

Notice of Meeting and Agenda

Edinburgh Integration Joint Board **12.15 pm Friday 13 October 2017**

Main Council Chamber, City Chambers,
Edinburgh

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This is a public meeting and members of the public are welcome to attend.



1. Welcome and Apologies

- 1.1 Including the order of business and any additional items of business notified to the Chair in advance.

2. Declaration of Interests

- 2.1. Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Deputations

- 3.1. None.

4. Reports

- 4.1. Appointment of Chief Officer, Edinburgh Integration Joint Board and Chief Officer, Edinburgh Health and Social Care Partnership (circulated)

Board Members

Voting

Councillor Ricky Henderson (Chair), Carolyn Hirst (Vice-Chair), Michael Ash, Shulah Allen, Councillor Derek Howie, Alex Joyce, Councillor Melanie Main, Councillor Alasdair Rankin, Councillor Susan Webber and Richard Williams.

Non-Voting

Carl Bickler, Colin Beck, Sandra Blake, Andrew Coull, Wanda Fairgrieve, Christine Farquhar, Kirsten Hey, Beverley Marshall, Angus McCann, Ian McKay, Ella Simpson, Michelle Miller, Moira Pringle, George Walker and Pat Wynne.

Report

Appointment of Chief Officer, Integration Joint Board and Director, Health and Social Care Partnership

13 October 2017

Executive Summary

1. This report seeks approval from the Edinburgh Integration Joint Board for the recommended approach for the permanent recruitment of the vacant post of Chief Officer, Integration Joint Board and Director/Health and Social Care Partnership, currently covered by Michelle Miller on an interim basis.
2. A subsequent report will follow detailing the recommended approach for the recruitment to the Head of Operations and Head of Strategic Planning roles.

Recommendations

3. The Edinburgh Integration Joint Board (EIJB) is asked to note that it is now critical that we move ahead with the recruitment for the permanent candidate for the post of Chief Officer, Integration Joint Board/Director, Health and Social Care Partnership.
4. The Board is asked to approve the following recommendations:
 - 4.1 As the City of Edinburgh Council has in place a procured contract with FWB Park Brown for recruitment searches for our Heads of Service and Director level roles, this supplier should be engaged for this assignment
 - 4.2 the Board is asked to approve the recruitment panel as detailed in this report.
 - 4.3 an assessment centre approach will be used for the recruitment of this role and details of this (including design and cost) will be presented to Andrew Kerr, Chief Executive, City of Edinburgh Council and Tim Davison, Chief Executive, NHS Lothian, in consultation with Ricky Henderson, Chair, EIJB and Carolyn Hirst, Vice Chair, EIJB for their consideration and approval in October.
5. In addition, the Board is asked to note that as previously agreed on 22 September, the new posts of Head of Operations and Head of Strategic Planning will be recruited to. Work is underway to finalise and evaluate both

role profiles, and it is envisaged that this will be completed after the NHS Lothian evaluation panel on 23 October 2017.

6. The Board is asked to approve the recruitment panel as detailed in this report at 4.3, subject to any necessary approvals from the Council or NHS Lothian.

Background

7. The Public Bodies (Joint Working) (Scotland) Act 2014 requires Integration Joint Boards to appoint a Chief Officer.
8. The departure of the former Chief Officer has left a vacancy that requires to be filled on an interim basis, pending the appointment of a substantive post holder.
9. In line with the Edinburgh Integration Scheme, the EIJB will appoint the Chief Officer, and s/he will be employed by one of the parties and will be seconded to the IJB.

Main report

10. Michelle Miller was appointed on a six-month interim basis to the role of the Chief Officer.
11. The recruitment of a permanent post holder was agreed at the Board on 22 September. The City of Edinburgh Council has a contract in place with FWB Park Brown for search and selection of senior posts (Heads of Service and Directors), and could therefore proceed with this supplier with immediate effect.
12. The proposed recruitment panel is:
 - Andrew Kerr, Chief Executive, City of Edinburgh Council
 - Tim Davison, Chief Executive, NHS Lothian
 - Councillor Ricky Henderson, Chair EIJB
 - Carolyn Hirst, Vice Chair, EIJB
 - Plus 2 EIJB non-voting members to be decided by the Interim Chief Officer in consultation with the Chair and Vice-Chair
13. The recruitment process for Head of Operations and Head of Strategic Planning roles will be initiated as soon as the role profiles have been evaluated (NHS evaluation panel on 23 October) and the recruitment packs have subsequently been approved by the Board. It is envisaged that the recruitment of these posts will be managed through NHS Lothian and Council vacancy boards and media advertising.

