



PERTH & KINROSS INTEGRATION JOINT BOARD

29 November 2023

APPOINTMENT OF CHIEF FINANCE OFFICER FOR PERTH & KINROSS INTEGRATED JOINT BOARD

Report by Chief Officer/director of integrated health and social care
(Report No. G/23/159)

PURPOSE OF REPORT

The Chief Officer and Chief Finance Officer roles for the IJB are set in statute within The Public Bodies (Joint Working) (Scotland) Act 2014 (the Act) and as such are appointments which are agreed by the Perth and Kinross Integration Joint Board. The IJB approved the arrangements for the appointment of an Interim Chief Finance Officer in October 2022 and the interim position has been filled since January 2023.

This report therefore proposes the recruitment of a permanent Chief Finance Officer role and seeks agreement from the IJB to proceed to secure this within a new role of Chief Finance Officer/Head of Performance & Governance.

1. RECOMMENDATION(S)

It is recommended that the Integration Joint Board

- Approves the commencement of the recruitment and appointment process for the Chief Finance Officer/Head of Governance and Performance post.

2. SITUATION/BACKGROUND/MAIN ISSUES

- 2.1 The Public Bodies (Joint Working) (Scotland) Act 2014 requires NHS Boards and Local Authorities to integrate the planning and delivery of health and social care services. These arrangements are further outlined in the revised Integration Scheme approved by both Perth and Kinross Council and NHS Tayside Board in June 2022 and reflect partnership working between the parties on integrated leadership roles and joint appointments in order to give effect to statutory duties and to support integration.
- 2.2 The Public Bodies (Joint Working) (Scotland) Act 2014 requires two statutory posts to be appointed by the Integration Joint Board and these are the Chief Officer and the Chief Finance Officer. There is no other requirement in relation

to the management and staffing arrangements to support integration. However, the Local Authority and the Health Board must provide the Integration Joint Board with support services to carry out its functions and make available such professional, technical, or administrative resources as are required to support the development of the Strategic Plan and the carrying out of delegated functions. They must also ensure that the Chief Officer will have appropriate corporate support and a senior team of 'direct reports' to fulfill their accountability for the Strategic Plan and for the safe delivery of integrated services.

- 2.3 The Chief Finance Officer of the Integration Joint Board is accountable to the Chief Officer and the Integration Joint Board for the Annual Accounts, Financial Plan (including the Annual Financial Statement as required under Section 39 of the Act) and providing financial advice to the Integration Joint Board. In Perth and Kinross this equates to a total budget of circa £280m. The Chief Finance Officer is accountable to the IJB for the planning, development, and delivery of the IJB's financial strategy. The postholder is responsible for the provision of strategic financial advice to the IJB and the Chief Officer as well as financial administration and financial governance. The Chief Finance Officer is the Accountable Officer for financial management and administration of the IJB and the responsibilities include ensuring probity, sound corporate governance and achieving Best Value. It is important therefore to secure this key role permanently as soon as practically possible ensuring that there is strong professional and technical expertise in the recruitment process.
- 2.4 The Chief Officer has reviewed the senior leadership structure for the Health and Social Care Partnership and reported the outcomes and proposals to NHS Tayside and Perth and Kinross Council. A separate briefing will be provided by the Chief Officer for members of the IJB. As part of this review, the Chief Officer has reviewed the job description and portfolio of responsibilities that are required to meet the requirements of the IJB and the HSCP in relation to finance, risk, governance, and performance. A revised role profile has been agreed and evaluated for a new role of Chief Finance Officer and Head of Governance and Performance which includes:
- Leadership, management, and direction on all aspects of financial governance and financial management to the IJB/Partnership as the statutory section 95 Officer
 - Accountable Officer for the financial management and administration of the Integrated Joint Board (Section 13 of the Public Bodies (Joint Working) (Scotland) Act 2014).
 - Development of a 3-year financial plan for the IJB to support strategic direction and priorities.
 - Responsibility for all strategic financial advice, information and support to the Integrated Joint Board and Chief Officer and for financial administration and governance.
 - Leadership and accountability for sound corporate governance and risk management arrangements to maximise the IJB's success in delivering its strategic priorities.

