

## Borders NHS Board



Meeting Date: 5 March 2020

|  |                              |
|--|------------------------------|
| <b>Approved by:</b>  | Karen Hamilton, Chair        |
| <b>Author:</b>   | Iris Bishop, Board Secretary |
| <b>BOARD COMMITTEE MEMBERSHIPS</b>   |                              |
| <b>Purpose of Report:</b>  |                              |
| <p>The purpose of this report is to advise the Board of changes to the membership of Board Committees.</p>   |                              |
| <b>Recommendations:</b>  |                              |
| <p>The Board is asked to <b>approve</b> the membership and attendance of Non Executive members on its Board and other Committees as recommended by the Chair.</p>  |                              |
| <b>Approval Pathways:</b>  |                              |
| <p>This report has been produced for the Board.</p>  |                              |
| <b>Executive Summary:</b>  |                              |
| <p>With the appointment of Karen Hamilton as Chair of Borders NHS Board in April 2019, a Non Executive vacancy was created and has been carried by the Board since then.</p> <p>Dr Stephen Mather has intimated his intention to conclude his appointment as a Non Executive potentially by mid to end of May.</p> <p>The Board is therefore recruiting for 2 appointments for Non Executives. Interviews are scheduled to take place on 19 and 20 March 2020.</p> <p>In order to facilitate a handover of responsibilities from Dr Mather the following changes are proposed to take effect at his conclusion of appointment:-</p> <ul style="list-style-type: none"> <li>• Clinical Governance Committee – Stephen Mather withdraws as Chair of the Committee. Fiona Sandford nominated as Chair of the Committee.</li> <li>• Health &amp; Social Care Integration Joint Board (IJB) – The role of Chair rotates to Scottish Borders Council (Cllr David Parker) from April 2020. Dr Mather steps down as Chair. Mr Malcolm Dickson takes on the role of Vice Chair of the IJB from April 2020.</li> <li>• IJB Strategic Planning Group – As a consequence of being the Vice Chair of the IJB, Malcolm Dickson becomes Chair of the IJB Strategic Planning Group from April 2020.</li> </ul> |                              |

- Community Planning Partnership Strategic Board – Mr Malcolm Dickson concludes deputising for the Chair. The Chair resumes her role as a member of the Board.
- With the appointment of Sonya Lam as a Non Executive of the Board from 1 February 2020, with Whistleblowing identified within her remit, Alison Wilson withdraws from the Whistleblowing Champion role.

It should also be noted that the Vice Chair is automatically a member of the following Committees:-

- Finance and Resources Committee
- Remuneration Committee
- Community Planning Partnership Strategic Board

As well as the proposed changes above a number of Committees will carry Non Executive membership vacancies until appointments to the Non Executive vacancies have been made:-

Two Vacancies will be carried by each of the following Committees:

- Audit Committee
- Remuneration Committee

One vacancy will be carried by each of the following Committees:

- Clinical Governance Committee
- Staff Governance Committee
- Expert Advisory Group to the Endowment Committee
- Pharmacy Practices Committee (currently covered by the Chair)
- Discretionary Points Committee
- Doctors, Dentist, Pharmacist & Optometry Professional Advisory Group
- Death Certification Task & Finish Group
- Dental Appeals Panel
- ECR Panels
- Continuing Care Appeals Panel

Attached at Appendix 1 is the revised NHS Borders Non Executives Committee Chart.

| <b>Impact of item/issues on:</b>      |  |
|---------------------------------------|--|
| <b>Strategic Context</b>              | 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. |
| <b>Patient Safety/Clinical Impact</b> | None.  |
| <b>Staffing/Workforce</b>             | None.  |
| <b>Finance/Resources</b>              | None.  |
| <b>Risk Implications</b>              | Committees are created as required by statute, guidance, regulation and Ministerial direction and to ensure efficient and effective governance of the Boards'                                    |

|                               |  |
|-------------------------------|--|
|                               | business.  |
| <b>Equality and Diversity</b> | Complaint.   |
| <b>Consultation</b>           | Non Executives.  |
| <b>Glossary</b>               | ECR – Extra Contractual Referrals<br>IJB – Integration Joint Board |