Key risks

14. It is critical that recruitment for a new permanent Chief Officer and Head of Service posts commences immediately.

Financial implications

15. The cost of recruitment to the Chief Officer vacancy will be 11% of the base salary of the successful candidate (as per the procured contract with FWB Park Brown).
16. In addition, there is a cost to the design and running of the assessment centre and a subsequent report will be presented to Andrew Kerr, Chief Executive of the Council and Tim Davison, Chief Executive, NHS Lothian in consultation with Ricky Henderson, Chair, EIJB and Carolyn Hirst, Vice Chair, EIJB in October to confirm these costs.

Involving people

17. Full consultation and involvement of the Chief Executives of the Council and NHS Lothian, the Chair of the IJB and the agreed recruitment panel and relevant trade unions/partnership representatives regarding the proposed approach to recruitment outlined within this report.

Impact on plans of other parties

18. Not applicable.

Background reading/references

19. [Management Arrangements for the Edinburgh Integration Joint Board and Health and Social Care Partnership, 22 September 2017](#)

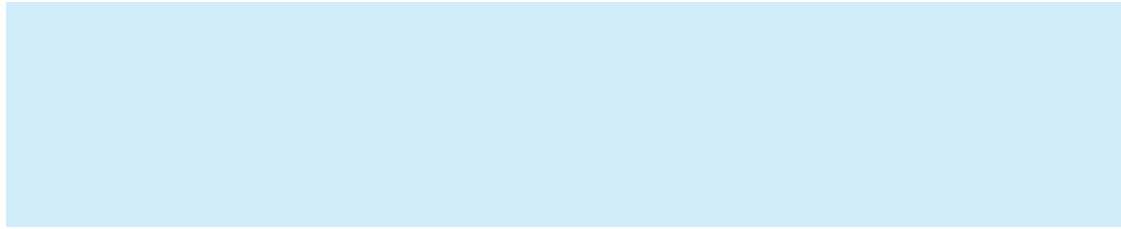
**Michelle Miller, Interim Chief Officer
Edinburgh Health and Social Care Partnership**

Report authors

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Links to priorities in strategic plan



Edinburgh

Chief Officer, Integration Joint Board/Director,
Health and Social Care Partnership

Recruitment Pack



Welcome

Chair of Edinburgh Health and Social Care Partnership

Thank you for your interest in the post of Chief Officer of the Edinburgh Integration Joint Board/Director of the Edinburgh Health and Social Care Partnership.

Edinburgh's rich history and its status as a UNESCO World Heritage site make it a city to remember. The capital of Scotland since at least the 15th century, it is now a vibrant, modern city, with the strongest economy of any city in the United Kingdom outside London. It is home to the Scottish Parliament, and has long been known as a centre of education, with four universities. The city's historical and cultural attractions have made it the second most popular tourist destination in the United Kingdom after London, attracting over one million overseas visitors each year. It is famous for the Edinburgh International Festival and the Fringe, the latter being the largest annual international arts festival in the world.

Although a relatively affluent city, Edinburgh has areas of significant inequality and deprivation, the third highest across all Scottish local authorities, and one of our key priorities is to lead on tackling these inequalities. Edinburgh's population of almost half a million accounts for 9% of Scotland's total, and is growing. Whilst this growth has many social and economic advantages, it also presents challenges. The latest projections indicate that Edinburgh's population will continue to grow faster than anywhere else in Scotland (to 619,000 by 2037). Some age groups are projected to increase more rapidly than the overall population (for example 5-11 year olds and people over 85).

Like many other local authorities and health boards, the financial environment is challenging. In recent years, local authority budgets have depended on significant savings targets to help meet demographic change and increases in care costs. Over the next five years, the City of Edinburgh Council alone must reduce its operating costs by around £150 million. With similar financial challenges for NHS Lothian, the Health and Social Care Partnership will need to lead on the development of innovative, transformational and sustainable services.

