

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Executive Director: Douglas Hendry

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23 April 2021

NOTICE OF MEETING

A meeting of the **APPOINTMENTS PANEL** will be held **BY TEAMS** on **FRIDAY, 30 APRIL 2021** at **9:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director

BUSINESS

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERES**

Appointments Panel

Sarah Compton-Bishop
Kirsty Flanagan
George Morrison
Dr Boyd Robertson

Councillor Robin Currie
Councillor Kieron Green
Councillor Gary Mulvaney

Contact: Lynsey Innis, Senior Committee Assistant; Tel: 01546 604338

team, taking the initiative and accepting responsibility for ensuring that these are designed and delivered to reflect local needs and expectations, that there is a corporate approach to service provision, and that effective outcomes are achieved.

- b) Leading effective financial planning, management, monitoring and reporting arrangements to ensure the HSCP maintains financial balance whilst meeting all accounting and audit requirements.
- g) To drive delivery of transformational change programmes and projects to contribute to the delivery of financial balance and service transformation and modernisation

Within this Service, the following specific responsibilities are included:

- d)
- e) To liaise with the Chief Officer and colleagues regarding the development of service provision and modifications to service level agreements and the HSCP Strategic Plan.
- f) To ensure all relevant financial plans and reports are presented timeously to inform and advise the IJB and its sub committees and that all relevant financial returns or reports are submitted to Scottish Ministers or the parents bodies as required.

In addition:

- g) Promote change and innovation in accordance with the IJB's vision, direction, core values and Tq 53(an)-7(d Tc

In particular:

To maintain strong financial management underpinned by effective financial controls to support and enable the delivery of the IJB's objectives.

As a member of the Senior Leadership Team, to make an effective contribution to the development of the IJB's strategic direction with particular emphasis on transformation and the financial strategies and policies required to support that.

To lead the provision, development and implementation of effective, responsive and customer focussed financial services

To provide independent advice to the IJB and its Board to enable it to determine policies and plans of action that will achieve its objectives and values.

To promote equality and inclusion across all HSCP service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.

To demonstrate personal commitment to customer care by ensuring regular communication, visibility and feedback to Board members, service users and employees.

To meet the key work objectives, targets and outcomes set for the post and, in turn, to ensure that within the Service robust work objectives, targets and outcomes are set and achieved.

To maintain high standards of financial management and control whilst contributing to corporate management and leadership and supporting officers and members in an effective and responsive manner.

Ensuring proper arrangements are in place throughout the HSCP for delivery of the following activities:

Providing financial information, advice and support to the IJB, Chief Officer, NHS and Council as set out in the Scheme of Integration

Provide financial monitoring information and advice to Heads of Service and managers.

Providing financial advice, support and scrutiny for projects and programmes.

Provide direction and advice on transformational change driving savings and transformation programmes

Reviewing, analysing and making recommendations on funding and strategic financial issues affecting the IJB.

Preparation of annual accounts and other financial reports to external stakeholders.

Preparation and monitoring of revenue and capital budgets.

Leading and developing medium and longer term financial planning.

Monitoring and reporting on the overall financial position and performance of the IJB including reserves and balances sheet.

Maintenance of financial records, systems and processes.

Ensuring effective financial governance and controls.

Management of VAT and taxation as they relate to HSCP financial processes.

Developing arrangements for use of financial performance measures and unit costs.

Reviewing fees and charges in conjunction with the Council Section 95 Officer and NHS Director

5.	Performance Management: Develop, implement and maintain appropriate performance management reporting systems as a means of managing and monitoring financial and transformation performance of the HSCP, to ensure standards are maintained, improvements developed and issues addressed in a timely manner, and in particular: a) Ensure all sections / teams within the HSCP comply with appropriate performance standards and performance management / reporting requirements, and that a consistent approach is demonstrated across all teams / offices in relation to financial procedures and budget management. b) Ensure that appropriate quality, performance and bench marking criteria are utilised or developed, and applied, in respect to Best Value and Continuous Improvement. c) Publish, monitor and set plans to achieve key performance targets. d) Ensure that all appropriate mechanisms are in place for achieving continuous improvement in the finance and transformational performance of the HSCP, responding positively to statutory, and other external and internal requirements
6.	Health & Safety: All employees must follow the employers' health and safety policies, standards, systems and procedures and must follow any additional health and safety instructions required by their line management. Employees who manage staff (and/or control workers from outside bodies) must ensure that they comply with the Council's and NHS's health and safety at work procedures and ensure that all workplace risks are assessed, suitable control measures are put in place and that these are communicated to the workforce in a way they understand.

7.

Person Specification:

CRITERIA: E = Essential D = Desirable

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