- Leadership and management of high-quality integrated functions within the HSCP for finance, performance management, commissioning, and business support to the IJB.
- Compliance with legislation and best practice in financial management, financial administration, performance, risk, and corporate governance.

2.5 The IJB will recall that the post of Interim Chief Finance Officer was appointed in January 2023 at the time of the resignation of the Head of Finance and Corporate Services, report G/22/157 refers. The statutory Chief Finance Officer role has been filled on an interim basis since then. Section 13 of the Public Bodies (Joint Working) (Scotland) Act 2014 requires the IJB to appoint a Chief Finance Officer as proper officer with responsibility for the administration of its financial affairs. Following consultation with HR representatives of both NHS Tayside and Perth & Kinross Council and agreement with relevant trade unions and staff side, it is proposed that the appointment process for the Chief Finance Officer commences directly following the IJB meeting on 29 November 2023. The role has been graded by both Perth & Kinross Council and NHS Tayside and there are no financial implications for the IJB.

2.6 It is intended that both partner organisations will advertise the new post of Chief Finance Officer/Head of Governance and Performance according to current recruitment policy and procedures with either the Council or NHS Tayside taking the lead role for the recruitment process. A panel comprising of senior/executive representation from Finance and Human Resources of both organisations, the Chief Officer, the Chair of the IJB, Chair of the Audit and Performance Committee along with a representation from the Strategic Planning Group will form the appointment panel.

3. PROPOSALS

3.1 The IJB is asked to consider the report and the recommendations therein, remitting the Chief Officer/Director – Integrated Health & Care to progress appointment of the new Chief Finance Officer/Head of Governance and Performance role.

4. FINANCIAL IMPLICATIONS

There are no financial considerations for the IJB arising from this report.

5. DIRECTIONS

Direction Required to Perth & Kinross Council, NHS Tayside, or Both	Direction to:
No Direction Required	√
Perth & Kinross Council	
NHS Tayside	
Perth & Kinross Council and NHS Tayside	

6. CONCLUSION

This report provides the IJB with proposals for securing a permanent appointment to a new role of Chief Finance Officer and Head of Governance and Performance and recommends approval to commence the recruitment process.

Author(s)

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NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
HSCP Strategic Commissioning Plan	Yes
Transformation Programme	Yes
Resource Implications	
Financial	No
Workforce	Yes
Assessments	
Equality Impact Assessment	No
Risk	Yes
Other assessments (enter here from para 3.3)	
Consultation	
External	No
Internal	Yes
Legal & Governance	
Legal	No
Clinical/Care/Professional Governance	No
Corporate Governance	No
Directions	
Communication	
Communications Plan	No

1. Strategic Implications

1.1 Strategic Commissioning Plan

This proposal enables the IJB to meet its legislative responsibilities.

2. Resource Implications

2.1 Financial

There are no financial implications arising from this report as the post is already budgeted for.

2.2 Workforce

HR leads for Perth and Kinross Council and NHS Tayside are consulted on the proposals contained within this report. Union and Partnership Representatives are informed. The HR policies and procedures of the respective employers have been and will continue to be applied.

3. Assessments

3.1 Equality Impact Assessment

Assessed as **not relevant** for the purposes of EqIA as the respective recruitment policies of each organisation apply.

3.2 Risk

The proposals outlined in this paper address the strategic risks to the partnership associated with a lack of capacity/stability within the HSCP senior leadership/management team. These are referenced within the IJB's strategic risks reported to the Audit and Performance Committee.

3.3 Other assessments

Not applicable.

4. **Consultation – Patient/Service User first priority**

4.1 External

Not applicable.

4.2 Internal/External

Chief Executives of the Council and NHS Tayside; HR leads for NHS Tayside & Perth & Kinross Council; Executive Leadership Teams for NHS Tayside & Perth & Kinross Council; unions and staff side representatives have all been consulted on the recommendations set out in this report.

4.3 Impact of Recommendation

This proposal enables the IJB to meet its legislative responsibilities.

5. **Legal and Governance**

Not applicable

6. **Directions**

Not applicable.

7. **Communication**

Not applicable.

2. **BACKGROUND PAPERS/REFERENCES**

There are no background papers.

3. **APPENDICES**

Appendix 1 - process for appointment of Chief Finance Officer/Head of Governance and Performance post.