

## **NHS Greater Glasgow and Clyde**

### **NHS Board Meeting**

**19 December, 2006**

**Board Paper No. 06/75**

**Head of Board Administration**

## **Inverclyde Community Health Partnership – Standing Orders and Membership for Approval**

### **Recommendation**

The NHS Board is asked to approve the attached template for the Standing Orders and Non-Executive Director Membership of the Inverclyde Community Health Partnership Committee.

### **Introduction**

- 1.1 The NHS Board considered and approved, at its October 2006 meeting, the Scheme of Establishment for Inverclyde Community Health Partnership.
- 1.2 Discussions will take place shortly with the CHP on the attached Standing Orders template and Membership (Appendix 1) of the Committee.
- 1.3 At this stage, to allow the Committee to be set up, the NHS Board is asked to approve the attached Standing Orders template and Non-Executive Director Membership of the Inverclyde Community Health Partnership committee.

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Head of Board Administration  
December, 2006  
0141-201-4608

**DRAFT**

**INVERCLYDE COMMUNITY HEALTH  
PARTNERSHIP**

**STANDING ORDERS FOR THE  
PROCEEDINGS AND BUSINESS**

December 2006

## **1. GENERAL**

- 1.1 These Standing Orders are for regulation of the conduct and proceedings of Inverclyde Community Health Partnership Committee (“ICHPC”) 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 Inverclyde Community Health Partnership Scheme of Establishment approved by the Scottish Ministers (“the Scheme”).
- 1.3 Members of the ICHPC shall subscribe to and comply with the Standards in Public Life – Code of Conduct for Members of Devolved Public Bodies, 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 ICHPC shall be a formally constituted Committee of the Greater Glasgow and Clyde NHS Board (“the Board”).
- 1.6 These Standing Orders shall be subject to approval by the Board.
- 1.7 Any suspension, variation or revocation of these Standing Orders shall require the express consent of the Board.
- 1.8 The CHP Director shall ensure that every Member of the ICHPC 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 ICHPC shall be such as are determined under the Scheme as amended from time to time by the Board. The functions delegated to the ICHPC and to officers of the Board shall be prescribed in formal Schemes of Delegation to the ICHPC mutually agreed and adopted by the Board.

## **3. MEMBERSHIP**

- 3.1 Every person appointed to the ICHP shall, so far as practical, be employed or perform services in, or have a substantial connection with Inverclyde.
- 3.2 Membership of the ICHPC 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,
- 3.3 Members of the ICHPC shall be appointed by the Board for a period of office not exceeding four years chosen from nominations made by the nominating bodies specified in Annex 1.

- 3.4 Initial appointments to the ICHPC shall be for the term set out in column (d) of Annex 1. Subsequent appointments shall be for the term set out in column (e) of Annex 1.
- 3.5 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.
- 3.6 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.
- 3.7 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 ICHPC. 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.
- 3.8 Any Member appointed to the ICHPC 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.
- 3.9 A Member of the ICHPC may resign his/her membership at any time during their term of office by giving notice 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.
- 3.10 If a Member has not attended three consecutive meetings of the ICHPC, 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 are 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 consider reasonable.
- 3.11 The Board may authorise sub-committees of the Board to determine the appointment of Members to the ICHPC and authorise the absence of a Member for the purpose of Standing Order 3.10.
- 3.12 Named deputies for Members of the ICHPC 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 ICHPC but shall be entitled to attend or vote at a meeting only in the absence of the principal Member they represent.
- 3.13 The acts, meetings or proceedings of the ICHPC shall not be invalidated by any defect in the appointment of any Member.

#### **4. CHAIRPERSON**

- 4.1 The Chairperson of the ICHPC shall be a Board Non Executive Member and shall be appointed by the Board.
- 4.2 At every meeting of the ICHPC 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 member 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 ICHPC 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 CHP shall appoint a Vice-Chairperson of the ICHPC.
- 5.2 The Vice-Chairperson may act in all respects as the Chairperson of the CHP if the Chairperson is absent or otherwise unable to perform his/her duties.

#### **6. MEETINGS**

- 6.1 The ICHPC 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 a ICHPC shall be held on such day and at such place as may be fixed by the Chairperson, and that person shall be responsible for convening the meeting.
- 7.2 The Chairperson may call a meeting of the ICHPC at any time.
- 7.3 If the Chairperson refuses to call a meeting of the ICHPC 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 ICHPC, 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 last 5 clear days before the meeting.
- 8.2 Members may opt in writing addressed to the CHP 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 ICHPC 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. Notwithstanding this, reports and papers must be delivered to every Member or sent by post to be available to them at least three clear days before the meeting.