The integration of health and social care in Edinburgh is being supported by a major transformational change programme, which will see services managed in four localities, and developed to reflect our aspirations for effective, efficient and personalised support for adults with care and support needs. This mirrors the Council's locality management arrangements and will bring service delivery, performance reporting and quality assurance closer to the people who use our services.

If you believe you have the experience, energy and enthusiasm to take on these challenges, we would welcome your application. If you would like an informal discussion about the role, please contact [???](#).

Councillor Ricky Henderson – Chair, Edinburgh Integration Joint Board



Edinburgh – the city

Edinburgh is the inspiring capital of Scotland, where centuries of history meet a vibrant, cosmopolitan city in an unforgettable setting. The city is home to the world's biggest arts festival and offers an excellent quality of life.

Edinburgh is a successful business city. It is the UK's most prosperous city outside of London, the UK's second largest financial centre and has long held a reputation for high quality education and academic excellence. Edinburgh life science research is among the best in the world, being part of one of the largest and fastest growing life science communities in Europe.

Edinburgh has been ranked the top mid-sized city in Europe overall in foreign Direct Investment magazine's European Cities and Regions of the Future 2014/15 awards.

Over £1.1bn worth of major infrastructure projects supporting the city were completed in 2014 and a further £2.4bn including the Queensferry Crossing and Borders Railway, are due for completion in the next two years, helping to make Edinburgh an even more attractive place for business.

Edinburgh is a major tourism centre and gateway to the rest of Scotland. The Rough Guide recently voted Edinburgh the fourth most beautiful city in the world and four million tourists visit the city each year, contributing over £1.2bn to the local economy.



Edinburgh Integration Joint Board

The Edinburgh Integration Joint Board (EIJB) was established on 1 April 2016. The EIJB is responsible for the strategic planning and commissioning of health and social care services in Edinburgh, and for issuing directions to the City of Edinburgh Council and NHS Lothian for the delivery of these services.

Edinburgh Health and Social Care Partnership

The Edinburgh Health and Social Care Partnership (the Partnership) was created by the City of Edinburgh Council and NHS Lothian as the vehicle for delivering the services delegated to the EIJB. Although staff remain employed by either the Council or NHS Lothian, they work in an integrated way, in an organisational structure that is developing its own identity as a Health and Social Care Partnership. All the Partnership's work is undertaken in collaboration with the third sector, local communities, independent providers, service users, their carers and staff.

Almost 6,000 staff are employed to deliver the services and functions delegated to the Partnership. The total budget is over £600 million. The EIJB is responsible for strategic planning, and the Partnership will require to develop new service models to ensure the resources available to implement the strategic plan are used to maximum effect. Increasing the pace of change is a priority for the Partnership, to allow us to address the challenges of demography in a difficult financial environment.

Strategic Plan Consultation Link

<https://consultationhub.edinburgh.gov.uk/hsc/edinburgh-health-and-social-care-partnership-draft/>

More about Health and Social Care in Edinburgh:

Integrated working

www.youtube.com/watch?v=Zjp6FGDyXCI

COMPASS

www.youtube.com/watch?v=3Rkx5hYLBML

Stroke service

www.youtube.com/watch?v=xKgHID0qQ6s

Intermediate Care

www.youtube.com/watch?v=XGhU_I9I7o8

Personalisation care group

www.youtube.com/watch?v=Gycb7KUnwVw

Self-directed Support

www.youtube.com/watch?v=-ErFT466CgU



Health and Social Care in Edinburgh – Key Priorities

The Edinburgh Health and Social Care Partnership has agreed several key priorities, which will guide the planning and delivery of services in the future. The priorities fall into six broad areas:

1. Tackling inequalities

2. Prevention and early intervention

3. Person centred care

4. Providing the right care in the right place at the right time

5. Making best use of capacity across the whole system

6. Managing our resources effectively



Tackling Inequalities

Working with our partners to tackle the causes of inequality, including health inequality by supporting people at greatest risk and focusing on actions that:

- Mitigate the health and social consequences of inequalities
- Help individuals and communities resist the effects of inequality on health and wellbeing.

