.

The salary grade for the post will depend on whether the successful candidate is employed by the Council or by NHS Tayside. The current NHS Grade is Executive grade E (£83,463 to £109,127) and a process is underway to re-evaluate the post via the NHS National Evaluation Committee. Within Perth & Kinross Council, the post is graded CO51 (£121,701) which equates to Director level.

An overview of the appointment process is given below:

The recruitment of Chief Officer is a joint Perth & Kinross Council and NHS Tayside process.

An Appointment Sub-Committee will be established comprising four voting members of the Integrated Joint Board (IJB), namely two Elected Members from Perth & Kinross Council and two Non-Executive Members of NHS Tayside. The IJB members will have delegated authority to participate in the selection process and to confirm the Appointment of the successful applicant to the role of Chief Officer.

The Chief Executives of Perth & Kinross Council and NHS Tayside will also be members of the panel. Finally, Pauline Johnstone, Corporate HR Manager, Perth & Kinross Council and Jackie Bayne, Head of HR, NHS Tayside will be HR Advisers to the panel.

Both partner organisations have their own employment policies and procedures which must be considered in any recruitment and selection process. There is also guidance in the form of the Joint Appointments Guide which provides a checklist for success with joint appointments in Health and Social Care Integration.

The post of Chief Officer is a permanent appointment. Given the seniority of the post, this type of vacancy will be advertised externally at the same time that it is advertised internally within the partner organisations. The vacancy will be advertised through MyJobScotland and the NHS Jobtrain, with the application process being administered through the Perth & Kinross Council recruitment system.

The vacancy will also be promoted using social media – Facebook, Twitter and LinkedIn.

Applicants will be required to complete an online application which will ensure consistency in the type of information available to the Appointment Sub-Committee when deciding who to invite to take part in the appointment process. The process will be administered by the Recruitment Team within Perth & Kinross Council in line with recent discussions on joint recruitment.

For a senior executive position, both NHS Tayside and Perth & Kinross Council have similar appointment processes which utilise a range of selection methods including panel interviews, presentations, personality and ability testing and references. Questions will be developed by the Human Resources Advisers for consideration and agreement by the Appointment Committee.

Therefore, the appointment process for the Chief Officer is designed as follows:

- Assessment Centre, incorporating personality and ability tests
 - Panel interview with the Appointment Sub-Committee
 - Unseen presentation (to be delivered at the start of the interview)
 - References – for the successful candidate

External consultants will be engaged by NHST to run the Assessment Centre. The consultant will provide feedback to the Appointment Committee on each candidate's performance with reference to the person specification.

The successful candidate would be employed by either Perth & Kinross Council on local authority terms and conditions or by NHS Tayside, on NHS terms and conditions, depending on which organisation they come from. It should be noted that as the salary and terms and conditions package differ in each organisation, the candidates cannot select terms from each employer: they will be offered the whole package of terms and conditions from one.

28 February 2022