

Borders NHS Board



NHS BORDERS BOARD COMMITTEES

Aim

To seek Board approval regarding the membership and attendance of Non Executive Directors on Board and other associated Committees.

Background

The Code of Corporate Governance details the Board's business processes.

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

The Board shall delegate to its Committees those matters it considers appropriate. The matters delegated are set out in the purpose and remit of the Committees.

The Board may approve to, vary the number, constitution and functions of its committees at any Board meeting. Exemptions to this variation are committees required by statute, or where the terms of reference have been clearly defined through regulation or ministerial direction. The Committees determined by statute are the Audit Committee, Staff Governance Committee, Clinical Governance Committee and Pharmacy Practices Committee.

The Code of Corporate Governance also sets out how the membership of its committees are agreed.

Currently responsibility sits with the Chair, however as part of the next Code of Corporate Governance refresh and in terms of good practice, the Chair should propose to the Board for approval the membership of Committees. By virtue of his/her 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 Director, and may include persons, who are co-opted, and may consist wholly or partly of Directors. There are 14 (9 Non Executive Directors, 5 Executive Directors) ministerially appointed Directors of the Board.

In proposing the membership of Committees, the Chair shall have due regard to its purpose, role and remit, and accountability requirements. Certain Directors 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 or any Executive Director.
- Remuneration Committee - any Executive Director.

The Board shall appoint Chairs and Vice-Chairs of Committees to hold office for two years.

The persons appointed as Chairs of Committees shall usually be Non-Executive Directors and only in exceptional circumstances shall the Board appoint a Chair of a Committee who is not a Non-Executive Director.

Vacancies occurring in any Committee shall be filled as soon as possible.

Summary

Following discussion and review of the current arrangements the Chair is proposing that the attached appendix detailing the Board committees and Non Executive Director membership and attendance be approved by the Board.

Also detailed on the attachment are the Non Executive appointments by the Board to the Scottish Borders Health & Social Care Integration Joint Board and its committees.

Revisions from the current arrangements are highlighted.

Recommendation

The Board is asked to **approve** the membership and attendance of Non Executive Directors on its Board and other Committees as appended.

Policy/Strategy Implications	In line with the Code of Corporate Governance the Board must approve the Non Executive Director membership, including the appointment of Chairs and Vice-Chairs as appropriate, of its Committees.
Consultation	Non Executive Directors.
Consultation with Professional Committees	None
Risk Assessment	Committees are created as required by statute, guidance, regulation and Ministerial direction and to ensure efficient and effective governance of the Boards' business
Compliance with Board Policy requirements on Equality and Diversity	Compliant.
Resource/Staffing Implications	None

Approved by

Name	Designation	Name	Designation
John Raine	Chairman		

Author(s)

Name	Designation	Name	Designation
Iris Bishop	Board Secretary		

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2016

Name/Cttee	Pat Alexander	John McLaren	David Davidson	Karen Hamilton	ACF Chair Vacant	Stephen Mather	Cllr Catriona Bhatia	Doreen Steele	John Raine	Exec Lead & Secretariat
Strategy & Performance Committee	X	X	X	X	X	X	X	X	C	CEO BS
Audit Committee			C	X		X		X		DoF DoF PA
Clinical Governance Committee			X		X	C		V		DoNMAS DSO
Staff Governance Committee	Co Chair	Co Chair				X				ED ED PA
Public Governance Committee	X	X		X			X	C		DoWP PIO
Remuneration Committee		X		X				X	C	DoWP BS
Pharmacy Practices Committee								C		MD DoP PA
Area Clinical Forum					C					ACF Chair CEO PA
PARTNERSHIP										
Area Partnership Forum		C								ED ED PA
Community Planning Partnership Strategic Board								X	X	DPH SBC
Joint Equality Action Team								X		DPH SBC
Strategic Corporate Parenting Group	X									DoNMAS SBC
Police, Fire & Rescue & Safer Communities Board								X	X	Chairman SBC
OTHERS										
Endowment Committee	X	X	X	X	X	X	X	X	C	DoF DoF PA
Expert Advisory Group to Endowment Committee		X		X					C	DoF DoF PA
Discretionary Points Committee								C		DoWP MSM
Fundraising Committee DISBANDED 07.05.16	C	X		V				X		DoF Fundraising Officer

