

Borders NHS Board

Meeting Date: 4 June 2020

Approved by:	Karen Hamilton, Chair
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.	
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 to take effect from 1 July 2020.	
Approval Pathways:	
This report has been produced for the Board.	
Executive Summary:	
<p>As a consequence of the COVID-19 Pandemic a series of changes in Board meeting memberships that were agreed by the Board on 5 March have been delayed.</p> <p>The Board is currently carrying 1 Non Executive vacancy, has 1 Non Executive absent on special leave (Mr Tris Taylor) and is aware of the impending departure of another Non Executive (Dr Stephen Mather).</p> <p>Interviews for the recruitment of 2 Non Executives in March were postponed and are unlikely to be progressed until the Autumn. As an interim measure the Chair has been advised that Non Executive capacity could be expanded by the co-opting of a Non Executive from the NHS National Boards to NHS Borders Board.</p> <p>The following changes in Board membership are proposed to take effect from 1 July 2020 unless otherwise stated:-</p> <p>Vice Chair – Mrs Fiona Sandford to formally take over the position of Vice Chair from Dr Stephen Mather.</p> <p>Borders NHS Board - A Non Executive from the National Boards to be identified to join the Board.</p> <p>Resources & Performance Committee - A Non Executive from the National Boards to be identified to join the Committee.</p>	

Audit Committee – A Non Executive from the National Boards to be identified to join the Committee.

Clinical Governance Committee – Dr Stephen Mather to stand down from the Committee. Mrs Fiona Sandford to take over as Chair. Ms Sonya Lamb to join the Committee with immediate effect.

Staff Governance Committee – Ms Sonya Lam to join the Committee with immediate effect.

Remuneration Committee – A Non Executive from the National Boards to be identified to join the Committee.

Community Planning Partnership (CPP) Strategic Board – Mrs Fiona Sandford as Vice Chair of the Board to join the CPP Strategic Board.

Endowment Fund Board of Trustees – A Non Executive from the National Boards to be identified to join the Board. Mr Malcolm Dickson appointed as Vice Chair of the Endowment Fund Board of Trustees with immediate effect.

From 1 July Dr Stephen Mather remains as a member of the following Committees until such time as he determines to withdraw from his Non Executive member appointment:-

- Borders NHS Board
- Resources & Performance Committee
- Audit Committee
- Remuneration Committee
- Endowment Fund Board of Trustees

Remits for the following Committees/Panels are being reviewed with a view to reassignment in due course:-

- Discretionary Points Committee
- Pharmacy Practices Committee
- Doctors, Dentist, Pharmacists and Optometry Professional Advisory Group
- Dental Appeals Panel
- ECR Panel
- Continuing Care Appeals Panel

In regard to membership of the **Health & Social Care Integration Joint Board (IJB)**:-

Dr Stephen Mather has now concluded his 3 year term as Chair of the IJB as per the Scheme of Integration. The role of Chair has now rotated to the Local Authority and been taken up by Cllr David Parker in his role as an elected member of Scottish Borders Council.

Dr Mather remains as a voting member of the IJB until such time as he determines to withdraw from his Non Executive member appointment.

Mr Malcolm Dickson has agreed to take on the role of Vice Chair of the IJB, with immediate effect and as a consequence becomes the Chair of the IJB Strategic Planning Group.

Ms Sonya Lam, with immediate effect, is nominated to join the IJB as a voting member in order to cover the absence of Mr Tris Taylor and ensure that meetings are not hindered by quoracy issues.

The role of Chair of the IJB Audit Committee has now rotated to NHS Borders and it is proposed that Karen Hamilton be nominated as Chair of the IJB Audit Committee, with immediate effect.

It is further suggested that Mr Malcolm Dickson withdraw as a member of the IJB Audit Committee given his role as Vice Chair of the IJB with immediate effect.

It is therefore proposed that Ms Sonya Lam join the IJB Audit Committee as a voting member, with immediate effect.

Attached at Annex A is the revised NHS Borders Non Executives Committee Chart.

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	Compliant.
Consultation	Non Executives.
Glossary	ECR – Extra Contractual Referrals IJB – Integration Joint Board CPP – Community Planning Partnership

NHS BORDERS NON EXECUTIVES COMMITTEE CHART 2020 – 01.06.2020

Name/Cttee	Tris Taylor	John McLaren (APF)	Fiona Sandford (Vice Chair)	Karen Hamilton Chair	Alison Wilson (ACF)	Stephen Mather	Cllr David Parker (LA)	Malcolm Dickson	Sonya Lam (Whistle-blowing)	Vacant	Exec Lead & Secretariat
Borders NHS Board (All NEDs)	X	X	X	C	X	X	X	X	X	X	CEO BS
GOVERNANCE											
Resources & Performance Committee (All NEDs)	X	X	X	C	X	X	X	X	X	X	CEO BS
Audit Committee (4 NEDs)			X			X		C		X	DoF DoF PA
Clinical Governance Committee (4 NEDs)		X	C		X				X		MD CG&Q PA
Staff Governance Committee (4 NEDs)	X	X					C		X		DoW HR Admin
Public Governance Committee (3 NEDs)	C	X					X				DoSC&P MD PA
Remuneration Committee (5 NEDs)		X	X	C		X				X	DoW BS
Area Clinical Forum (Chair ACF)					C						ACF Chair DoP PA
PARTNERSHIP											
Area Partnership Forum (Chair APF)		C									ED ED PA
Community Planning Partnership Strategic Board (Chair & Vice Chair)			X	X							SBC
Police, Fire & Rescue & Safer Communities Board (1 NED)								X			SBC
OTHERS											
Endowment Fund Board of Trustees (All NEDs)	X	X	X	C	X	X	X	VC	X	X	DoF DoF PA
Expert Advisory Group to Endowment Cttee (4 NEDs) 1 x vacancy		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
Whistleblowing Champion									X		Scottish Government

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OCCASIONAL/AS AND WHEN NECESSARY											
Discretionary Points Committee (Annual)											DoW MSM
Pharmacy Practices Committee				X Interim							MD DoP PA
Doctors, Dentist, Pharmacist and Optometry Professional Advisory Group											MD MD PA
Dental Appeals Panel											MD MD PA
ECR Panels											MD DPH PA
Continuing Care Appeals (1 Vacancy)											DoNMAS DoNMAS PA
TOTAL	5	10	7	7	6	6	5	6	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 green.

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
DoNMAS	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 – 01.06.2020

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) (5 NEDs Required)		XV		XV	A	XV	(XV) Chair from April	XV Vice Chair from April	XV		CO H&SCI PA
H&SC IJB Audit Committee (2 NEDs Required)				C -XV					XV		IJB CFO PA
H&SC IJB Strategic Planning Group (Vice Chair of IJB, Chairs the SPG)								XV Chair SPG From April			CO H&SCI PA
TOTAL	1	1	0	2	1	1	1	2	2	0	

Amendments highlighted in green.

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