

# NES Board Member Induction and Governance Handbook



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## Induction Approach



This resource aims to provide NES Board Members and other interested people with information about the NES Board. It is primarily made up of links to material available on the internet, as such it aims to provide this material in one place. It will be kept current by refreshing these links as and when appropriate.

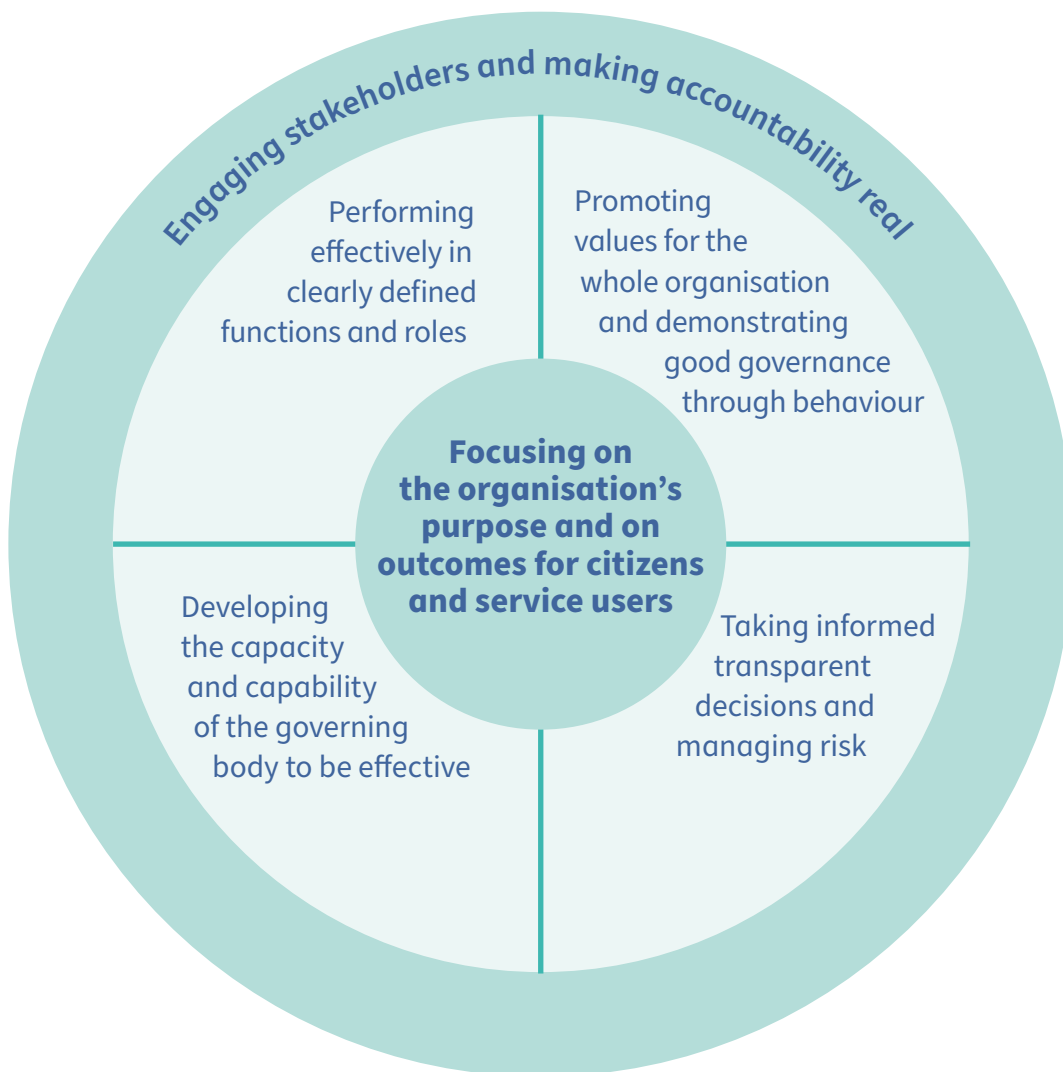
It is intended for the use of new NES Board Members to read as part of their induction process.

The resource sits on the NES Board's website and can be used as a source of induction material for members of other public bodies. It is hoped that this single reference point helps people easily find material and refer to it as and when they require.