## **9. QUORUM**

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

## **10. ADJOURNMENT OF MEETINGS**

- 10.1 A meeting of the ICHPC 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, the meeting shall be adjourned to another day, time and place specified in the motion.

## **11. VOTING**

- 11.1 Every question at a meeting shall 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 CHP, 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 Code, Members should err on the side of caution and submit a notice/make a declaration or seek guidance from the Standards Commission, the Chairperson or Head of Board Administration as to whether a notice/declaration should be made.
- 12.5 Persons appointed to the ICHPC 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 Code, referred to in Standing Order 1, 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 CHP. 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 NHS 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 and submitted to the next ensuing meeting for agreement by a person nominated by the CHP Director, after which they will be signed by the person presiding at that meeting.
- 13.2 Minutes of meetings shall be submitted to the NHS Board by the Director of the CHP at the same time as they are circulated to Members of the ICHPC.

### **14. SUSPENSION AND DISQUALIFICATION**

- 14.1 Any Member of a CHP may, on reasonable cause shown, be suspended from the CHP on grounds of misconduct as determined by the Chairperson of the CHP. 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 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.

### **15. ADMISSION OF PUBLIC AND PRESS**

- 15.1 ICHPC may at its discretion hold meetings open to the press and public.
- 15.2 If ICHPC meetings are to be held in public the members of the public and representatives of the press shall be notified of meetings and shall be admitted to meetings of the ICHPC in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960.
- 15.3 Members of the public and representatives of the press admitted to meetings of the ICHPC may be excluded from any meeting by decision of the ICHPC, where, in the opinion of the majority of members present, publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or such other special reason as may be specified in the decision.



- 15.4 Representatives of the press and members of the public admitted to meetings shall require the authority of the ICHPC for each occasion they may wish to record the proceedings of the meeting other than by written notes.
- 15.5 Members of the public may, at the Chairperson's sole discretion, be permitted to address the ICHPC or respond to questions from members of the ICHPC, but shall not generally have a right to participate in the debate at ICHPC meetings.
- 15.6 Nothing in this Standing Order shall preclude the Chairperson from requiring the removal from a meeting of any person or persons who persistently disrupts the proceedings of a meeting.

## Composition of Inverclyde Community Health Partnership Committee

(a) Nominating Body	(b) Number of Members	(c) Qualification Requirement	(d) Term of Office	(e) Term of Office after initial appointments
NHS Greater Glasgow and Clyde	2 (which includes the Chair)	Non-Executive Members	4 years	4 years
Inverclyde Council	1	The Elected Councillor from Inverclyde appointed to NHS Greater Glasgow and Clyde by the Minister	Next Local Government Election in 2007 and 4 years thereafter	4 years
Professional Executive Group	4 (including Clinical Lead)	<p>Medical Practitioner included in the list of Primary Medical Services Performers prepared under Section 17P of the NHS (Scotland) Act 1978; <b>or</b></p> <p>Nurse registered on the Nursing &amp; 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; <b>or</b></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; <b>or</b></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; <b>or</b></p>	4 years	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; <b>or</b></p> <p>a person registered as an Allied Health Professional within the Health Professional Council; <b>or</b></p> <p>a registered Medical Practitioner not providing Primary Medical Services.</p>		
<b>Staff Partnership Forum</b>	1	an officer of the Board who is nominated to represent the Staff Partnership Forum.	4 years	4 years
<b>Public Partnership Forum</b>	2	Representatives of the Public Partnership Forum including one from the voluntary sector.	1 year	1 year
<b>CHP Director</b>	1	Person appointed as Director of the CHP	So long as remains in post.	So long as remains in post.
<b>Total</b>	11			

**Inverclyde Community Health and Care Partnership – Membership (Dec 2005)**

Chair	Elinor Smith
Non-Executive Director	Dr Mustafa Kapasi
Inverclyde Council member on NHS Greater Glasgow and Clyde	Cllr. Tom Fyfe
Professional Executive Group (4)	To Be Advised
	To Be Advised
	To Be Advised
	To Be Advised
Staff Partnership Forum (1)	To Be Advised
Public Partnership Forum (2)	To Be Advised
	To Be Advised
Director	To Be Advised