

Additional comments of clarification following question from the public to Norwich CCGs Governing Body meeting on 28/5/19

Given the above, could Norwich CCG, (1) clarify the governance arrangements for the recruitment and selection process, and who is leading on and accountable for the process, (2) confirm the identity of the Service Users, and the other stakeholder groups involved in the process, (3) confirm its support to having Service User involvement in the process, and (4) provide an update on progress made in the process to date, and when the process will complete.

Phase one of the recruitment and selection process of the Single Management team of the 5 Norfolk and Waveney CCGs was for the appointment of the single Accountable Officer and single Chief Finance Officer and which was completed in the 2nd week of April 2019. Phase two for the selection of the Single Executive and Senior Management team for the five Norfolk and Waveney CCGs commenced with the appropriate staff consultation on the 29th April and we expect this phase to be completed by August 2019.

Our HR Business partners Arden and GEM CSU have supported with phase one and phase two of the process to recruit our team in respect of HR expertise. The five Norfolk and Waveney CCG Chairs led and oversaw phase one of the process. Melanie Craig as the appointed Accountable Officer for the Norfolk and Waveney CCGs is responsible for phase two and phase three of the process.

The appointed Accountable Officer is also the STP Executive lead for the Norfolk and Waveney STP. The appointment to this post involved stakeholder representation on three separate stakeholder panels. One panel comprised of Governing Body members of the five CCGs including lay representatives, another panel involved staff representatives from the five Norfolk and Waveney CCGs, and the third panel included representatives from STP partners such as provider organisations, Healthwatch, and the voluntary sector. In addition, NHSE/ NHSI were involved in the interview process.

The process for appointing the Chief Finance Officer for the Norfolk and Waveney CCGs involved two stakeholder panels, one consisting of Governing Body and staff representatives, and the other comprising finance leads from STP partners. NHSE were again involved in the interview panel along with a number of CCG lay members.

The remaining Executive Director appointments at phase 2 also included stakeholder panels with involvement from STP partners.

Phase three of the process for the remainder of CCG staff has not yet commenced and it is expected will be completed by late autumn. Norwich CCG acknowledges that there is a wealth of experience in the service user community, but considers that this resource is better applied to supporting the commissioning of services as opposed to the management exercise of recruiting to a staff team. However, the suggestion of involving the service user community in future recruitment processes will be passed on to the CCGs' Accountable Officer Melanie Craig, who is responsible for this process.