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2020 – 21.02.2020

| Name/Cttee  | Tris Taylor | John McLaren (APF) | Fiona Sandford (Vice Chair) | Karen Hamilton Chair | Alison Wilson (ACF) | Stephen Mather (Vacant May) | Cllr David Parker (LA) | Malcolm Dickson     | Sonya Lam (Whistle-blowing) | Vacant | Exec Lead & Secretariat |
|---|-------------|--------------------|-----------------------------|----------------------|---------------------|-----------------------------|------------------------|---------------------|-----------------------------|--------|-------------------------|
| <b>GOVERNANCE</b>   |             |                    |                             |                      |                     |                             |                        |                     |                             |        |                         |
| Strategy & Performance Committee (All NEDs)                             | X           | X                  | X                           | C                    | X                   | ✘                           | X                      | X                   | X                           | X      | CEO BS                  |
| Finance & Resources Committee (4 NEDs)                                  |             |                    | X                           |                      |                     | ✘                           | X                      | C                   |                             |        | CEO BS                  |
| Audit Committee<br><b>Two vacancies</b> (4 NEDs)                        |             |                    | X                           |                      |                     | ✘                           |                        | C                   |                             |        | DoF DoF PA              |
| Clinical Governance Committee<br><b>One vacancy</b> (4 NEDs)            |             | X                  | C                           |                      | X                   | €                           |                        |                     |                             |        | MD CG&Q PA              |
| Staff Governance Committee<br><b>One vacancy</b> (4 NEDs)               | X           | X                  |                             |                      |                     |                             | C                      |                     |                             |        | DoW HR Admin            |
| Public Governance Committee (3 NEDs)                                    | C           | X                  |                             |                      |                     |                             | X                      |                     |                             |        | DoSC&P MD PA            |
| Remuneration Committee<br><b>Two Vacancies</b> (5 NEDs)                 |             | X                  | X                           | C                    |                     | ✘                           |                        |                     |                             |        | DoW BS                  |
| Area Clinical Forum (Chair ACF)   |             |                    |                             |                      | C                   |                             |                        |                     |                             |        | ACF Chair DoP PA        |
| <b>PARTNERSHIP</b>  |             |                    |                             |                      |                     |                             |                        |                     |                             |        |                         |
| Area Partnership Forum (Chair APF)                                      |             | C                  |                             |                      |                     |                             |                        |                     |                             |        | ED ED PA                |
| Community Planning Partnership Strategic Board (Chair & Vice Chair)     |             |                    | X                           | X                    |                     | ✘                           |                        | ✘ Subbing for Chair |                             |        | SBC                     |
| Police, Fire & Rescue & Safer Communities Board (1 NED)                 |             |                    |                             |                      |                     |                             |                        | X                   |                             |        | SBC                     |
| <b>OTHERS</b>   |             |                    |                             |                      |                     |                             |                        |                     |                             |        |                         |
| Endowment Committee (All NEDs)  | X           | X                  | X                           | C                    | X                   | ✘                           | X                      | X                   | X                           | X      | DoF DoF PA              |
| Expert Advisory Group to Endowment Cttee<br><b>One vacancy</b> (4 NEDs) |             | C                  |                             | X                    |                     |                             |                        | X                   |                             |        | DoF DoF PA              |
| Area Drugs & Therapeutics Cttee (ACF Chair)                             |             |                    |                             |                      | C                   |                             |                        |                     |                             |        | DoP DoP PA              |
| Car Park Appeals Panel (1 NED)  |             | C                  |                             | €                    |                     |                             |                        |                     |                             |        | GSM GSM                 |

## NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2020 – 21.02.2020

| Name/Cttee   | Tris Taylor | John McLaren (APF) | Fiona Sandford (Vice Chair) | Karen Hamilton Chair | Alison Wilson (ACF) | Stephen Mather (Vacant May) | Cllr David Parker (LA) | Malcolm Dickson | Sonya Lam (Whistle-blowing) | Vacant   | Exec Lead & Secretariat |
|--|-------------|--------------------|-----------------------------|----------------------|---------------------|-----------------------------|------------------------|-----------------|-----------------------------|----------|-------------------------|
| Whistleblowing Champion  |             |                    |                             |                      | ✘<br>interim        |                             |                        |                 | X                           |          | Scottish Government     |
| <b>OCCASIONAL/AS AND WHEN NECESSARY</b>  |             |                    |                             |                      |                     |                             |                        |                 |                             |          |                         |
| Discretionary Points Committee (Annual)<br><b>One Vacancy</b>                                |             |                    |                             |                      |                     | €                           |                        |                 |                             |          | DoW<br>MSM              |
| Pharmacy Practices Committee<br><b>One Vacancy</b>   |             |                    |                             | X<br>Interim         |                     |                             |                        |                 |                             |          | MD<br>DoP PA            |
| Doctors, Dentist, Pharmacist and Optometry Professional Advisory Group<br><b>One Vacancy</b> |             |                    |                             |                      |                     | €                           |                        |                 |                             |          | MD<br>MD PA             |
| Death Certification Task & Finish Group<br><b>One Vacancy</b>                                |             |                    |                             |                      |                     | €                           |                        |                 |                             |          | DoNMMAS<br>DoNMMAS PA   |
| Dental Appeals Panel<br><b>One Vacancy</b>   |             |                    |                             |                      |                     | €                           |                        |                 |                             |          | MD<br>MD PA             |
| ECR Panels<br><b>One Vacancy</b>   |             |                    |                             |                      |                     | ✘                           |                        |                 |                             |          | MD<br>DPH PA            |
| Continuing Care Appeals Panel<br><b>One Vacancy</b>  |             |                    |                             |                      |                     |                             |                        |                 |                             |          | DoNMMAS<br>DoNMMAS PA   |
| <b>TOTAL</b>   | <b>4</b>    | <b>9</b>           | <b>7</b>                    | <b>6</b>             | <b>5</b>            | <b>0</b>                    | <b>5</b>               | <b>6</b>        | <b>3</b>                    | <b>2</b> |                         |

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   | MSM      | Medical Staffing Manager                       |
| VC      | Vice Chair                                      | GSM      | General Services Manager                       |
| X       | Member  | DoP      | Director of Pharmacy                           |
| CEO     | Chief Executive                                 | SBC      | Scottish Borders Council                       |
| DoF     | Director of Finance                             | ED       | Employee Director                              |
| DoNMMAS | Director of Nursing, Midwifery & Acute Services | PA       | Personal Assistant                             |
| DPH     | Director of Public Health                       | CO H&SCI | Chief Officer Health & Social Care Integration |
| MD      | Medical Director                                | DoW      | Director of Workforce                          |
| BS      | Board Secretary                                 |          |  |

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2020 – 21.02.2020

**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 2017-20) | Cllr David Parker (LA) (IJB Vice Chair 2017-20) | Malcolm Dickson          | Sonya Lam (Whistle-blowing) | Vacant | Exec Lead & Secretariat |
|--|-------------|--------------------|----------------|----------------|---------------------|------------------------------------|---|--------------------------|-----------------------------|--------|-------------------------|
| Scottish Borders Health & Social Care Integration Joint Board (H&SC IJB) | XV          | XV                 |                | XV             | A                   | C – XV from April                  | (VC – XV) Chair from April                      | XV Vice Chair from April |                             |        | CO H&SCI PA             |
| H&SC IJB Audit Committee   |             |                    |                | XV             |                     |                                    |   | XV                       |                             |        | IJB CFO PA              |
| H&SC IJB Strategic Planning Group (Vice Chair of IJB, Chairs the SPG)    |             |                    |                |                |                     |                                    | XV From April                                   | XV Chair SPG From April  |                             |        | CO H&SCI PA             |
| <b>TOTAL</b>   | <b>1</b>    | <b>1</b>           | <b>0</b>       | <b>2</b>       | <b>1</b>            | <b>1</b>                           | <b>1</b>  | <b>3</b>                 |                             |        |                         |

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  |
| PA       | Personal Assistant                              |
| IJB CFO  | Integration Joint Board Chief Financial Officer |
| SBC      | Scottish Borders Council                        |
| A        | Attendee  |