

Borders NHS Board



Meeting Date: 4 April 2019

Approved by:	John Raine, Chairman
Author:	Iris Bishop, Board Secretary
BOARD COMMITTEE MEMBERSHIPS	
Purpose of Report:	
The purpose of this report is to advise the Board of changes to the membership of Board Committees with the departure of the Chair at the end of his term of office.	
Recommendations:	
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 note that Mrs Karen Hamilton has been formally appointed by Scottish Ministers as Interim Chair of NHS Borders with effect from 1 April 2019.	
Approval Pathways:	
This report has been reviewed by the Chairman, John Raine.	
Executive Summary:	
<ul style="list-style-type: none"> ➤ Strategy & Performance Committee (Karen Hamilton appointed as Chair) ➤ Audit Committee (Karen Hamilton withdraws from membership) ➤ Staff Governance Committee (Karen Hamilton withdraws from membership - Cllr David Parker appointed as Chair). ➤ Public Governance Committee (Karen Hamilton withdraws from membership - Tris Taylor approached to be appointed as Chair) ➤ Remuneration Committee (Karen Hamilton appointed as Chair) ➤ Endowment Committee (Karen Hamilton appointed Chair) ➤ Health & Social Care Integration Joint Board (John McLaren becomes a voting member) ➤ Whistleblowing Champion Role (To be confirmed) 	
Impact of item/issues on:	
Strategic Context	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.
Patient Safety/Clinical Impact	None.
Staffing/Workforce	None.

Finance/Resources	None.
Risk Implications	Committees are created as required by statute, guidance, regulation and Ministerial direction and to ensure efficient and effective governance of the Boards' business.
Equality and Diversity	Complaint.
Consultation	Non Executives.
Glossary	

Situation

The Chairman, Mr John Raine, concludes his term of office on 31 March 2019. A successor has not been formally appointed following the last round of recruitment for Chairs of Health Boards. The Public Appointments Unit will shortly be re-advertising the role.

In the meantime the current Vice Chair, Mrs Karen Hamilton has been appointed by Scottish Ministers as Interim Chair of NHS Borders with effect from 1 April 2019.

There is therefore a vacancy in the number of Non Executive members of the Board and this has impacted on the membership of Board Committees.

Background

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

Assessment

In order to mitigate the impact on Board Committees the following Non Executive memberships of Committees are proposed (see Appendix A):-

- Strategy & Performance Committee (Karen Hamilton appointed as Chair)
- Audit Committee (Karen Hamilton withdraws from membership)
- Staff Governance Committee (Karen Hamilton withdraws from membership - Cllr David Parker appointed as Chair).
- Public Governance Committee (Karen Hamilton withdraws from membership - Tris Taylor approached to be appointed as Chair)
- Remuneration Committee (Karen Hamilton appointed as Chair)
- Endowment Committee (Karen Hamilton appointed Chair)

As well as the proposed changes above a number of Committees will carry a single vacancy until a substantive appointment to the Chair position has been made, these are:-

- Strategy & Performance Committee
- Audit Committee
- Staff Governance Committee
- Public Governance Committee
- Remuneration Committee
- Community Planning Partnership Strategic Board
- Endowment Committee
- Expert Advisory Group to the Endowment Committee
- Health & Social Care Integration Joint Board Audit Committee
- Pharmacy Practices Committee
- Continuing Care Appeals Panel
- Dental Appeals Panel
- Whistleblowing Champion Role

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2019

Name/Cttee	Tris Taylor	John McLaren (APF)	Fiona Sandford	Karen Hamilton *Vice Chair	Alison Wilson (ACF)	Stephen Mather	Cllr David Parker (LA)	Malcolm Dickson	Vacant* Chair	Exec Lead & Secretariat
GOVERNANCE										
Strategy & Performance Committee One vacancy	X	X	X	C	X	X	X	X		CEO BS
Finance & Resources Committee			X	X			X	C		BS
Audit Committee One vacancy			X			X		C		DoF DoF PA
Clinical Governance Committee One vacancy			X		X	C				DoNMS CG&Q PA
Staff Governance Committee One vacancy	X	X					C			DoW DoW
Public Governance Committee One vacancy	C ?	X					X			MD PIO
Remuneration Committee One Vacancy		X	X	C		X				DoW BS
Area Clinical Forum					C					ACF Chair DoP PA
PARTNERSHIP										
Area Partnership Forum		C								ED ED PA
Community Planning Partnership Strategic Board one vacancy				X						SBC
Police, Fire & Rescue & Safer Communities Board								X		SBC
OTHERS										
Endowment Committee One vacancy	X	X	X	C	X	X	X	X		DoF DoF PA
Expert Advisory Group to Endowment Cttee One vacancy		C		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

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2019

Name/Cttee	Tris Taylor	John McLaren (APF)	Fiona Sandford	Karen Hamilton *Vice Chair	Alison Wilson (ACF)	Stephen Mather	Cllr David Parker (LA)	Malcolm Dickson	Vacant* Chair	Exec Lead & Secretariat
Pharmacy Practices Committee One Vacancy				Interim						MD DoP PA
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										Scottish Government
ECR Panels						X				MD DPH PA
TOTAL	4	7	6	9	5	9	5	6	5	

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

Amendments highlighted in pink.

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 2019

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	Vacant	Exec Lead & Secretariat
Scottish Borders Health & Social Care Integration Joint Board (H&SC IJB)	XV	XV		XV	A	C - XV	(VC – XV)	XV		CO H&SCI BS
H&SC IJB Audit Committee								XV	XV	IJB CFO BS
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	1	

Amendments highlighted in pink.

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