

## **Borders NHS Board**



### **NHS BORDERS BOARD COMMITTEES**

#### **Aim**

To seek approval of the Board of the current membership of Non Executive members on Board Committees and other associated Committees attended by Non Executive Directors.

#### **Background**

In line with the Code of Corporate Governance the Board must create such Committees, as are required by statute, guidance, regulation and Ministerial direction and as are necessary for the economical efficient and effective governance of its business.

The Board shall delegate to such Committees those matters it considers appropriate. The matters delegated shall be set out in the Purpose and Remits of those Committees.

The Board may by resolution of a simple majority of the whole number of Members of the Board, present and voting, vary the number, constitution and functions of Committees at any meeting of which due notice has been given specifying the proposed variation. Exemptions are committees required by statute, or where the terms of reference have been clearly defined through regulation or ministerial direction.

The Board shall appoint the membership of Committees. By virtue of their appointment the Chair of the Board is an ex officio member of all Committees except the Audit Committee.

Any Committee, shall include at least one Non-Executive Member of the Board, and may include persons, who are co-opted, and may consist wholly or partly of Members of the Board. There are 14 (9 Non Executive Directors, 5 Executive Directors) ministerially appointed members of the Board.

In determining the membership of Committees, the Board shall have due regard to its purpose, role and remit, and accountability requirements. Certain members may not be appointed to serve on a particular Committee as a consequence of their positions. Specific exclusions are:

- Audit Committee - Chair of the Board together with any Executive Member or Officer.
- Remuneration Committee - any Executive Member or Officer.

The Board has the power to vary the membership of Committees at any time, provided that:

- In any case this is not contrary to statute, regulation or Direction by Scottish Ministers

- Each Member of the Board is afforded proper opportunity to serve on Committees

The Committees determined by statute are the Audit Committee, Staff Governance Committee, Clinical Governance Committee, Community Health & Care Partnership, and Pharmacy Practices Committee.

Other Committees of the Board are determined by regulation, Ministerial direction or as determined by the Board to be necessary for the efficient and effective governance of the Boards' business.

The Board shall appoint Chairs and Vice-Chairs of Committees who shall hold office for two years. In the case of Members of the Board, this shall be dependent upon their continuing membership of the Board.

The persons appointed as Chairs of Committees shall usually be Non-Executive Members of the Board and only in exceptional circumstances shall the Board appoint a Chair of a Committee who is not a Non-Executive Member, such circumstances are to be recorded in the Minutes of the Board meeting making the appointment.

Casual vacancies occurring in any Committee shall be filled as soon as may be by the Board after the vacancy takes place.

### Summary

The membership of Board Committees by Non Executive members is a feature of the Non Executive members' annual appraisal process. In addressing the forthcoming change of one Non Executive member in mid 2013 the Chair put in place shadowing arrangements on Board Committees to ensure a seamless transition.

The Terms of Reference for each individual Board Committee are required to be reviewed by that individual Committee on an annual basis. The Terms of Reference for Committees are contained within the Code of Corporate Governance.

### Recommendation

The Board is asked to **approve** the current membership of Non Executive members on Board Committees as appended.

<b>Policy/Strategy Implications</b>	In line with the Code of Corporate Governance the Board shall appoint Chairs and Vice-Chairs of Committees who shall hold office for two years.
<b>Consultation</b>	Non Executive Members.
<b>Consultation with Professional Committees</b>	None
<b>Risk Assessment</b>	Committees are created that are required by statute, guidance, regulation and Ministerial direction and as such are necessary for the economical efficient and effective

	governance of the Boards' business
<b>Compliance with Board Policy requirements on Equality and Diversity</b>	Compliant with Public Appointments Unit Scottish Government process.
<b>Resource/Staffing Implications</b>	None

**Approved by**

<b>Name</b>	<b>Designation</b>	<b>Name</b>	<b>Designation</b>
John Raine	Chairman		

**Author(s)**

<b>Name</b>	<b>Designation</b>	<b>Name</b>	<b>Designation</b>
Iris Bishop	Board Secretary		

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2013

Name/Cttee	Pat Alexander	John McLaren	David Davidson	Catherine Duthie	John Hammond	Adrian Lucas	Cllr Catriona Bhatia	Doreen Steele	John Raine
Strategy & Performance Committee	X	X	X	X	X	X	X	X	C
Audit Cttee			C			V		X	
Clinical Gov Cttee			X		X	C		V	
Staff Gov Cttee	V	X		X		X		X	
Public Gov Cttee	X	X		X		D	X	C	
Remuneration		X		V		X			C
Pharmacy Practices								C	
Area Clinical Forum					C				
<b>PARTNERSHIP</b>									
CHCP	X		X		X		C		X
Area Partnership Forum		C							
Borders Strategic Board									X
Joint Equality Action Team								X	
Strategic Corporate Parenting Group	X								
<b>OTHERS</b>									
Endowment Trust	X	X	X	X	X	X	X	X	C
Expert Advisory Group to Endow't Trust		X		X					C

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2013

Name/Cttee	Pat Alexander	John McLaren	David Davidson	Catherine Duthie	John Hammond	Adrian Lucas	Cllr Catriona Bhatia	Doreen Steele	John Raine
Discretionary Points								C	
GP Support Group	C								
Counter Fraud Steering			X						
Fund Raising	X - (Chair from July)	X		C				X	
Spiritual Care			C						
Resilience Committee			C						
Area Drugs & Therapeutics					C				
Area Dental Committee					C				
<b>LINKS</b>									
CE Strategy Group					X				
P&CS Clinical Board			X						
BGH Clinical Board		X			X				
MH Clinical Board						X		X	
LD Clinical Board	X								
Support Services Forum				X				X	
Tryst Trust			X						
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>4</b>	<b>12</b>	<b>6</b>

Please note the Chair of NHS Borders is an ex-officio member of all Board Committees except the Audit Cttee.

C = Chair- V = Vice Chair - D = Deputy - X = Member