Prevention and early Intervention

Supporting and encouraging people to achieve their full potential, stay resilient and take more responsibility for their own health and wellbeing; making choices that increase their chances of staying healthy for as long as possible, and where they do experience ill-health, promoting recovery and self-management/

Person Centred Care

Placing 'good conversations' at the centre of our engagement with citizens so that they are actively involved in decisions about how their health and social care needs should be addressed

Providing the right care in the right place at the right time

Delivering the right care in the right place at the right time for each individual, so that people:

- are assessed, treated and supported in the community wherever possible and are admitted to hospital only when clinically necessary
- are discharged from hospital as soon as possible with support to recover and regain their independence in the community
- experience a smooth transition between services
- have their care and support reviewed regularly to ensure these remain appropriate.

Making the best use of capacity across the whole system

Developing and making best use of the capacity available in the city by working collaboratively across:

- the statutory, third and independent sectors
- communities; and
- individual citizens, including unpaid carers

to deliver timely and appropriate care and support to people with health and social care needs, including frail and older people, people with long-term conditions and people with complex needs

Managing out resources effectively

Making the best use of our shared resources (people, buildings, information) to deliver integrated and personalised services that improve the health and wellbeing of citizens, whilst managing the financial challenge.

Edinburgh Health and Social Care Partnership – Our vision



Health and Social Care in Edinburgh – Key Facts

- The number of older people in the city is growing. By 2032, the number of people over 85 is expected to double to 19,294.
- In mental health, disabilities and addictions, conservative estimates are for a 1.4% increase each year in people needing help.
- The health sector is expected to grow faster than any other.
- There are skill shortages and unfilled vacancies.
- There are an estimated 65,084 carers in Edinburgh, or 13.7% of the population.
- The highest share of health and social care expenditure is on inpatient care, which accounted for a quarter of the total in 2012/13.
- Three quarters of acute inpatient care is non-elective (unplanned) admissions.
- A small proportion of the population accounts for a high proportion of costs (2.4% accounts for 50% of total health care costs and 8.4% accounts for 50% of all social care costs).
- Across the four localities, there are significant differences in terms of population size, age, health, unemployment, etc. There are also significant differences within localities.
- The North East locality supports the highest rate per 1,000 population over 16 in terms of health and social care.
- The North West has the highest number of people with one or more health conditions.
- The South West has the highest percentage of residents who are economically inactive due to long-term illness.
- The city centre part of the South East has the highest number of people with mental health problems.
- The number of people whose discharge from hospital is delayed is the highest in Scotland.

Edinburgh Integration Joint Board

The Edinburgh Joint Integration Board (EIJB) is made up of voting and non-voting members as follows:

Voting membership

Five City of Edinburgh councillors

Five non-executive NHS Lothian Board members

Non-voting membership

Professional advice is provided by several senior officials. Staff are represented by trades union and staff partnership representatives

There are two service users and two carer members

There is one member representing the voluntary sector.



Job Outline

Role Summary

To work collaboratively to provide a single point of overall strategic and operational leadership for the Edinburgh Health and Social Care Partnership (the Partnership). The vision for integration is to produce better outcomes for people through services that are planned and delivered seamlessly from the perspective of the patient, service user or carer in the city.

To be responsible through leadership of the Partnership for the management of all functions delegated to the Edinburgh Integration Joint Board (EIJB) by the City of Edinburgh Council and NHS Lothian.

To lead the development of the EIJB Strategic Plan, and provide effective and visible leadership of a programme of transformational change to ensure efficient use of limited resources to meet need.

To strengthen partnership arrangements through the integration of two different organisational cultures to ensure that safe, high quality and person-centred services are delivered in a consistent and equitable way across Edinburgh.

To provide a single point of accountability to the EIJB, the City of Edinburgh Council and NHS Lothian for integrated systems of governance, financial and performance monitoring of Partnership services.

To be accountable for the integrated budgets for adult health and social care services delegated to the Partnership. Limited resources and increasing demand require a modernisation programme, based on whole system change, efficiency and prevention.



To provide strategic leadership in respect of a range of delegated functions, including specialist services on behalf of East, Mid and West Lothian Integration Joint Boards.

To lead delegated specialist national and regional services hosted by the EIJB.

