

Greater Glasgow NHS Board

NHS Board Meeting

21 February, 2006

Board Paper No. 06/10

Head of Board Administration

East Renfrewshire Community Health & Care Partnership – Standing Orders for Approval

Recommendation

The NHS Board is asked to approve, from 1 April 2006, the attached Standing Orders and Membership (to date) of the East Renfrewshire Community Health & Care Partnership Committee, subject to any minor drafting points to be agreed with the Council.

Introduction

- 1.1 The NHS Board considered and approved, at its December meeting, the Standing Orders for the five Glasgow Community Health & Care Partnership Committees and the Standing Orders for the West Dunbartonshire and East Dunbartonshire Community Health Partnerships. The paper indicated, at that time, that there were further discussions ongoing with East Renfrewshire Council to conclude the Standing Orders for the Proceedings and Business of the East Renfrewshire Community Health & Care Partnership Committee.
- 1.2 These discussions have been ongoing and the attached Standing Orders are now submitted to the Board for approval.
- 1.3 Ongoing discussions will continue with Officers of the Council to bring to a conclusion some minor points of detail to be agreed over the next week and, on this basis, the NHS Board is asked to approve the attached Standing Orders for the East Renfrewshire Community Health & Care Partnership Committee, to be effective from 1 April 2006.

Membership

- 2.1 Detailed below is a note of the current membership of the East Renfrewshire Community Health & Care Partnership Committee:-

Chair:	Councillor Danny Collins
Vice-Chair:	Mr Peter Hamilton
Councillors:	Councillor Jim Fletcher Councillor Roy Garscadden Councillor George Napier Councillor Barbara Grant

Professional Executive Group:	Process under way
Staff Partnership:	Process under way
Public Partnership:	Process under way
CHCP Director:	Mr George Hunter

EMBARGOED UNTIL DATE OF MEETING.

- 2.2 The remaining members of the CHCPs will be worked through, over the coming weeks, with the appropriate nominating bodies to ensure that the CHCP Committee can operate from 1 April 2006. The NHS Board is asked to approve the Membership, to date, of the East Renfrewshire Community Health & Care Partnership Committee.

John C Hamilton
Head of Board Administration
February, 2006-02-14 0141-201-4608

DRAFT
February 2006

EAST RENFREWSHIRE COMMUNITY HEALTH AND CARE PARTNERSHIP

STANDING ORDERS FOR THE PROCEEDINGS AND BUSINESS

1. GENERAL

- 1.1 These Standing Orders are for regulation of the conduct and proceedings of East Renfrewshire Community Health and Care Partnership Committee (“CHCPC”) and any sub-committees.
- 1.2 The Standing Orders are made under the Community Health Partnership (Scotland) Regulations 2004 (Scottish Statutory Instrument 2004 No 386) (“the Regulations”) and the East Renfrewshire Community Health and Care Partnership Scheme of Establishment approved by the Scottish Ministers (“the Scheme”).
- 1.3 Members of the CHCPC shall subscribe to and comply with the Standards in Public Life – Code of Conduct for Members of Devolved Public Bodies, or the Code of Conduct for Councillors (in respect of Members who are Councillors appointed by East Renfrewshire Council (“the Council”) which shall be regarded as incorporated into these Standing Orders.
- 1.4 Any statutory provision, Regulation or Direction issued by the Scottish Ministers shall have precedence if they are in conflict with these Standing Orders.
- 1.5 The CHCPC shall be a formally constituted Committee of the Greater Glasgow NHS Board (“the Board”), and shall operate in conjunction with East Renfrewshire Council’s Community Health and Care Partnership Committee as a concurrent partnership body as described in the Scheme of Establishment .
- 1.6 These Standing Orders shall be subject to approval by the Board, with the endorsement of the Council.
- 1.7 Any suspension, variation or revocation of these Standing Orders shall require the express consent of the Board with the endorsement of the Council.
- 1.8 The CHCP Director shall ensure that every Member of the CHCPC is provided with a copy of these Standing Orders on appointment and with a copy of any amendment to them.

2. FUNCTIONS

- 2.1 The functions of the CHCP shall be such as are determined under the Scheme as amended from time to time by agreement between the Board and the Council. The functions delegated to the CHCPC and to officers of the Board and Council acting on behalf of the CHCPC shall be prescribed in formal Schemes of Delegation to the CHCP mutually agreed and adopted by the Board and the Council.

