



INTEGRATION JOINT BOARD

Minute of Special Meeting

**10 April 2018
Town House, Aberdeen**

Present: Jonathan Passmore MBE (Chairperson) and Councillor Sarah Duncan (Vice Chairperson); and Councillors Cooke (as substitute for Councillor Samarai), Imrie and Laing; and Rhona Atkinson and Luan Grugeon (NHS Grampian Board members); and Mike Adams (Partnership Representative, NHS Grampian), Dr Howard Gemmell (Patient/Service User Representative) and Judith Proctor (Chief Officer, ACHSCP).

Also in attendance: Iain Robertson and Alan Thomson (Governance, Aberdeen City Council (ACC)) and Philip Shipman (HR Manager, NHS Grampian).

Apologies: Councillor Samarai, Dr Stephen Lynch, Liv Cockburn, Gill Moffat, Dr Malcolm Metcalfe, Caroline Hiscox, Faith-Jason Robertson-Foy and Bernadette Oxley.

The agenda and reports associated with this minute can be located at the following link:-

<http://committees.aberdeencity.gov.uk/ieListMeetings.aspx?Committeeld=516>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

OPENING REMARKS

1. The Chair opened the meeting and welcomed Councillor Claire Imrie to her first IJB meeting. He thanked members for attending the Special Meeting which had been called to re-consider the recruitment and selection process for the post of Chief Officer.

The Board resolved:-

- (i) to welcome Councillor Imrie to her first meeting of the Board; and
- (ii) otherwise note the information provided.

DECLARATION OF INTERESTS

2. Members were requested to intimate any declarations of interest.

The Board resolved:-

To note that no declarations of interest were intimated by members for items on today's agenda.

DETERMINATION OF EXEMPT BUSINESS

3. The Chair advised there was no exempt business on today's agenda.

The Board resolved:-

To note there was no exempt business.

APPOINTMENT OF CLINICAL AND CARE GOVERNANCE COMMITTEE CHAIRPERSON

4. The Board had before it a report by the Clerk which asked the Board to appoint a Chairperson of the Clinical and Care Governance Committee.

The report recommended:-

That the Board appoint an ACC voting member as Chairperson of the Clinical and Care Governance Committee.

The Vice Chair, seconded by the Chair nominated Councillor Imrie as a voting member and Chairperson of the Clinical and Care Governance Committee.

The Board resolved:-

- (i) to appoint Councillor Imrie as a voting member of the Clinical and Care Governance Committee; and
- (ii) to appoint Councillor Imrie as Chairperson of the Clinical and Care Governance Committee.

RECRUITMENT AND SELECTION OF THE CHIEF OFFICER

5. The Board had before it a report by Philip Shipman (HR Manager, NHSG) and Lesley Strachan (Workforce Change Project Lead, ACC) which set out proposals to recruit a replacement for the outgoing Chief Officer of Aberdeen City Health and Social Care Partnership and sought decisions in relation to the job description for the Chief Officer, the search and selection process and the constitution of the formal appointment panel.

The report recommended:-

That the Board –

- (a) Agree the proposed changes to the Chief Officer Job Description;
- (b) Agree to appoint a recruitment partner to undertake an executive search exercise;
- (c) Agree the proposed assessment centre format;

- (d) Note the indicative timeline for the recruitment and selection process;
- (e) Establish a temporary committee of the IJB, to be called an Appointments Panel, constituting the Chair and Vice Chair of the IJB and Chairs of the Audit and Performance Systems and Clinical and Care Governance Committees, with the Chief Executives of ACC and NHS Grampian as principal advisers to the Panel to interview candidates; and
- (f) Approve the delegation of the appointment of the Chief Officer to the Appointments Panel.

The Chair advised that additional detail had been added to the report which had first been reported to the Board on 27 March 2018 and he was seeking Board agreement on the recruitment process for the post of Chief Officer. He also stressed the importance of having as many Board members participate at the assessment day as possible to ensure Board ownership of the appointment.

Thereafter there were questions and comments on (1) the total cost of commissioning an external consultant to conduct an executive search; (2) the maximum cost of developing and running psychometric tests as part of the assessment process; (3) the composition of the Appointment Panel, in which Councillor Cooke highlighted his preference that the Panel include all eight voting members of the Board; (4) the role of the Stakeholder Panel and what steps would be taken to ensure that its assessment would be taken into account at the appointment stage; and (5) the Chair put forward his view that if the Appointment Panel was evenly divided on making an appointment then he would favour deferring any appointment.

The Board resolved:-

- (i) to agree the proposed changes to the Chief Officer Job Description;
- (ii) to agree to appoint a recruitment partner to undertake an executive search exercise;
- (iii) to agree the proposed assessment centre format;
- (iv) to request that further information on protocols for the appointment process be circulated to members, with particular reference made to the role of the Stakeholder Panel;
- (v) to note the indicative timeline for the recruitment and selection process;
- (vi) to establish a temporary committee of the IJB, to be called an Appointments Panel, constituting the Chair and Vice Chair of the IJB and Chairs of the Audit and Performance Systems and Clinical and Care Governance Committees, with the Chief Executives of ACC and NHS Grampian as principal advisers to the Panel to interview candidates; and
- (vii) to approve the delegation of the appointment of the Chief Officer to the Appointments Panel.

VALEDICTORY

6. The Chair advised that this was Judith Proctor's last meeting as Chief Officer of the Aberdeen City Health and Social Care Partnership and he asked the Board to formally thank Mrs Proctor for her leadership during the formative years of health and social care integration. The Chair highlighted a number of areas of great success which had made Aberdeen City one of the strongest and well run integration authorities in Scotland and concluded that it was a compliment for Edinburgh's

Partnership to appoint Aberdeen City's Chief Officer as it recognised the good work that had been done over recent years.

The Board resolved:-

To thank Judith Proctor for her leadership during the integration of health and social care in Aberdeen City, and to wish her well in her new role as Chief Officer of the Edinburgh Health and Social Care Partnership.

JONATHAN PASSMORE MBE, Chairperson.

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