

Borders NHS Board



NHS BORDERS BOARD COMMITTEES

Aim

To seek Board approval regarding the membership and attendance of Non Executive members on Board and other associated Committees as recommended by the Chair.

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 member, and may include persons, who are co-opted, and may consist wholly or partly of Directors. There are 14 ministerial appointed Directors of the Board. These are the Chairman, eight other Non Executive members and five Executive Directors.

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 members and only in exceptional circumstances shall the Board appoint a Chair of a Committee who is not a Non-Executive member.

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

The Code of Corporate Governance also details that the Chair will nominate a Vice Chair for approval of the Board and subsequently the approval of the Cabinet Secretary.

Summary

Detailed below are the new Non Executive member appointments to the Board made in 2018:-

- Mrs Fiona Sandford appointed with effect from 01.04.2018.

Further to discussion and review of the current arrangements the following Non Executive memberships of Committees are proposed (see Appendix A):-

- Financial Performance Group (Fiona Sandford)
- Audit Committee (Fiona Sandford)
- Audit Committee (Malcolm Dickson appointed as Chair)
- Clinical Governance Committee (Fiona Sandford)
- Remuneration Committee (Fiona Sandford)
- Expert Advisory Group to Endowment Committee (John McLaren appointed as Chair)
- Scottish Borders Health & Social Care Integration Joint Board (Malcolm Dickson)
- Scottish Borders Health & Social Care Integration Joint Board Audit Committee (Malcolm Dickson)
- Police, Fire & Rescue Board (Malcolm Dickson)
- Community Planning Strategic Board (Karen Hamilton)
- Clinical Governance Committee (1 vacancy)

In regard to the Staff Governance Committee, Mr John McLaren will stand down as Co-Chair and assumes the role of a member of that Committee. Mrs Karen Hamilton continues as Chair of that Committee. The Executive Lead and support for the committee will be provided by Mr John Cowie, Director of Workforce.

The Chair has also considered the appointment of a Vice Chair and nominates Mrs Karen Hamilton.

Recommendation

The Board is asked to **approve** the membership and attendance of Non Executive members on its Board and other Committees as recommended by the Chair.

The Board is asked to **approve** the appointment of Mrs Karen Hamilton as Vice Chair, subject to formal approval by the Cabinet Secretary.

Policy/Strategy Implications	In line with the Code of Corporate Governance the Board must approve the Non Executive member membership, including the appointment of Chairs and Vice-Chairs as appropriate, of its Committees.
Consultation	Non Executive members.
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	John Raine	Chairman

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2018

Name/Cttee	Tris Taylor	John McLaren (APF)	Fiona Sandford	Karen Hamilton *Vice Chair	Alison Wilson (ACF)	Stephen Mather	Cllr David Parker (LA)	Malcolm Dickson	John Raine *Chair	Exec Lead & Secretariat
GOVERNANCE										
Strategy & Performance Committee	X	X	X	X	X	X	X	X	C	CEO BS
Financial Performance Group (S&PC Sub Cttee)		X	X					X	C	HoIM&T HoIM&T PA
Audit Committee			X	X		X		C		DoF DoF PA
Clinical Governance Committee			X		X	C				DoNMAS
Staff Governance Committee	X	X		C			X			DoW DoW
Public Governance Committee	X	X		C			X			MD PIO
Remuneration Committee		X	X	X		X			C	DoW BS
Area Clinical Forum					C					ACF Chair DoP PA
PARTNERSHIP										
Area Partnership Forum		C								ED ED PA
Community Planning Partnership Strategic Board				X					X	SBC
Police, Fire & Rescue & Safer Communities Board								X		SBC
OTHERS										
Endowment Committee	X	X	X	X	X	X	X	X	C	DoF DoF PA
Expert Advisory Group to Endowment Cttee		C		X				X	X	DoF DoF PA
Area Drugs & Therapeutics Cttee					C					DoP DoP PA
Car Parking Appeals Panel				C						HoDS HoDS
OCCASIONAL/AS AND WHEN NECESSARY										
Discretionary Points Committee (Annual)						C				DoW MSM
Pharmacy Practices Committee One Vacancy				X Interim						MD DoP PA

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2018

Name/Cttee	Tris Taylor	John McLaren (APF)	Fiona Sandford	Karen Hamilton *Vice Chair	Alison Wilson (ACF)	Stephen Mather	Cllr David Parker (LA)	Malcolm Dickson	John Raine *Chair	Exec Lead & Secretariat
Doctors, Dentist, Pharmacist and Optometry Professional Advisory Group						C				MD MD PA
Death Certification Task & Finish Group						C				DoNMAS DoNMAS PA
Continuing Care Appeals Panel One Vacancy										DoNMAS DoNMAS PA
Dental Appeals Panel One Vacancy										MD MD PA
National Health Promoting Hospital Boards				X						Scottish Government
Whistleblowing Champion				X						Scottish Government
ECR Panels						X				MD DPH PA
TOTAL	4	8	6	12	5	9	4	6	6	

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

Amendments 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
DoW	Director of Workforce
CO H&SCI	Chief Officer Health & Social Care Integration
BS	Board Secretary
PA	Personal Assistant
PIO	Public Involvement Officer
MSM	Medical Staffing Manager
HoDS	Head of Delivery Support
DoP	Director of Pharmacy
SBC	Scottish Borders Council
ED	Employee Director
HoIM&T	Head of IM&T

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2018

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

Name/Cttee	Tris Taylor	John McLaren (APF)	Fiona Sandford	Karen Hamilton	Alison Wilson (ACF)	Stephen Mather (IJB Chair 2017-19)	Cllr David Parker (LA) (IJB Vice Chair 2017-19)	Malcolm Dickson	John Raine	Exec Lead & Secretariat
Scottish Borders Health & Social Care Integration Joint Board (H&SC IJB)	XV	XNV		XV	A	C - XV	(VC – XV)	XV	XV	CO H&SCI BS
H&SC IJB Audit Committee								XV	XV	CO H&SCI IJB CFO
H&SC IJB Strategic Planning Group (Vice Chair of IJB, Chairs the SPG – SBC are VC 2017-18)							XV			CO H&SCI
TOTAL	1	1	0	1	1	1	2	2	2	

Amendments highlighted in pink.

KEY

C	Chair
VC	Vice Chair
XV	Member (Voting)
XNV	Member (Non Voting)
CO H&SCI	Chief Officer Health & Social Care Integration
BS	Board Secretary
IJB CFO	Integration Joint Board Chief Financial Officer
SBC	Scottish Borders Council
A	Attendee