To ensure that appropriate performance management arrangements are in place to demonstrate achievement of local and national outcomes.

To ensure the IJB manages the complexity of the risk environment across its delegated functions

Main Duties and Responsibilities

Scope of Post

The Partnership delivers a broad range of Council and NHS Lothian services. These are set out in the Edinburgh Integration Scheme. The scope of delivery includes:

- All adult social care functions set out in the 'must' list of the Public Bodies (Joint Working) (Scotland) Act 2014 Regulations
- All NHS services set out in the 'must' list of the Public Bodies (Joint Working) (Scotland) Act 2014 Regulations, plus some services for people under the age of 18, and prison health care.

The post holder is directly accountable for the total integrated budget, allocated by the City of Edinburgh Council and NHS Lothian. The current position of the Partnership budget is circa £600m, with a staffing complement of approximately 6,000. 55% of the social care budget is commissioned from external providers, whose employees are not included in this figure.

Strategic

Lead the integrated planning and resourcing required to develop integrated services. Ensure the management, planning and commissioning of services meets the EIJB, Council and NHS Board policy objectives, statutory requirements and national outcomes defined by the Scottish Government.

Design and implement organisational arrangements, working arrangements and systems that are fit for purpose, take into account professional responsibilities and accountabilities, including locality arrangements and deliver Partnership and EIJB objectives, on time and within budget.

Lead the integration of services, working closely with key stakeholders, such as health and social care professionals, users of services, carers,

and commercial and non-commercial providers of health and social care, to formulate strategies, and ensure integrated service planning and performance management arrangements are in place.

Develop and maintain links between the Health and Social Care Partnership and the Edinburgh Partnership (community planning), in accordance with the Single Outcome Agreement.

Provide strategic leadership for the Partnership, ensuring the services provided are aligned to and support the Scottish Government's national outcomes, regulatory requirements, and corporate, clinical and staff governance standards, while meeting the requirements of best value and continuous improvement.

Ensure that all clinical, professional and corporate governance standards are adhered to, and that robust arrangements are established for clinicians and professionals to contribute to locality planning.

Play a key role in the corporate management and planning of both NHS Board and Council to support elected members, NHS non-executive board members, chief executives and external partners through the provision of professional advice, guidance and information on the services provided and on any other matters as appropriate.

Lead transformational change with key stakeholders to promote further joint working and to strengthen service alignment and governance arrangements between the Council and the NHS Board.

Represent the Council and NHS Board at local and national level in relation to the integration of adult health and social care in Scotland, influencing policy initiatives developed by the Scottish Government, ensuring the EIJB, Council and NHS Board are fully aware of developments and have the information, professional advice and assistance necessary to make policy decisions.



Managing Services

Review all services in the Partnership to identify where integration, at a service level, would deliver better outcomes for people who use services and their carers. Develop prioritised plans for integration of identified services through the Strategic Plan.

Lead initiatives to ensure that the Partnership meets policy and service targets, for example, the development of a capacity plan for older people's services to minimise delayed discharges from hospital and waiting times in the community, and the reduction of health inequalities, as defined by the Strategic Plan.

Ensure service plans are in place for each area of activity, together with a robust performance management framework, incorporating standards, performance measures and targets. Measure service delivery, monitor implementation and ensure continuous performance improvement.

Manage the functions delegated to the EIJB in accordance with the principles of quality management, efficiency and people development, ensuring the highest standards of corporate, clinical, financial and staff governance in delivering health and social care services, while driving continuous improvement, achieving best value, reducing inequalities and responding to health and social care needs in Edinburgh.

Promote and lead the cultural shift required for effective integration through the identification, development and implementation of service redesign.

Ensure that the responsibilities of the Council's Chief Social Work Officer (as defined by Section 45 Local Government etc. (Scotland) Act 1994) are effectively supported and delivered and that the requirements of NHS Lothian's clinical governance are met.

Ensure that all services are delivered in accordance with the Equality and Diversity policies applicable to the Partnership, and the statutory, general and specific Equality Duties.

Managing Performance

Ensure that appropriate systems and processes are in place to enable the Partnership to demonstrate achievements in clinical and social care, corporate and staff governance, through monitoring, performance management and evaluation, and that these standards are maintained and developed further.

