

Notice of meeting and agenda



Midlothian Integration Joint Board – Special Meeting

Venue: Committee Room, Midlothian House

Date: 12 July 2017

Time: 2pm

Eibhlin McHugh
Chief Officer

Contact:
Kyle Clark-Hay

Further Information:

This is a meeting which is open to members of the public.

1 Welcome, Introductions and Apologies

2 Order of Business

Including notice of new business submitted as urgent for consideration at the end of the meeting

3 Declarations of Interest

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.

4 Public Reports

- 4.1 Appointment of Chief Officer of the Midlothian Integration Joint Board – report by Chief Officer

5 Private Reports

No private business submitted for this meeting

Midlothian Integration Joint Board



12 July 2017 at 2pm

Chief Officer of the Midlothian Integration Joint Board

Item number: 4.1

Executive summary

The purpose of this report is to confirm the intention of Eibhlin McHugh to retire from her role as the Chief Officer of the Midlothian Integration Joint Board and as a result of this to agree the recruitment process for the position of Chief Officer of the Midlothian Integration Joint Board.

Board members are asked to:

- *Note the intention of Eibhlin McHugh to retire from her role as Chief Officer of the Midlothian Integration Joint Board.*
 - *Approve the recruitment of a Chief Officer for the Midlothian Integration Joint Board.*
 - *Agree the recruitment process for the position of Chief Officer of the Midlothian Integration Joint Board.*
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Chief Officer of the Midlothian Integration Joint Board

1. Purpose

The purpose of this report is to confirm the intention of Eibhlin McHugh to retire from her role as the Chief Officer of the Midlothian Integration Joint Board and as a result of this to agree the recruitment process for the position of Chief Officer of the Midlothian Integration Joint Board.

2. Recommendations

- 2.1 Note the intention of Eibhlin McHugh to retire from her role as Chief Officer of the Midlothian Integration Joint Board .
- 2.2 Approve the recruitment of a Chief Officer for the Midlothian Integration Joint Board.
- 2.3 Agree the recruitment process for the position of Chief Officer of the Midlothian Integration Joint Board.

3. Background and Main Report

- 3.1 On 30 June 2017, Eibhlin McHugh wrote to the Midlothian Integration Joint Board confirming her intention to retire from the position of Chief Officer at the end of October 2017. Eibhlin McHugh has also confirmed her intention to retire from her role as Joint Director, Health and Social Care.
- 3.2 The Chief Officer stated in her note to Members of the Midlothian Integration Joint Board that her ambition had been to see the Integration Joint Board through the shadow period and its first year operating with full delegated responsibilities and to ensure that the implementation of the Strategic Plan and the transformation of service delivery were well underway. Further the Chief Officer paid tribute to the leadership of the Board and the Joint Management Team.
- 3.3 As a result of the Chief Officer's intention to retire, the respective recruitment Officers from Midlothian Council and NHS Lothian have produced a recommended plan for the recruitment of the position of Chief Officer of Midlothian Integration Joint Board which is attached at appendix 1. One of the aims of the recruitment plan for the Chief Officer role is to follow a similar arrangement as currently exists whereby the Joint Director, Health and Social Care is appointed as the Chief Officer of Midlothian Integration Joint Board.

3.4 The Board is recommended to approve the recruitment proposal.

4 Policy Implications

4.1 There are no policy implications arising from any decisions made on this report.

5 Equalities Implications

5.1 The relevant recruitment policies from Midlothian Council and NHS Lothian will be adhered to which ensure any Equalities implications are addressed.

6 Resource Implications

6.1 There are no resource implications arising from any decisions made on this report.

7 Risk

7.1 There are no risk implications as a result of this report.

8 Involving People

8.1 There are no implications for involving people as a result of this report.

9 Background Papers

9.1 There are no background papers in relation to the content of this report

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DATE	30 June 2017

Appendices:	Proposed Recruitment Plan in relation to the Position of Chief Officer
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Joint Director Health and Social Care/ Chief Officer – Proposed Recruitment Plan		
12 July 2017	Special Cabinet/Integrated Joint Board	Acceptance of Resignation/Approval of Recruitment
13 July 2017	Job Pack for role submitted to NHS/Midlothian recruitment.	Role simultaneously advertised, externally and internally in both organisations.
7 August 2017	Closing date for applications.	All applications received by Janis Brown (NHS).
w/e 11 August	Short Leet candidates identified. Candidates sent psychometric test links for completion and invited for interview.	Recruiting Panel Janis Brown (NHS)
14 August	Deadline for psychometric completion.	Candidates
17 August	Candidate Presentations and Interviews in Council Chambers Midlothian House.	Recruiting Panel
18 August	Successful candidate identified, conditional offer sent.	Recruiting Panel Chair.
w/c 21 August	Special Cabinet Meeting	Agree recommendation to Council
29 August	Council Meeting	Ratify Appointment
18 October	Potential start date of successful candidate assuming 12 weeks notice.	

Recruitment Panel

Kenneth Lawrie
Derek Milligan
Jim Muirhead
Joan Oaks
Tim Davidson

