

# Notice of meeting and agenda



Midlothian

## Special Cabinet

**Venue:** Committee Room, Midlothian House, Dalkeith, EH22 1DN

**Date:** 12 July 2017

**Time:** 1pm

**John Blair**  
**Director Resources**

**Contact:** Kyle Clark-Hay

**1 Welcome, Introductions and Apologies**

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**2 Order of Business**

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

**3 Declarations of Interest**

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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**

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- 4.1 Appointment of Joint Director, Health and Social Care – report by Chief Executive

**5 Private Reports**

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No private business to be discussed

**Appointment of Joint Director, Health and Social Care**

Report by Kenneth Lawrie, Chief Executive

**1 Purpose of Report**

The purpose of this report is to confirm the intention of Eibhlin McHugh to retire from her role as Joint Director, Health and Social Care and as a result of this to agree to the recruitment process for the position of Joint Director, Health and Social Care.

**2 Background**

The Chief Executive has confirmed that Eibhlin McHugh has written to him to confirm her intention to retire from the position of Joint Director, Health and Social Care at the end of October 2017.

Under the requirements of the Standing Order 17 of the Council's Scheme of Governance, the appointment of Chief Officials (including the Joint Director, Health and Social Care) will be by the Council on a recommendation by the Cabinet which will also recommend conditions to apply to the posts.

This report sets out the recruitment plan for the position of Joint Director, Health and Social Care (appendix 1) and further seeks agreement from the Cabinet to proceed on this basis.

Cabinet should note that a Special Meeting of the Midlothian Integration Joint Board has also been convened on 12 July 2017 at 2pm to approve the recruitment of a Chief Officer of the Midlothian Integration Joint Board (a position which Eibhlin McHugh currently holds and will retire from at the point she retires from her position of Joint Director, Health and Social Care).

One of the aims of the recruitment plan for the Joint Director, Health and Social Care is to follow a similar arrangement as currently exists whereby the Joint Director, Health and Social Care will also assume the role of Chief Officer of the Midlothian Integration Joint Board.

Accordingly, in order to comply with Standing Order 17, it should be noted that it is proposed in the recruitment plan that Midlothian Council Cabinet will be represented on the interview panel by Councillors Milligan and Muirhead. Following the Candidate presentation and interviews, Councillors Milligan and Muirhead will report back to Cabinet on the process which has been followed and Cabinet will then be asked to approve a recommendation to the Council.

### **3 Report Implications**

#### **3.1 Resource Implications**

There are no resource implications arising directly from this report.

#### **3.2 Risk Implications**

There are no risk implications arising from the recommendations contained within this report.

#### **3.3 Policy Implications**

##### **Strategy**

There are no strategy implications arising from this report

##### **Consultation**

No consultations have been undertaken in connection with this report.

##### **Equalities**

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

##### **Sustainability**

There are no sustainability implications arising from this report.

### **5 Recommendations**

The Cabinet is invited to:-

- (a) note the intention of Eibhlin McHugh to retire from her role as Joint Director, Health and Social Care and in doing so thank Eibhlin McHugh for her service to the Council and supporting significant transformation in Health and Social Care services in Midlothian;
- (b) Approve the recruitment for the Joint Director, Health and Social Care; and
- (c) Agree the recruitment process for the position of Joint Director, Health and Social Care

**4 July 2017**

**Report Contact:**

**Name: Kyle Clark-Hay**

**Tel No: 0131 270 5796**

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

