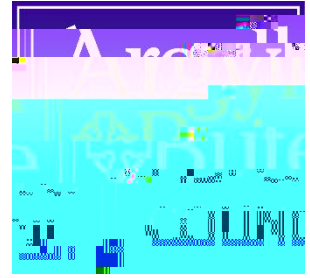


Public Document Pack

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Executive Director: Douglas Hendry



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DX 599700 LOCHGILPHEAD
2 September 2024

NOTICE OF MEETING

A meeting of the **APPOINTMENTS PANEL** will be held in **COMMITTEE ROOM 1, KILMORY, LOCHGILPHEAD** on **MONDAY, 9 SEPTEMBER 2024** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director

BUSINESS

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST (IF ANY)**
3. **APPOINTMENT OF CHIEF OFFICER TO THE HSCP**

(a) Job Description (Pages 3 - 14)

E1 (b) Candidate Packs (Pages 15 - 44)

To interview candidates for the post of Chief Officer of the HSCP, and if so resolved, make an appointment.

The Committee will be asked to pass a resolution in terms of Section 50(A)(4) of the Local grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

E1 Paragraph 1 Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under the authority.

Appointments Panel

Graham Bell
Fiona Davies
Councillor Dougie McFadzean

Sarah Compton-Bishop (Chair)
Councillor Jim Lynch
Pippa Milne

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



JOB DESCRIPTION and PERSON SPECIFICATION (JDPS)

Job Title:	Chief Officer for Health and Social Care Partnership	Job Evaluation Reference Number:	N/A
Service:	Argyll and Bute Health and Social Care Partnership	Grade:	SCP 43 £118,354 NHS Grade - ESM E £91,



Job Summary:

To lead on behalf of the Integration Joint Board, the planning, resourcing, performance management and operational delivery of all integrated services within the Strategic Plan.

Organisation Chart

The Chief Officer has a complex reporting arrangement with accountability to the Integration Joint Board and the two Chief Executives of the partner organisations. The accountability for the day-to-day delivery of services is to the two CEOs. As Chief Officer you must navigate the complex relationship between the IJB, the Council and the NHS, ensuring their accountability to the IJB is clear whilst the organisational delivery of the HSCP is also clear with the Chief Executives.

Scope / Dimensions:

The dimensions for the post are split between Health and Social Services and the post holder will have direct accountability for both elements of the integrated budget. The population of Argyll and Bute is approximately 85,870 people, with a higher than average ageing population.

The postholder will be responsible for approximately 3,000 staff and a revenue budget of approximately £356m.

The post holder has direct management responsibility for:

- All current NHS services and budgets within Argyll and Bute plus acute care SLA and contracts with NHS Greater Glasgow and Clyde
- Argyll and Bute Council adult social care, children, families and justice services and budget



adhered to and robust arrangements are established.



Policies, the statutory, general and specific Equality Duties, the Fairer Sare Pes

	Establish and implement a robust approach to risk management that will ensure a proactive and coordinated approach to both clinical, care and business risks. Manage and retain oversight of preparations for inspection and audit activity relating to delivery of services defined in the Integration Joint Board agreement and undertaken as part of the Strategic Plan. Deliver agreed outcomes, many of which will be agreed nationally.
7.	Other duties and responsibilities: Assignment and Review of work The Chief Officer is directly accountable to the Board and Council Chief Executives and works under broad direction within the parameters of Government priorities and policies for health. Review of performance in the post is undertaken through the agreement of performance objectives and an annual performance and development review. In view of the joint accountability to both the Council and the Board, joint review sessions involving both the Chief Executives and the post holder will be arranged on a regular scheduled basis. These sessions will consider both the operational performance and also the delivery of the jointly agreed strategic objectives. Decisions and Judgements The post holder will monitor and analyse statutory, clinical, financial and staffing activity information across health and social care services to ensure that performance targets are being achieved. This business plans. Intervention and corrective action may be required to resolve situations where conflicts exist or changes in direction are required. The post holder is expected to anticipate and/or plan for possible deviations and develop contingency solutions. The post holder will require to make astute and difficult decisions including some case based decisions as advised by the Chief Social Work Officer in their statutory capacity. Most Challenging /Difficult parts of the job The Chief Officer has a complex reporting arrangement with accountability to the Integration Joint Board and the two Chief Executives of the partner organisations. The accountability for the day-to-day delivery of services is to the two CEOs. The Chief Officer must also navigate the complex relationship between the IJB, the Council and the NHS, ensuring their accountability to the IJB is clear whilst the organisational delivery of the HSCP is also clear with the Chief Executives. The post holder will be required to work with diverse professional groups/professional representative bodies, different terms and conditions in two organisations, different trade union/employee involvement environments, different governance and accountability arrangements. Budget management, balancing the increase in demand for services, decrease in overall public sector budgets and the ongoing need to resource change will be a core challenge for the posholder. Responding to changing demands and external challenges and driving a culture of continuous improvement in the Partnership which will support its future development and improve on service standards within agreed budgets and resources. Highly developed political management and relationship management skills are required due to the complex political operating environment and range of stakeholders involved in the work of the Partnership.

	The post holder will also need to understand the culture within the two organisations and work to bring together colleagues to create a positive culture and environment for leading change. Excellent communications skills are essential to ensure that partner bodies, service users and patients, IJB members, stakeholders, partners and employees are informed about the activities of the IJB.
8.	Health and Safety: Promote the health, safety and wellbeing of employees at work and of service users through the departmental Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example Proactively manage the health and safety of employees across the service in accordance with the appropriate policies and procedures and ensure that: 1. All key elements of effective health and safety management are in place (e.g. risk assessments). 2. Employees and/or outside bodies under his/her control comply with the organisational or their own health and safety at work procedures 3. Safe systems of work are used at all times.

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