

Scottish Borders Health & Social Care
Integration Joint Board



Meeting Date: 18 December 2017

Report By	Robert McCulloch-Graham, Chief Officer
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APPOINTMENT OF THE CHIEF FINANCIAL OFFICER – INTEGRATION JOINT BOARD

Purpose of Report:	<p>Section 13 of the Public Bodies (Joint Working) (Scotland) Act 2014 amends the Local Government (Scotland) Act 1973, by extending the application of Part 7 of the 1973 Act (with the exception of sections 101A and 105A) to Integration Joint Boards.</p> <p>Under that provision, the Integration Joint Board requires to appoint a “proper officer” (Chief Financial Officer) who has responsibility for the administration of the financial affairs of the Integration Joint Board (IJB) in terms of section 95 of the 1973 Act.</p>
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Recommendations:	<p>The Health & Social Care Integration Joint Board is asked to:</p> <p>a) Agree to the permanent joint appointment for a Director for Finance for the IJB, by NHS Borders and Scottish Borders Council.</p>
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Personnel:	Not Applicable
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Carers:	Not Applicable
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Equalities:	Compliant.
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Financial:	Meets the requirements to appoint a Section 95 Officer to the Integration Joint Board
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Legal:	Meets the requirements to appoint a Section 95 Officer to the Integration Joint Board
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Risk Implications:	As detailed within the Scheme of Integration.
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Background

- 1.1 Interim Chief Financial Officer arrangements have been in place since March 2016, on a part time arrangement through the appointment of Mr Paul McMenamin (Scottish Borders Council) and latterly Mrs Susan Swan (NHS Borders).

Summary

- 2.1 The Chief Financial Officer will be the accountable officer for financial management, governance and administration of the IJB. This includes accountability to the IJB for the planning, development and delivery of the IJB's financial strategy and responsibility for the provision of strategic financial advice and support to the IJB and the Chief Officer.
- 2.2 The Chief Financial Officer as the IJB's designated Section 95 Officer will be a member of the IJB under the Regulations and is a key member of the Executive Management Team leading the planning, development and implementation of the financial strategy to resource and deliver the IJB's strategic objectives.
- 2.3 Scottish Government have stated within their publication "Roles and Responsibilities and Membership of the Integration Joint Board" Sept 2015, that; "The Integration Joint Board must also appoint the Section 95 Officer who will be the responsible officer for the financial arrangements of the Integration Joint Board".
- 2.4 The Chief Financial Officer (CFO) will be responsible for developing the financial strategy of the IJB and must be actively involved in and able to bring influence to bear on all material business decisions to ensure short and long term opportunities and risks are fully considered and aligned with the IJB's financial strategy. The CFO will promote sound financial management by the IJB to ensure public funds are safeguarded and used appropriately, effectively, economically and efficiently at all times.
- 2.5 The Chief Financial Officer will also be responsible for the development of collaborative arrangements between Scottish Borders Councils' Section 95 Officer and the NHS Borders Director of Finance and will report to the Chief Officer of the Integration Joint Board.

Process of Appointment

- 3.1 This will be a joint appointment across the partnership with an equal funding arrangement from the service budgets delegated to the IJB. The post has already been evaluated as requiring either an NHS Officer on Salary Scale 8c (between £57,232 and £70,559, or a Council Officer Grade 12 (between £50,424 and £52,760). Attachment A.
- 3.2 This will be a permanent position and the budget for the post will be contained within existing budget limits. It is most likely, taking notice periods into account that the appointment will commence within the 18/19 financial year, and will feature within the budget planning for the IJB.

3.3 Outlined below is a proposed timeline for the joint appointment which will be undertaken following the same procedures as those undertaken for the appointment of the Chief Officer.

TIMELINE FOR CHIEF FINANCIAL OFFICER HEALTH & SOCIAL CARE RECRUITMENT

Date by	Action	Who by	Comment	Status
11.12.17	CFO H&SC Job Description - (Drafted 2016)	John Cowie & Clare Hepburn	Job Description from 2016 to be reviewed and clarified if need amended or regrading	
11.12.17	FINAL CFO H&SC Job Description - approval	Rob McCulloch-Graham		
11.12.17	DRAFT CFO H&SC Advert	John Cowie & Clare Hepburn		
15.12.17	FINAL CFO H&SC Advert	Rob McCulloch-Graham		
15.12.17	Interview Date to be secured (Given Festive Break secure date in February 2018?)			
15.12.17	Interview Panel to be identified	Rob McCulloch-Graham	2 NEDs 2 Cllrs CO H&SC D of F SBC and NHSB	
18.12.17	CFO H&SC Advert & Job Description to be released on SHOW & SBC including Interview date of	John Cowie & Clair Hepburn	To agree if advert to appear in other publications/websites	
19.12.17	Interview/Assessment Centre to be arranged for w/c Preference for Education Centre/BGH. Require Large Meeting Room 3-4 Desk Top Exercise Rooms			
19.12.17	Observers and timings for Stakeholder MDT sessions to be agreed.		Observer: Timetable:	
03.01.18	Invitations for stakeholder MDT to be released e.g. - GM - Assoc DN - Assoc MD - GP - Chief Pharmacist - SBC		MDT members identified and agreed by Rob. Emails drafted to go once Rob given go ahead.	
08.01.18	Draft of interview /AC schedule worked up based on expected number of shortlisted applicants to be interviewed. (Taking account of Meet and Greet, walking between appointments, prep time for applicants, comfort breaks, etc.).		A plan for max of 4 candidates	
08.01.18	Subject for Desktop Exercise to be agreed. Links to activity for MDT.	Rob McCulloch-Graham		
15.01.18	Final identity of participants for stakeholder MDT sessions agreed (based on confirmations/declines).	Rob McCulloch-Graham		
05.02.18	12 Noon Closing Date	NHS B or SBC		
06.02.18	Shortlisting arrangements to be agreed by telephone / email			
06.02.18	Candidates notified by email of interview / assessment and internet link to electronic 16 PF test. Candidate notified by letter of interview / AC, arrangements for MDT stakeholder group, and pre-			

	employment requirements (PVG/Disclosure).			
07.02.18	Car Parking spaces reserved for MDT members			
07.02.18	Timetable for interviews at.... Who doing meet and greet at.... Refreshments for interview panel at.... Lunch for interview panel members at.... Nameplates for Interview panel at.... Room set up at Pre Panel meeting 30 mins agree Questions.			
07.02.18	Final arrangements for MDT stakeholder group confirmed and notified to participants (ie schedule of timings, interviewees).			
07.02.18	Interview/ AC Schedule confirmed and sent to Panel members along with interview packs. Structured Interview Plan, competency and values based interview agreed and forwarded to panel members.			
12.02.18	Closing date for 16 PF test.			
19.02.18	Assessment centre takes place			
20.02.18	Interviews take place			
20.02.18	Successful candidate contacted and appointment confirmed verbally	Rob McCulloch-Graham		
20.02.18	Board members notified of successful applicant appointment (privately). Press Release agreed for successful applicant appointment.	Jane Davidson Tracey Logan		
20.02.18	Provisional start date agreed and notified to HR.	John Cowie & Clare Hepburn		
21.02.18	HR conditional offer of appointment drawn up and sent to successful applicant. References requested. OHS completed.	John Cowie & Clare Hepburn		

INTERVIEW PANEL

Name	Position	Role	Confirmed
		Chair Panel	
		Panel Member	
		Panel Member	
		Panel Member	
		Panel Member	
		Panel Member	
		Expert HR Advice	