3. MEMBERSHIP

- 3.1 The Membership of the CHCPC shall reflect a balance between the health and Council representation consistent with the intention of the Scheme to operate the CHCP through a partnership approach.
- 3.2 Every person appointed to the CHCPC shall, so far as practical, be employed or perform services in, or have a substantial connection with the area of the CHCP.

- 3.3 Membership of the CHCPC shall comprise the representation set out in Annex 1. Any amendment to Annex 1 shall have effect only when such amendment has been agreed by the Board and the Council .
- 3.4 Members of the CHCPC shall be appointed by the Board with the agreement of the Council, which shall not be unreasonably withheld or delayed, for a period of office not exceeding four years, chosen from nominations made by the nominating body specified in Annex 1.
- 3.5 On expiry of a Member's term of appointment the Member shall be eligible for re-appointment provided that he/she remains eligible and is not otherwise disqualified from appointment.
- 3.6 Appointments to the CHCPC shall be for the term set out in column (d) of Annex 1.
- 3.7 Where a Member resigns, or otherwise ceases to hold office, the person appointed in his/her place shall be appointed for the unexpired term of the Member they replace.
- 3.8 Not less than three clear months before a Member's term of office is due to expire, the Head of Board Administration shall invite the nominating body to submit its nomination for future Membership of the CHCPC. Any nomination shall be effective from the date when approved by the Board, or such other date as may be specified in the Board's decision.
- 3.9 Notwithstanding Standing Order 3.8, the Council may nominate its members for appointment to the CHCPC after every Local Government election or otherwise during the Councillors' terms of office.
- 3.10 Any Member appointed to the CHCPC who ceases to fulfil the requirement of Standing Order 3.2 shall be removed from Membership on the serving by the Board of notice to that effect on the Member. Such notice shall be issued by the Head of Board Administration under direction of the Board.
- 3.11 A Member of the CHCPC may resign his/her membership at any time during their term of office by giving notice, in writing, to the Head of Board Administration. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified.
- 3.12 If a Member has not attended three consecutive meetings of the CHCPC, the Board, through the Head of Board Administration, shall by giving notice in writing to that Member remove that person from office unless the Board is satisfied that-
- (a) the absence was due to illness or other reasonable cause; and
 - (b) the Member will be able to attend future meetings within such period as the Board considers reasonable.
- 3.13 The Board may, at their discretion, authorise a sub-committee to determine the appointment of Members to the CHCPC and authorise the absence of a Member for the purpose of Standing Order 3.11. A sub-committee if so appointed shall include in its membership at least one Member who is a Member of East Renfrewshire Council .

- 3.14 Named deputies for Members of the CHCPC may be appointed by the Board under Standing Order 3.4 . The appointment of such deputies will be subject to the same rules and procedures for Members. Deputies shall receive papers for meetings of the CHCPC but shall be entitled to attend or vote at a meeting only in the absence of the principal Member they represent.
- 3.15 The acts, meetings or proceedings of the CHCPC shall not be invalidated by any defect in the appointment of any Member.

4. CHAIRPERSON

- 4.1 The Chairperson of the CHCPC shall be an Elected Member of the Council who is the non-executive member of the Board.
- 4.2 At every meeting of the CHCPC the Chairperson, if present, shall preside. If the Chairperson is absent from any meeting the Vice Chairperson, if present, shall preside. If both the Chairperson and Vice Chairperson are absent, a representative of the Council elected by the Members present shall preside at the meeting.
- 4.3 If a Deputy Member is appointed for the Chairperson or the Vice Chairperson the person(s) so appointed shall not have a right to assume the role of Chairperson or Deputy Chairperson unless appointed for that purpose by the Members for a specific meeting in terms of Standing Order 4.2.
- 4.4 The duty of the person presiding at a meeting of the CHCPC is to ensure that the Standing Orders are observed, to preserve order, to ensure fairness between Members, and to determine all questions of order and competence. The ruling of the person presiding shall be final and shall not be open to question or discussion.

5. VICE-CHAIRPERSON

- 5.1 The Board representative shall be the Vice-Chairperson of the CHCPC.
- 5.2 The Vice-Chairperson may act in all respects as the Chairperson of the CHCPC if the Chairperson is absent or otherwise unable to perform his/her duties.

6. MEETINGS

- 6.1 The CHCPC shall meet at such place and at such frequency as it may determine but shall meet at least 6 times in each financial year.

7. CALLING OF MEETINGS

- 7.1 The first meeting of the CHCPC shall be held on such day and at such place as may be fixed by the Chairperson in consultation with the Director of the CHCP, and the Chairperson shall be responsible for convening the meeting.
- 7.2 The Chairperson may call a meeting of the CHCPC at any time.