**If you cannot find what you are looking for please email:**

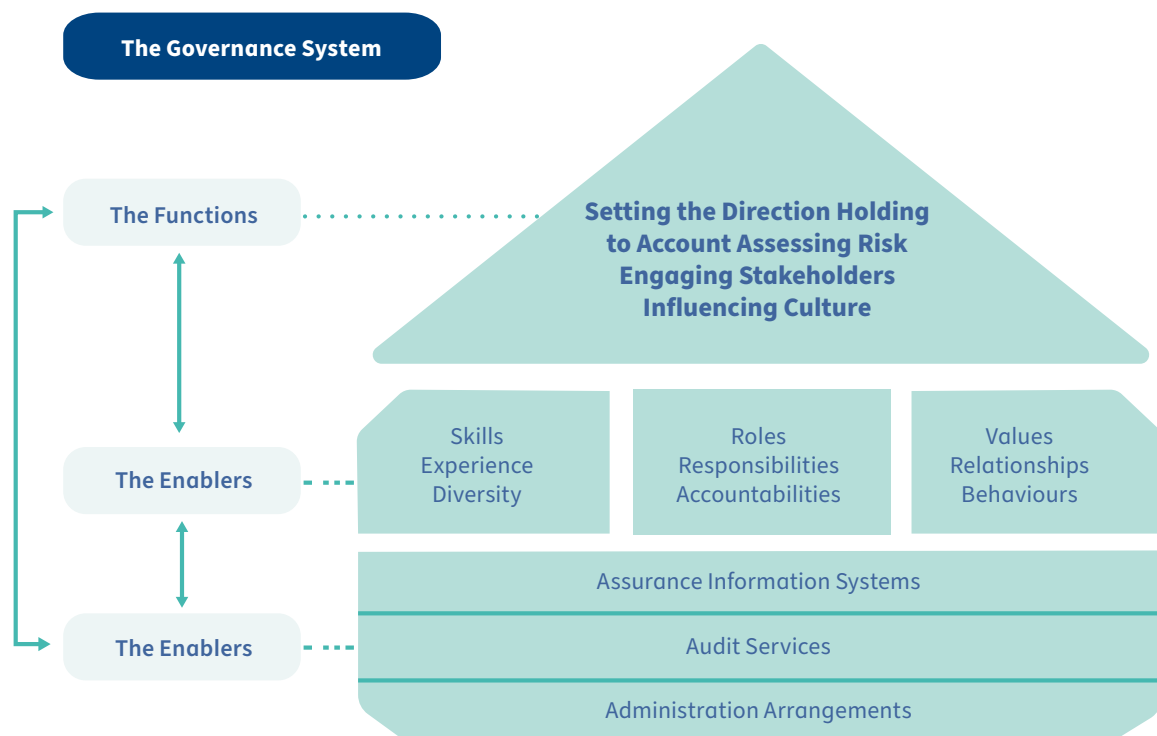
[ceo.nes@nes.scot.nhs.uk](mailto:ceo.nes@nes.scot.nhs.uk)

# Governance Approach Framework



Scottish Government, April 2018 (adapted from original by OPM and CIPFA, 2004 (copyright))

# Key Generic Documents to Support Governance



[NHS Scotland Blueprint for Good Governance: Second Edition](#)



[Checklist for NHS Non-Executive Directors \(Audit Scotland\)](#)



[Good Governance Standard for Public Services \(OPM and CIPFA\)](#)



[On Board: A guide for members of Statutory Boards](#)



[Governance for Quality Healthcare in Scotland – An Agreement \(NHS Scotland\)](#)



[Turas Learn – Board Development](#)

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# Board Membership

## Executive Directors

### Karen Reid

Chief Executive

### Emma Watson

Executive Medical Director

### Karen Wilson

Executive Director of Nursing/Deputy Chief Executive (Clinical)

### Jim Boyle

Executive Director of Finance

## Non-Executive Directors

### David Garbutt

Non-Executive Director  
Chair of Board

### Ally Boyle

Non-Executive Director  
Equality, Diversity and Human Rights Champion, Chair of Planning and Performance Committee

### Olga Clayton

Non-Executive Director

### Jean Ford

Non-Executive Director  
Chair of Audit & Risk Committee

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### Lynnette Grieve

Non-Executive Director/  
Employee Director

### Nigel Henderson

Non-Executive Director  
Chair of Staff Governance Committee

### Shona Cowan

Non-Executive Director

### Annie Gunner Logan

Non-Executive Director  
Education and Quality Chair, Remuneration Committee Chair and Vice Chair of the Board

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### Gillian Mawdsley

Non-Executive Director  
Whistleblowing champion and Emergency climate change and sustainability champion

### George Valiotis

Non-Executive Director

### Louise Harker

Boardroom Apprentice

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## Board Corporate Governance Package

This comprises of nine documents. The below four document and the five sets of Terms of Reference (ToRs) for the Board Standing Committees and Sub Committee. The ToRs are available in Section 6.



