

NHS Shetland Corporate Governance Handbook

Section 1: Introduction

Corporate Governance is concerned with the structures and processes for decision making, accountability and behaviour at the top of an organisation. Good governance in the public sector should include a clear commitment to effective public performance, reporting on the quality of the services being delivered and future service delivery.

This Corporate Governance Handbook aims to provide Board Members and other stakeholders with information about NHS Shetland and its activities. It is broken into separate sections for ease of reference and also as the need to review and revise these sections varies.

The Handbook may be particularly helpful to new Board Members to read as part of their induction process. The Handbook sits on the Board's website and can be used as a source of induction material for members of other public bodies and also staff members.

If you cannot find what you are looking for, or have some other queries, you can contact Corporate Services at: shet-hb.corporateservices@nhs.net.

Sections include:

Section 2: Interpretation

Section 3: Standing Orders

Section 4: Scheme for the Constitution, Composition and Functions of Committees

Section 5: Scheme of Delegation (inc. delegated limit of authority for individual invoices)

Section 6: Standing Financial Instructions

Section 7: Code of Conduct for Board Members

Section 8: Code of Conduct for Staff Members

Section 9: Additional resources

Requirements

The Functions of Health Boards (Scotland) Order 1991, which came into force on 1st April 1991, specifies the functions to be exercised by Health Boards in Scotland on behalf of the Scottish Ministers by virtue of Section 2(1) of the National Health Service (Scotland) Act 1978.

The Health Boards (Membership and Procedure) (No 2) Regulations 2001, which came into effect on 28 September 2001, make provision in relation to Health Boards as to the membership and procedure. Subject to such directions as may be given by the Scottish Ministers, Regulation 9 requires each NHS Board to make Standing Orders for the regulation of the procedure and business of the Board and of any committee of the Board.

The National Health Service (Service Committees and Tribunal) (Scotland) Regulations 1992, as amended, requires Health Boards to put in place necessary

arrangements for investigating allegations of failure to comply with terms of service made against medical practitioners, dental practitioners, chemists, ophthalmic practitioners or opticians who provide general medical services, general dental services, pharmaceutical services or general ophthalmic services, as the case may be.

Subject to such directions as may be given by the Scottish Ministers, Regulation 18 of The National Health Service (Scotland) Act 1978 requires each Health Board to put in place necessary arrangements for matters relating to the administration of general medical, general dental, pharmaceutical and ophthalmic services.

The National Health Service (Financial Provisions) (Scotland) Regulations 1974, require Health Boards to make Standing Financial Instructions in order to regulate the conduct of the Board, both members and officers, in all financial matters.