- 7.3 If the Chairperson refuses to call a meeting of the CHCPC after a requisition for that purpose specifying the business proposed to be transacted, signed by at least one-third of the whole number of Members, has been presented to the Chairperson or if, without so refusing, the Chairperson does not call a meeting within 7 days after such requisition has been presented, those Members who presented the requisition may forthwith call a meeting provided no business shall be transacted at the meeting other than specified in the requisition.

8. NOTICE OF MEETINGS

- 8.1 Before each meeting of the CHCPC, a notice of the meeting, specifying the time, place and business to be transacted at it and signed by the Chairperson, or by a Member authorised by the Chairperson to sign on that person's behalf, shall be delivered to every Member or sent by post to the usual place of residence of such Members so as to be available to them at least 3 clear days before the meeting.
- 8.2 Members may opt in writing addressed to the CHCP Director to have notice of meetings delivered to an alternative address. Such notice will remain valid until rescinded in writing.
- 8.3 Lack of service of the notice on any Member shall not affect the validity of a meeting.
- 8.4 In the case of a meeting of the CHCPC called by Members in default of the Chairperson, the notice shall be signed by those Members who requisition the meeting in accordance with Standing Order 7.3.
- 8.5 The notice of the meeting shall be accompanied by such reports and papers that are to be considered at the meeting unless those papers are not available at the date of issue of the notice . Such papers shall be issued as soon as possible thereafter.
- 8.6 Where an item is added to an agenda at shorter than three clear days notice, a copy of the item shall be made available to Members as soon as possible thereafter.
- 8.7 If by reason of special circumstances, which shall be specified in the Minutes, the Chairperson of the CHCPC is of the opinion that an item, of which no notice has been given, should be considered as a matter of urgency, the CHCPC shall be entitled to consider such a matter.

9. QUORUM

- 9.1 No business shall be transacted at a meeting of the CHCPC unless there are present, and entitled to vote, at least one-third of the whole number of Members of the CHCPC, including a minimum of 2 Councillors..

10. ADJOURNMENT OF MEETINGS

- 10.1 A meeting of the CHCPC may be adjourned by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, then unless times of the adjournment and resumption are specified in the motion, adjournment shall take effect immediately and the meeting shall stand adjourned until such time as decided by the Chairperson in consultation with the Director of the CHCP. A motion for adjournment shall take precedence over all other motions.
- 10.2 In the event of public disorder at a meeting of the CHCPC, the Chairperson can, by vacating the chair, adjourn the meeting to a future time and place which they may then or afterwards fix.

11. VOTING

- 11.1 Notwithstanding the provisions of the Community Health Partnerships (Scotland) Regulations 2004, every question at a meeting shall be determined where possible by a consensus view as provided for in paragraph 9.1.9 of the Scheme of Establishment. Where consensus cannot be reached because the Boards and Council have retained their own statutory responsibilities, there is no question of one party over-riding the wishes of the other in the exercise of their separate responsibilities. Where consensus cannot be reached on any other issue the matter will be determined by a majority of votes of the Members present and who are entitled to vote on the question and, in the case of any equality of votes, the person presiding shall have a second or casting vote.

12. CONFLICT OF INTEREST

- 12.1 If a Member or any associate of theirs has any pecuniary or other interest, direct or indirect, in any contract or proposed contract or other matter, and that Member is present at a meeting of the CHCPC, that Member shall disclose that fact and the nature of the relevant interest and shall not be entitled to vote on any question with respect to it. Such declaration or interest shall be recorded in the Minutes of the meeting and in the Register of Interests.
- 12.2 A Member shall not be treated as having any interest in any contract or matter if it cannot reasonably be regarded as likely to significantly affect or influence the voting by that Member on any question with respect to that contract or matter.
- 12.3 A Member who has an interest in service delivery may participate in the business of the Committee, except where they have a direct and significant interest in a matter, unless the Committee formally decides and records in the Minutes of the meeting that the public interest is best served by the Member remaining in the meeting and contributing to the discussion. During the taking of a decision by the Committee on such matter, the Member concerned shall absent him/herself from the meeting

