

COMMUNITY HEALTH PARTNERSHIPS GUIDANCE ON THE RECRUITMENT OF CHAIRS

Process for appointing Chairs

1. In the interests of transparency and openness it is recommended that the arrangements for the appointment of CHP Chairs are as follows:

- CHPs should in most circumstances be chaired by an existing NHS Board Non-Executive Director, though the CHP guidance allows other arrangements to be made and a few Boards propose to take advantage of its flexibilities. In such circumstances these Chairs would not become Non-Executive Directors, thus ensuring that the overall size of Boards does not increase;
- All Non-Executive Directors should have the opportunity to apply for these positions; and
- In the event of an NHS Board deciding that the position of Chair of the CHP should be offered to a Non-Executive Director who is a Local Authority representative on the Board there should be arrangements in place to ensure the avoidance of potential conflicts of interest (in line with paragraph 6 of the Schedule – The Community Health Partnerships (Scotland) Regulations 2004).

2. In all instances the arrangements leading to the appointments should be recorded in writing by NHS Boards for the purposes of providing an audit trail of the decision-making process.

LHCC Professional Committee Board Members

3. A number of Boards propose to replace the existing LHCC Professional Committee with a CHP Professional Committee. If the NHS Board wishes to formally appoint the Chair of their CHP Professional Committee to the Board then this should be requested in writing to the HD: PAU.

Remuneration of CHP Chairs

4. The CHP Regulations provide for the payment of all reasonable travelling and other expenses properly incurred by CHP members, but no scope is provided for the remuneration of CHP Chairs. Discussions with NHS Boards have established a number of different views with respect to levels of remuneration for CHP Chairs. A number of NHS Boards consider that the existing level of Non-Executive remuneration (£7,305 – based on 8 hours per week) is sufficient, whereas some other NHS Boards believe that the time commitment and levels of responsibility are similar to that paid to Operating Division Chairs, which is as follows:

Band 1 – 3 days per week	£21,190
Band 2 – up to 2 ½ days per week	£18,260
Band 3 – up to 2 days per week	£14,610

5. Given that the size of CHPs, and the subsequent levels of responsibility and time commitment to Chair them will vary considerably across the country it is acknowledged that rates of remuneration may vary. However, as the CHP Regulations do not provide for the remuneration of CHP Chairs, NHS Boards will need to give careful consideration to the level of remuneration paid to CHP Chairs, to ensure that it is affordable **within current budget arrangements**. These arrangements will require Board approval and should be subject to an annual review.

6. It is appropriate to note that levels of remuneration for Non-Executive members of NHS Boards are set by Scottish Ministers. The Department would expect NHS Boards to have regard to this when setting levels of remuneration for CHP Chairs.

Conclusion

7. NHS Board Chairs are invited to apply the selection criteria outlined in paragraphs 1 and 2 and to note the circumstances that apply to the payment of remuneration in paragraphs 4 to 6. If an NHS Board wishes to formally appoint the Chair of their CHP Professional Committee to the Board this request should be made in writing to the HD: PAU.

8. Any enquiries concerning the appointment of CHP Chairs should be referred to Mr John Swift in the Health Department Public Appointments Unit (0131-244-2579).

SEHD
HD: PAU
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