[NES Board Member Code of Conduct](#)



[NES Board Standing Orders](#)



[NES Standing Financial Instructions](#)

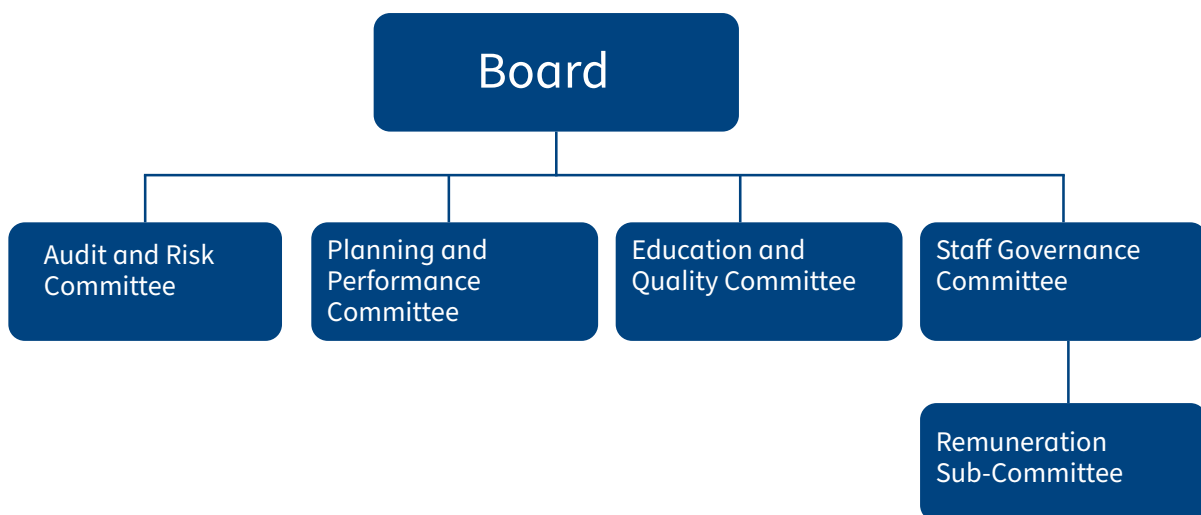


[NES Board Scheme of Delegation](#)

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## Board & Standing Committees

The NES Board has four Standing Committees and one Sub-Committee.



### Board Committee Terms of Reference



[Audit and Risk Committee](#)



[Planning and Performance Committee](#)



[Education and Quality Committee](#)



[Staff Governance Committee](#)



[Remuneration Sub Committee](#)

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## NHS Scotland Academy

NHS Scotland Academy is a partnership that draws on the strengths of both the parent Boards of NHS Golden Jubilee (NHS GJ) and NHS Education for Scotland (NES). It supports the transformation and sustainability of the health and social care workforce through accelerated, needs driven, learning and development.

The NHS Scotland Academy uses state-of-the-art clinical and simulation facilities at NHS GJ and the educational expertise and technology-enabled learning offered by NES.

This partnership provides learners the training and facilities to improve their skills in specific areas through residential, distance and virtual learning.

One of the key components of NHS Scotland Academy is the National Endoscopy Training Programme (NETP) which offers training to improve the quality of endoscopy care for patients in Scotland, helping to provide the clinical capacity needed to address endoscopy and cancer waiting times.

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# Board Accountability, Role and Responsibilities



[Advice on relations between members and employees of devolved public bodies](#)



[NES Board Accountability, Role and Responsibilities](#)

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## Prevention of Bribery, Fraud and Corruption

NES has a justified reputation for acting with integrity, transparency and honesty. You must be committed to the prevention of bribery, fraud and corruption in recognition of the importance of maintaining the reputation of NES and the confidence of the public, partner organisations and other stakeholders.

You should note that NES will not work with other organisations who it considers do not share its commitment to preventing bribery, fraud and corruption.



[Bribery Act 2010](#)



[National Fraud Initiative 2018/9](#)



[NES Counter Fraud Policy](#)

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## Social Media Advice for Board Members

The rules of good conduct apply when you are engaging in media activity including the use of social media.

The conduct expected of you within a digital medium is no different to the conduct you should employ in other methods of communication, such as face to face meetings and written correspondence.



[Advice on the use of social media for members of devolved public bodies](#)



[NES Business and Personal Use of Social Media](#)

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## Whistleblowing

All NHS Scotland Boards now have dedicated Non-Executive Whistleblowing Champion (NWC) roles in place. These non-executive board-level appointments aim to promote an organisational culture of openness and transparency, in which all staff feel confident to raise any concerns. NWCs do not investigate whistleblowing concerns at an operational level; they perform a scrutiny function.

Key responsibilities include assuring compliance with the national Whistleblowing Standards and the monitoring of the delivery of the Whistleblowing Policy. This is a critical oversight and independent assurance role.

Gillian Mawdsley was appointed as the NES NWC. This appointment is for four years with a re-appointment from 1 February 2024 – 31 July 2027.

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## NES Professional Regulators

NES currently commissions, funds or quality manages programmes subject to external scrutiny by a regulatory body or other organisation. The annual report on NES externally regulated education activities is designed to provide assurance that key relationships with regulatory/scrutiny bodies are managed effectively, and that cases of sub-optimal quality are being addressed.

Following an audit of governance oversight of NES's externally regulated education activities a register of regulated NES educational activity was developed, specifying the source and type of regulator scrutiny, etc.

The latest register of externally regulated NES activities is available below.



[2020 Register of externally regulated activities](#)

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