

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 Code of Corporate Governance also sets out how the membership of its committees are agreed and advises that the Chair 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

Detailed below are a series of changes to Non Executive appointments in 2017.

- Doreen Steele, Vice Chair of the Board, will have completed her appointment term (a total of 8 years) at the end of April and I acknowledge the excellent contribution she has made to the work of the Board and NHS Borders over this time.
- Pat Alexander left the Board at the end of March after 7 years as a non-executive member and her contribution is similarly acknowledged.
- Our local authority stakeholder Board member, Catriona Bhatia, through her leadership as Chair of the Health and Social Care Integration Joint Board, has overseen the creation of the new partnership organisation and the position of Chair under the constitution will now change.
- A recruitment campaign will shortly begin to replace Pat and Doreen and also to identify a third non-executive in advance of David Davidson completing his term of office in April next year.

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. In summary the changes are:-

- David Davidson to take over the role of Vice Chair of the Board. This will require approval by the Cabinet Secretary.
- David Davidson to sit on the Remuneration Committee and the Community Planning Partnership Strategic Board.
- Karen Hamilton to serve as Chair of the Public Governance Committee and Joint Chair with John McLaren of the Staff Governance Committee.
- Stephen Mather to take the Chair of the Health and Social Care Integration Joint Board; to join the Remuneration Committee and to leave the Staff Governance Committee.
- A number of places on committees will remain vacant pending the appointment of new Non-Executive Board Members.

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
John Raine	Chairman		

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2017

Name/Cttee	Vacant	John McLaren (APF)	David Davidson Vice Chair	Karen Hamilton	Alison Wilson (ACF)	Stephen Mather	Vacant (LA)	Vacant	John Raine Chair	Exec Lead & Secretariat
Strategy & Performance Committee	V	X	X	X	X	X	V	V	C	CEO BS
Audit Committee			C	X		X		V		DoF DoF PA
Clinical Governance Committee			X		X	C		V		MD CEO PA
Staff Governance Committee	V	Co Chair		Co Chair						ED ED PA
Public Governance Committee	V	X		C			V	V		MD PIO
Remuneration Committee		X	X	X		X			C	DoWP BS
Pharmacy Practices Committee								V		MD DoP PA
Area Clinical Forum					C					ACF Chair DoP PA
PARTNERSHIP										
Area Partnership Forum		C								ED ED PA
Community Planning Partnership Strategic Board			X						X	DPH SBC
Joint Equality Action Team								V		DPH SBC
Strategic Corporate Parenting Group	V									DoNMMAS SBC
Police, Fire & Rescue & Safer Communities Board								V		SBC SBC
OTHERS										
Endowment Committee	V	X	X	X	X	X	X	V	C	DoF DoF PA
Expert Advisory Group to Endowment Cttee		X		X					C	DoF DoF PA
Discretionary Points Committee								V		DoWP MSM
Spiritual Care Advisory Committee			C							DONMMAS SCC
Resilience Committee			C							DPH RO
Counter Fraud Operational Group		X	C							DoF DDoF

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2017

Name/Cttee	Vacant	John McLaren (APF)	David Davidson Vice Chair	Karen Hamilton	Alison Wilson (ACF)	Stephen Mather	Vacant (LA)	Vacant	John Raine Chair	Exec Lead & Secretariat
Area Drugs & Therapeutics Cttee					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								V		DoNMAS DoNMAS PA
Dental Appeals Panel								V		MD MD PA
Financial Performance Group (S&PC Sub Cttee)		X	X					V	C	DoF IM&T 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								V		CO H&SCI MHS PA
LD Clinical Board	V									CO H&SCI MHS PA
Support Services Forum								V		DoWP DoWP PA
Tryst Trust			Attendee							DoNMAS SCC
Psychological Therapies Steering Group								V		DoNMAS/ CO H&SCI MHS PA
Chair of Borders Palliative Care Clinical Network			C							MD/DoNMAS
TOTAL	6	11	13	9	5	8	3	15	6	

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2017

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
V	VACANCY

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2017

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

Name/Cttee	Vacant	John McLaren (APF)	David Davidson	Karen Hamilton	Alison Wilson (ACF)	Stephen Mather	Vacant (LA)	Vacant	John Raine	Exec Lead & Secretariat
Scottish Borders Health & Social Care Integration Joint Board (H&SC IJB)	V	XNV	X	X		C	X		X	CO H&SCI BS
H&SC IJB Audit Committee			X						X	CO H&SCI IJB CFO
H&SC IJB Strategic Planning Group	V									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
V	VACANCY

Revisions highlighted in pink.