

6 Chief Officer and Deputy Chief Officer (CMT/DMTs) – confirming an acting up/interim appointment from existing member of staff to a member of DMT via EHCC report (*noting any subsequent permanent appointment to be made via a Member Appointment Panel as per Process 5*).

Highlighted activity directly relates to a requirement set out in the constitution.

This process applies where a CMT/DMT vacancy has arisen (leaver) or been created (as a new and/or additional post) and there is a strong rationale to ‘act’ a member of the current substantive leadership team into this role, the term being for a minimum of 12 months.

Within this process, there is the need to update EHCC and seek endorsement regarding proposed appointments and so early consideration of the EHCC meetings is needed. EHCC meet 3 times each year – March, June or July and November.

Deputy Appointments: Where a Deputy is required from the substantive DMT cohort the EHCC Snr Management Update paper of 13 March 2019 stated: *‘Directors should have the ability to nominate an existing Assistant Director as a formal deputy to provide support and additional capacity on transformation and departmental leadership. Such arrangements will only apply to established and ‘senior’ Assistant Directors and should have little if any financial implications, all of which will be borne within departments’*

The constitution doesn’t differentiate between temporary or permanent appointments, it references ‘appointment’. The approach taken has been that this has been interpreted to mean permanent appointments, however the Monitoring Officer has advised that endorsement of acting up/interim appointments (from internal or external sources) are sought from EHCC, preferably in advance.

Note – External Contractors: The process for converting acting up/interim appointments into permanent appointments relates only to ‘employees’ and does not apply to Contractors. If contractors are placed in Chief Officer/Deputy Chief Officer roles on an interim basis, then they would need to go through one of the processes that seeks external candidates.

Step	Activity
1	Chief Executive and Director to confirm the need for interim/acting up arrangements; and in doing so agree role profile.

2	<p>Inform EHCC of the need to put in place an acting up / interim arrangement. This will be done via the normal Senior Management update report or by a specific report where significant changes are required.</p> <p>Notify EHCC that the expected duration will be for a minimum of 12 months.</p> <p>This will normally be done in advance of any acting up/interim arrangements, however it can be retrospective of the appointment if the EHCC timeline of meetings doesn't allow (and subject to EHCC having endorsed this approach – to be requested of EHCC at the June 2022 meeting via a Snr Management Update report).</p>
3	Confirm interim arrangements with employee.
4	Provide updates for noting to EHCC as required.
5	Refer to process 5 for the steps needed to progress the interim arrangement to a permanent appointment.

Additional notes:

In the Snr Management Update paper for June EHCC, put in a para that asks for EHCC to endorse the Chief Executive's ability to make interim/temporary Chief Officer / Deputy Chief Officer appointments should the need arise (to be sourced from either current employees or through outside recruitment activity) and which would be subject to a Member Appointment Panel should there be a need for the role to become permanent.