Ensure the development and performance management of Partnership operational plans, in accordance with the strategic objectives of the Partnership, Council and NHS Board.

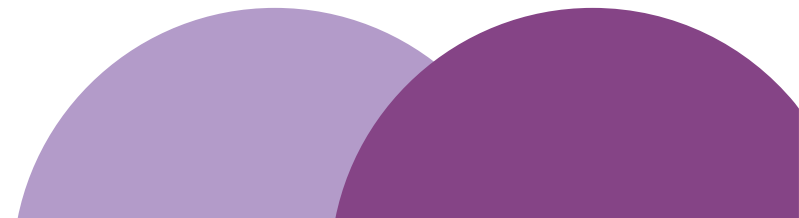
Establish and implement a robust approach to risk management that will ensure a proactive and co-ordinated approach to both clinical, care and business risks, including managing the tensions across the complex risk environment.

Manage preparations for inspection and audit activity relating to delivery of services defined in the Integration Scheme and undertaken as part of the EIJB Strategic Plan.

Deliver outcomes, many of which will be agreed nationally.

Managing Resources

Propose, allocate and manage budgets for the overall service, which provide sufficient resources to meet the objectives, as agreed by the Partnership, in line with the Strategic Plan, Financial Statement and within the constraints set by the Council and NHS Lothian. Prioritise and manage delivery to ensure financial targets are achieved within the limit of the resources available.



Prepare, manage and monitor budgets in accordance with the financial policies, Standing Orders, financial regulations and directions of the Partnership, using appropriate and agreed systems and processes to ensure effective budgetary control.

Ensure there are adequate and effective business support arrangements from the Council and NHS Lothian to allow the EIJB to deliver on its statutory responsibilities.

Ensure the management of the Information Governance Assurance Framework is secure and legally compliant.

Ensure that all Partnership employees are managed in accordance with the appropriate policies and procedures, staff governance frameworks and the application of health and safety, equal opportunities and non-discriminatory policies and practices.

Ensure arrangements are in place to promote and support the continuing professional and personal development of employees, provide development opportunities, enhance performance motivation, and facilitate skill utilisation and flexibility.

Encourage a culture of positive internal engagement with employees, promoting the development of robust partnership working across both organisations and the achievement of better outcomes for service users.

Generate an ethos of professional and distributive leadership at all levels across the Partnership, regarding accountability, responsibility, role and contribution.

Promote the health, safety and wellbeing of employees and of service users through the implementation of the relevant Council and NHS Lothian policies, and in accordance with all relevant statutory requirements, leading by example.

Managing Relationships

Develop constructive relationships with a diverse range of stakeholders across statutory, voluntary and independent sectors and other partner agencies, promoting effective engagement, public awareness and involvement.

Develop effective partnership working with a range of key stakeholders, including representatives of people who use services and their carers, voluntary and private sector providers, trades unions and employees to achieve optimum development of services.

Create opportunities for team working across the Council and NHS Lothian service boundaries and other Integration Joint Boards/Partnerships, continually looking for benefits that can be achieved across organisations, nationally and in collaboration with external partners.

Strengthen partnership arrangements by developing a culture that is inclusive, supportive and high performing, to ensure the service we provide results in better outcomes for our citizens.

Develop effective working relationships regarding the planning and operational management of hosted NHS services and relevant delegated acute services across Lothian.

Accountability

The role is largely self-directing and is responsible and accountable to the Chair of the EIJB for the strategic planning, transformation and resourcing elements of the role. The post holder is also accountable to the Council and NHS Lothian Chief Executives for the operational management of all the services delegated to the Partnership. The post holder will work under broad direction within the parameters of Government priorities and policies for health and social care.



Performance in the post is reviewed through the agreement of annual objectives. The process will involve the Chair of the EIJB and both Chief Executives. Performance against objectives will be monitored through the agreed performance management framework of the employing body.

In view of the joint accountability to both the Council and the NHS Board, joint review sessions involving both Chief Executives and the post holder will be arranged on a scheduled basis. These sessions will consider both the operational performance and the delivery of strategic objectives



Person specification

Applicants will be measured against the following person specification.