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2016

Name/Cttee	Pat Alexander	John McLaren	David Davidson	Karen Hamilton	ACF Chair Vacant	Stephen Mather	Cllr Catriona Bhatia	Doreen Steele	John Raine	Exec Lead & Secretariat
Spiritual Care Advisory Committee			C							DONMAS SCC
Resilience Committee			C							DPH RO
Counter Fraud Operational Group		X	C							DoF DDoF
Counter Fraud Steering Group			X							DoF DDoF
Area Drugs & Therapeutics Committee					C					DoP DoP PA
Car Parking Appeals Panel				C						HoDS HoDS PA
Death Certification						X				MD MD PA
ECR Panels						X				MD DPH PA
Doctors, Dentist, Pharmacist and Optometry Professional Advisory Group						C				MD MD PA
Continuing Care Appeals Panel								X		DoNMAS DoNMAS PA
Dental Appeals Panel								C		MD MD PA
FPOG reformed as Financial Performance Group (reporting to S&PC)			X					X	C	DoF DoF PA
National Health Promoting Hospital Boards				X						Scottish Government
LINKS										
CE Strategy Group		X								MD MD PA
P&CS/BGH Clinical Board		X	X							DoNMAS P&CS PA
MHS Clinical Board								X		CO H&SCI MHS PA

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2016

Name/Cttee	Pat Alexander	John McLaren	David Davidson	Karen Hamilton	ACF Chair Vacant	Stephen Mather	Cllr Catriona Bhatia	Doreen Steele	John Raine	Exec Lead & Secretariat
LD Clinical Board	X									CO H&SCI MHS PA
Support Services Forum								X		DoWP DoWP PA
Tryst Trust			Attendee							DoNMAS SCC
Psychological Therapies Steering Group								X		DoNMAS/ CO H&SCI MHS PA
TOTAL	6	10	10	8	5	8	3	17	6	

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

Revisions highlighted in pink.

KEY

C	Chair
VC	Vice Chair
X	Member
CEO	Chief Executive
DoF	Director of Finance
DoNMAS	Director of Nursing, Midwifery & Acute Services
DPH	Director of Public Health
MD	Medical Director
DoWP	Director of Workforce & Planning
CO H&SCI	Chief Officer Health & Social Care Integration
BS	Board Secretary
DSO	Delivery Support Officer
PA	Personal Assistant
PIO	Public Involvement Officer
MSM	Medical Staffing Manager
HoDS	Head of Delivery Support
RO	Resilience Officer
SCC	Spiritual Care Coordinator
DoP	Director of Pharmacy
ACFC	Area Clinical Forum Chair
SBC	Scottish Borders Council
ED	Employee Director
DDoF	Deputy Director of Finance

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2016

SCOTTISH BORDERS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD AND ASSOCIATED COMMITTEES

Name/Cttee	Pat Alexander	John McLaren	David Davidson	Karen Hamilton	ACF Chair Vacant	Stephen Mather	Cllr Catriona Bhatia	Doreen Steele	John Raine	Exec Lead & Secretariat
Scottish Borders Health & Social Care Integration Joint Board (H&SC IJB)	VC	XNV	X	X		X	C		X	CO H&SCI BS
H&SC IJB Audit Committee			X						X	CO H&SCI IJB CFO
H&SC IJB Strategic Planning Group	C									CO H&SCI DoSI
H&SC IJB SB Cares Governance Group				X						SBC SBC
TOTAL	2	1	2	2	0	1	1	0	2	

KEY

C	Chair
VC	Vice Chair
X	Member
XNV	Member (Non Voting)
CO H&SCI	Chief Officer Health & Social Care Integration
BS	Board Secretary
IJB CFO	Integration Joint Board Chief Financial Officer
DoSI	Director of Strategy Integration
SBC	Scottish Borders Council