

West Lothian Shadow Integration Joint Board

Date: 8/12/ 2015

Agenda Item: **6**

APPOINTMENTS COMMITTEE

REPORT BY DIRECTOR

A PURPOSE OF REPORT

To establish an Appointments Committee to deal with appointments to the positions of Director (Chief Officer), Finance Officer, Internal Auditor and Standards Officer.

B RECOMMENDATION

1. To establish an Appointments Committee of the Board to deal with appointments to the posts of Director (Chief Officer), Finance Officer, Internal Auditor and Standards Officer.
2. To approve the proposed remit for the committee as set out in Appendix 1
3. To note that legislation requires members of a committee of an Integration Joint Board to be drawn from its own members (voting and non-voting), and to have equal numbers of voting members from council and health board
4. To appoint such members to the committee, and to appoint a Chair and Vice-Chair, as the Board shall deem appropriate

C TERMS OF REPORT

Legislation requires the Board to appoint officers to four posts:-

- The Chief Officer (who is to be an employee of either council or health board and seconded to the Board as its sole member of staff)
- The Finance officer, required due to the accounting and finance rules which have been applied to the Board
- An Internal Auditor, arising from the same accounting and finance regime
- A Standards Officer, required by the legislation governing the Board's Code of Conduct, responsible for maintaining the members' Registers of Interests

Discussions have been taking place between the constituent authorities in relation to appropriate procedures to follow for these appointments to be made. Decisions will be required by or on behalf of the Board, and it is recommended that these matters are delegated to a committee of Board members, which will result in speedier and more flexible meeting arrangements than would be the case if meetings of the Board were required.

Statutory rules allow the Board to establish such committees as it deems fit. Such committees must be made up of Board members (voting and non-voting), and they must have equal numbers of voting members from council and health board. Appointments to the positions of Chair and Vice-Chair are for the Board to determine. They may be advisory or may be given decision-making powers. The Board's Standing Orders will apply to their meetings.

A proposed remit for the Appointments Committee is in Appendix A. It gives decision-making powers to the Board in relation to these four appointments, for both recruitment/interview and appointment purposes. It leaves to the Board decisions about the number of members (voting and non-voting) to appoint, which members to appoint and who should be Chair and Vice-Chair. Minutes of the committee's meetings will be reported to the Board for information.

The committee will be able to call on appropriate officers of the council and health board to assist it, as part of the support services to be arranged for the Board by the two constituent authorities.

D CONSULTATION

None

E REFERENCES/BACKGROUND

Public Bodies (Joint Working) (Scotland) Act 2014

Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014

Board's Standing Orders

F APPENDICES

1. Remit of Appointments Committee

G SUMMARY OF IMPLICATIONS

Equality/Health	N/A
National Health and Wellbeing Outcomes	None
Strategic Plan Outcomes	None

Single Outcome Agreement None

Impact on other Lothian IJBs None

Resource/finance Within existing resources

Policy/Legal None

Risk Appointments to these positions, especially those of Director and Chief Finance Officer, should be made as part of the governance arrangements for the Board, and doing so through a committee will allow greater speed and flexibility in progressing those appointments.

H CONTACT

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8 December 2015

APPENDIX 1

APPOINTMENTS COMMITTEE REMIT

Name

The committee shall be called the West Lothian Integration Joint Board Appointments Committee (Appointments Committee)

Role and Powers

To undertake recruitment, interview and appointment to the positions of Director (Chief Officer), Finance Officer (Section 95 Officer), Internal Auditor and Standards Officer

Membership

Such number of voting and non-voting members of the Board as the Board shall determine, subject to there being appointed an equal number of voting members from the council and the health board

Chair and Vice-Chair

The positions of Chair and Vice-Chair shall be appointed by the Board, and must be held by voting members

Quorum

No business shall be conducted unless there are present at least half of the voting members appointed to the committee

Standing Orders

The Standing Orders adopted by the Board on 20 October 2015 shall apply to proceedings of the committee

Advice and support

The committee shall be entitled to call on officers of the council and the health board for the support and advice it needs to perform its remit, and those officers may attend meetings of the committee to act as advisers

Minutes and reporting

Minutes of meetings of the committee shall be reported to the next committee meeting for approval, and to the next available of the Board for information, either in draft or approved form, as the case may be