Qualifications and training

Relevant degree or extensive relevant experience	Essential
Management qualification or higher degree level	Desirable
Evidence of continuous professional and management development	Essential

The successful candidate will demonstrate evidence of the following experience:

Leadership

A resilient and inspirational leader with integrity at their core, able to create a clear sense of purpose for the EIJB and Partnership, and be inclusive of other stakeholders	Essential
Knowledge of statutory framework in local government, NHS or third sector environments, with a focus on achieving effective service delivery at a time of significant change and financial challenge	Desirable
Understanding of the political context and ability to manage organisational governance in a political environment	Desirable

Setting policy, strategy and vision

The ability to create and drive a sustainable organisational strategy, delivering person-centred outcomes	Essential
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Building culture

Proven success in leading cultural change from inception to delivery	Essential
Demonstrates ethics, values and personal qualities consistent with the vision, culture and values of the EIJB and Partnership	Essential
Demonstrates ability to operate effectively in a political environment	Desirable
Demonstrate awareness of EIJB planning systems	Desirable

Change and transformation

Strong evidence of the ability to conceptualise the need for change and transformation and to lead the organisation effectively from current to future state	Essential
Demonstrate a high level of knowledge of current thinking on the models of delivery of health and social care systems	Desirable
Ability to manage change effectively in culturally diverse and politically sensitive environments	Desirable

Financial Management

Evidence of sound financial management skills and essential commercial awareness with the ability to interpret and understand complex financial and budgetary information	Essential
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Appointment arrangements



Applications

You must complete an application form for this post.

An electronic version is available on **www.????? or telephone ????** for a paper copy.

Employment references

Please include name, address and telephone number of two referees. Candidates should state their relationship with each referee. Employment references will be taken up for candidates who are short-listed. If candidates wish to be advised before we contact their referees, this should be indicated clearly beside their names.

Evidence of qualifications

Candidates will be required to bring evidence of their qualifications to the short-list interview.

Completed application

Applications should be sent to **FWB** email **???** and will be acknowledged on receipt. Your application should be submitted on or before **???**

Medical Assessment

Following the short-list interview, the preferred candidate will be required to undergo pre-employment health screening.

Criminal conviction check

Due to the nature of this post, it is exempt from the Rehabilitation of Offenders Act 1974. Convictions, whether spent or unspent, must be declared. Candidates called for a short-list interview will be required to complete a declaration form. Guidance will be provided with the invitation to the short-list interview. For the successful candidate, a Protection of Vulnerable Group check will be required.

Immigration, Asylum and Nationality Act 2006

– Prevention of illegal working

Candidates must be eligible to work in the UK. The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

Canvassing

Canvassing councillors or NHS members, either directly or indirectly, in support of a candidate's application for this post will lead to disqualification.

Provision of false information

The provision of false information or the omission of material information in a candidate's application, or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Interview arrangements and provisional timetable

A short-list interview will be carried out by representatives of the Edinburgh Integration Joint Board, City of Edinburgh Council and NHS Lothian. This will be led by the Chair of the EIJB and supported by the Chief Executives of the City of Edinburgh Council and NHS Lothian and HR/Recruitment advisers. The interview process will be over 2 days and will include meeting a group of key stakeholders.

Please note there will be testing of candidates' competence at the interview stage.

Closing date for returned applications: ???.

Summary of terms and conditions of employment

Reflecting the joint nature of this appointment, the successful candidate will have the option of being appointed on the terms and conditions of either the City of Edinburgh Council or NHS Lothian. This will include the salary.

The City of Edinburgh Council Terms and Conditions

Agreement on Pay and Conditions of Service of the Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland), as adopted by the City of Edinburgh Council.

Salary

Salary: £150,390 per annum (Scottish JNC single point 72) – paid monthly by bank credit transfer.

Pension fund

Employees may join the Lothian Pension Fund, which is part of the Local Government Pension Scheme (LGPS). The Scheme is a statutory local government scheme and the Council pays some of the cost. Employee contributions are tiered and depend on an individual's pay. The rates are reviewed annually. The rate for this post is approximately 10.7% of salary. More information about the fund can be found at www.lpf.org.uk

Sick pay

Sick pay entitlement will depend on the length of continuous service and provides, after 26 weeks' service, five weeks at full allowance and five weeks at half allowance, rising after five years to 26 weeks at full allowance and 26 weeks at half allowance.

