

<b>NHS Greater Glasgow &amp; Clyde</b>	<b>Paper No. 20/08</b>
<b>Meeting:</b>	<b>Interim Board</b>
<b>Date of Meeting:</b>	<b>21<sup>st</sup> April 2020</b>
<b>Purpose of Paper:</b>	<b>For Noting</b>
<b>Classification:</b>	<b>Board Official</b>
<b>Sponsoring Director:</b>	<b>Head of Corporate Governance and Administration</b>

### **Interim Board Terms of Reference**

#### **Recommendation**

The Interim Board is asked to note the attached Interim Board Terms of Reference, approved by the NHSGGC Board.

#### **Purpose of Paper**

To highlight the key duties and responsibilities of the Interim Board.

#### **Key Issues to be considered**

Following a virtual meeting of the NHSGGC Board, whereby a number of options were considered, members agreed to establish an Interim Board in order to ensure oversight of governance matters during the organisation's response to the Coronavirus (COVID-19) outbreak. This arrangement will be reviewed formally at the NHSGGC Board Meeting scheduled to take place on 30<sup>th</sup> June 2020.

#### **Any Patient Safety /Patient Experience Issues**

N/A

#### **Any Financial Implications from this Paper**

N/A

#### **Any Staffing Implications from this Paper**

**N/A**

**Any Equality Implications from this Paper**

**N/A**

**Any Health Inequalities Implications from this Paper**

**N/A**

**Has a Risk Assessment been carried out for this issue? If yes, please detail the outcome.**

**N/A**

**Highlight the Corporate Plan priorities to which your paper relates**

**Better Care**

**Author**            **Head of Corporate Governance and Administration**  
**Date**              **April 2020**



## NHS Greater Glasgow and Clyde Interim Board

### Terms of Reference

#### 1. Introduction

- 1.1. The Interim Board is established as a committee of the Board of NHS Greater Glasgow and Clyde in accordance with NHS Greater Glasgow & Clyde NHS Board Standing Orders and Scheme of Delegation.
- 1.2. The Standing Orders for the Proceedings and Business of the NHS Board apply, where relevant, to the conduct of business of the Interim Board.
- 1.3. The purpose of the Interim Board is to undertake all delegable business of NHS Greater Glasgow and Clyde required to be undertaken during the life of the Committee, to provide oversight of the functioning of the Board's response to the COVID-19 public health emergency, the existing escalation processes, and ongoing business of NHS Greater Glasgow and Clyde.

#### 2. Membership

- 2.1. The Interim Board shall comprise: **Eight (8) non-Executive members**: the Board Chairman; the Board Vice-Chair; the Chairs of the NHS Board's Audit and Risk, Public Health, and Clinical and Care Governance committees; the Employee Director (in the capacity of Co-Chair of the Staff Governance Committee); the Chair of the Area Clinical Forum; the Board member nominated by Inverclyde Council; and **two (2) Executive members**: the Chief Executive; and the Director of Public Health.
- 2.2. Further members of the main Board may from time-to-time be invited to attend a meeting of the Interim Board due to business to be considered at that meeting. In such circumstances, additional invited Board members will be entitled to vote on all matters under consideration by the Interim Board.
- 2.3. Where a member of the Interim Board is unable to attend a meeting of the Interim Board, the Head of Corporate Governance and Board Administration, or a relevant deputy, will seek a substitute member from the non-Executive

Board membership or Executive Board membership, respecting the membership of eight non-Executive members and two Executive members. In seeking a substitute, regard will be had to maintaining the breadth of knowledge and experience on the Interim Board.

- 2.4. An Integration Joint Board Chief Officer will be involved in each meeting of the Interim Board.
- 2.5. Other officers will be involved for all or part of any meeting as and when appropriate.

### **3. Arrangements for the Conduct of Business**

#### **3.1. Chairing the Interim Board:**

- 3.2. The Interim Board will be chaired by the NHS Board Chair. The NHS Board Vice-Chair will be the Vice-Chair of the Interim Board. In the event of the Chair of the Interim Board being unable to attend for all or part of a meeting of the Interim Board, the meeting will be chaired by the Vice-Chair. If the Chair and the Vice Chair are absent, a non-Executive member chosen at the meeting shall preside.

#### **3.3. Quorum**

- 3.4. The Interim Board is quorate when three non-Executive members of the Interim Board and one executive member of the Interim Board are present.

#### **3.5. Voting**

- 3.6. Where required, a vote shall be taken by rollcall of all members.

#### **3.7. Frequency of Meetings**

- 3.8. The Interim Board will meet fortnightly.
- 3.9. Scheduled meetings of the Interim Board will alternate fortnightly between:

- 3.9.1. Full Remit meetings, dealing with all matters within the Interim Board's remit; and

- 3.9.2. Public Health Emergency Oversight meetings, limited to the public health emergency oversight functions of the Interim Board.

#### **3.10. Review of Function of the Interim Board**

- 3.11. The Interim Board will review its function in advance of the scheduled NHS Board meeting in June, and make recommendations to the NHS Board as regards the continuance of the Interim Board.

#### **3.12. Declarations of Interest**

- 3.13. Declarations of Interest will be a standing agenda item. If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, they will declare that interest as

requested at the start of the meeting and shall not participate in the discussions. The Chair will have the authority to request that member to withdraw until the Interim Board's consideration has been completed.

3.14. All declarations of interest will be minuted.

### **3.15. Administrative Support**

3.16. Administrative support for the Interim Board will be provided by a member of the Corporate Services Team.

## **4. Remit of the Interim Board**

4.1. The Interim Board will undertake all functions of the Board of NHS Greater Glasgow and Clyde which are delegable under the Board's Standing Orders.

4.2. Primary functions of the Interim Board include:

4.2.1. Oversight of the Board's actions to respond to and manage the ongoing public health emergency;

4.2.2. Oversight of ongoing actions in response to the Board's escalations to level 4 of the NHS Board Performance Escalation Framework;

4.2.3. Undertaking any Board functions required during the life of the Interim Board.

4.3. In exercising functions otherwise delegated to standing committees of the Board, the Interim Board will have regard to the practices and previous work of those committees, as expressed by the relevant standing committee chairperson.

4.4. The Chair of the Interim Board shall regularly invite the Chair of the Area Clinical Forum and the Employee Director to advise the Interim Board of ongoing work within the Professional Advisory and Partnership structures.

## **5. Reporting Arrangements**

5.1. The Interim Board will report to the NHS Board.

5.2. Minutes of all meetings of the Interim Board will be presented to the next ensuing meeting of the NHS Board.

5.3. After each meeting of the Interim Board, a note of the matters considered and the decisions made will be issued to each member of the NHS Board and made publically available on the NHS Greater Glasgow and Clyde website.

5.4. Papers prepared for the Interim Board will be made publically available on the NHS Greater Glasgow and Clyde website.

## **6. Conduct of the Interim Board**

- 6.1. All members will have due regard to and operate within the NHS Board's Standing Orders, Standing Financial Instructions and the Code of Conduct for Members.