- 12.4 In case of doubt as to whether any interest or matter should be the subject of a notice or declaration under the appropriate Code, Members should err on the side of caution and submit a notice/make a declaration or seek guidance from the Standards Commission, the Head of Board Administration or in the case of Elected Members – the Council’s Director of Central Services, as to whether a notice/declaration should be made.
- 12.5 Persons appointed to the CHCPC as Members (or deputies) shall have one month from appointment to give notice of any registerable interest in each relevant category as specified in the standard form to be supplied by the Head of Board Administration.
- 12.6 Where the Codes, referred to in Standing Order 1.3, require an interest to be registered, or an amendment to be made to an existing interest, this shall be notified to the Head of Board Administration in writing by giving notice in writing using the standard form available from the Head of Board Administration within one month of the interest or change arising. The Head of Board Administration will write to Members and Deputy Members every 6 months to request them to formally review their declarations.
- 12.7 The Head of Board Administration will be responsible for maintaining the Register of Interests and for ensuring it is available for public inspection at the principal offices of the Board at all reasonable times and will be included on the Board’s website.
- 12.8 The Register shall include information on:
- (a) the date of receipt of every notice;
 - (b) the name of the person who gave the notice which forms the entry in the Register; and
 - (c) a statement of the information contained in the notice, or a copy of that notice.
- 12.9 Members shall make a declaration of any gifts or hospitality received in their capacity as a Member of the CHCPC. Such declarations shall be made to the Head of Board Administration who shall make them available for public inspection at all reasonable times at the Principal Offices of the Board and on the Board’s website.

13. MINUTES

- 13.1 The names of the Members and others present at a meeting shall be recorded in the Minutes of the meeting.
- 13.2 The Minutes of the proceedings of a meeting, including any decision or resolution made at that meeting, shall be drawn up by a person nominated by the CHCP Director and submitted to the next ensuing meeting for agreement, either with or without amendment, after which they will be signed by the person presiding at that meeting.
- 13.3 Minutes of meetings shall be submitted to the Board and the Council by the Director of the CHCP at the same time as they are circulated to Members of the CHCPC.

14. SUSPENSION AND DISQUALIFICATION

- 14.1 Any Member of the CHCPC may, on reasonable cause shown, be suspended by the CHCPC from membership thereof. Such suspension shall be an interim measure pending any decision taken by the nominating or appointing body on the removal of a Member in terms of the Regulations.
- 14.2 Any member of the CHCPC may, on reasonable cause being shown, be disqualified by the CHCPC from taking part in any business of the CHCPC in specified circumstances.
- 14.3 Where a Member becomes disqualified under Regulation 7 of the Regulations, the Head of Board Administration shall give notice to the Member in writing on behalf of the Board that being disqualified from Membership their term of office has been terminated forthwith.

**Composition of East Renfrewshire Community Health and
Care Partnership Committee**

(a) Nominating Body	(b) Number of Members	(c) Qualification Requirement	(d) Term of Office
East Renfrewshire Council	5	Elected Councillors	Up to next Local Government Election in 2007 and 4 years thereafter
NHS Greater Glasgow	1	Non-Executive Member	4 years
Professional Executive Group (Health)	3	<p>The Clinical Director and two others from the following groups</p> <p>Medical Practitioner included in the list of Primary Medical Services Performers prepared under Section 17P of the NHS (Scotland) Act 1978; or</p> <p>Nurse registered on the Nursing & Midwifery Council's Professional Register and who is employed by the Board or a person or body other than a Board which is party to a general medical services contract; or</p> <p>a registered pharmacist whose name is included in, or who is fully or substantially employed by a person or body whose name is included in, a pharmaceutical list prepared by a Board in accordance with Regulation 5 of the National Health Service (General Pharmaceutical Services) (Scotland) Regulations 1995; or</p> <p>a dental practitioner who is either included on Part A of the dental list prepared by a Board in accordance with regulation 4(1) of the National Health Service (General Dental Services) (Scotland) Regulations 1996 or is performing services by virtue of section 39 of the NHS (Scotland) Act 1978; or</p>	4 years

		<p>an ophthalmic optician whose name is included on an ophthalmic list prepared by a Board in accordance with regulation 6(1) of the National Health Service (General Ophthalmic Services) (Scotland) Regulations 1986; or</p> <p>a person registered as an allied health professional within the Health Professional Council; or</p> <p>a registered Medical Practitioner not providing Primary Medical Services.</p>	
Professional Executive Group (Council)	1	The Council's Chief Social Work Officer	4 years
Staff Partnership Forum	2	officers of the Board who is nominated to represent the Staff Partnership Forum.	2 years (subject to review after 1 year)
Public Partnership Forum	2	<p>Members of the Executive of the Public Partnership Forum nominated on an annual basis.</p> <p>Second member from a voluntary organisation whose activities are consistent with the objectives of the Board and Council.</p>	1 year
CHCP Director	1	Person appointed as Director of the CHCP	So long as remains in post.
Total	15		