Hours of work

Flexible on the hours necessary to meet the demands of the post. This position is exempt from the Working Time Regulations. The post does not qualify for Council policies related to Flexible Working, Flexi-time or Flexible Retirement.

Holiday entitlement

Annual leave entitlement depends on continuous service, starting with 26 days and rising to 31 days after 5 years' service. There are also six public holidays in a year. An additional 3 days' leave is granted after 10 years' continuous service with the Council.

Relocation

The Council will provide appropriate financial support to meet relocation expenses incurred up to £10,000.

Period of notice

Appointment is subject to termination by either side giving 12 weeks' written notice.

Political restriction

The post is politically restricted under the terms of the Local Government Housing Act 1989. This means that the post holder is restricted in his/her activity with a political party.

Other Employment

The post holder may not engage in any other business or take up any additional employment without the express consent of the Chief Executive of the Council, in consultation and with the agreement of the Edinburgh Integration Joint Board.



NHS Lothian Terms and Conditions

Agreement on Pay and Conditions of Service is as per The Scottish Government, Executive and Senior Management Pay and Conditions of Service 2015 -16.

Salary

Salary: Executive Band G, currently ranging from £100,798 - £137,379 per annum (paid monthly by bank credit transfer)

Pension fund

The appointment is superannuable under the NHS (Scotland) Superannuation Scheme, unless you opt out in favour of some other scheme or are ineligible to join. Your remuneration will be subject to deduction of superannuation contributions in accordance with the scheme. Costs and contributions are available on the SPPA website: www.sppa.gov.uk

NHS Lothian encourages staff to join the Scheme.

Sick pay

Sick pay entitlements are in accordance with the provisions of the NHS Staff Council. Sickness allowance depends on the length of continuous service and is on a scale ranging from one month's full pay plus two months' half pay during the first year of service, up to six months' full pay plus six months' half pay after completing five years of service.

Hours of work

Flexible on the hours necessary to meet the demands of the post. For pay purposes, the full-time hours for the post will be deemed to be 37.5 hours per week.

Holiday entitlement

Annual holiday entitlement is 27 days' annual leave per year on commencement, rising to 29 days after 5 years' service, and 33 days after 10 years' service. There are also eight fixed public holidays each year.

Relocation

Relocation expenses will be payable to the successful candidate in accordance with the Board's policy. NHS Lothian will pay up to 10% of the employee's basic salary as a grant towards removal expenses. There is scope for this percentage to be increased up to a maximum of 15% in exceptional circumstances, subject to agreement from NHS Lothian's Associate Director of HR and Employee Director.

Period of notice

Appointment is subject to termination by either side giving 3 months' written notice.

Other Employment

The post holder must obtain prior written approval of the Chief Executive to take up any other additional paid employment. The post holder should not engage in any outside employment or in any activity that would in any way conflict with the interest of the Board or be inconsistent with the position held in the Board.



HAPPY TO TRANSLATE

Designed by the City of Edinburgh Council | Corporate Governance | 15.141/CG/SG/Aug 2015



Appendix 2

Potential Timeline

Key Activity / Milestones	Date - Place	Length / Time	Lead /Owner
Initial meeting between FWB and key officers	10 October	11 - 12.30	Eleanor Kay/ Steven Wright
High Level (informal) search by FWB	11 October	-----	Steven Wright/FWB
Decision by Full Council to delegate authority to Chief Executive to authorise appointment	26 October	-----	Eleanor Kay/Steven Wright
Meeting with FWB and key officers on High Level search findings	7 November		CEO
Search period commences through FWB	8 November	-----	Steven Wright/FWB
Search period ends and proposed long list produced	8 December	-----	Steven Wright/FWB
Long List agreed	15 December	1 Hour	CEO
Long List Interviews conducted	9 & 10 January	Up to 2 Days	CEO
Short List agreed	16 January	1 hour	Recruitment Panel
Assessment Centre	1 February	1 day	Recruitment Panel
Wash up session / recommendation agreed	7 February	1 Hour	Recruitment Panel
Report prepared for recommendations for role	TBC	1 hour	CEO
Edinburgh Integrated Joint Board Meeting	2 March	Already in diary	CEO