

TEMPLATE FOR THE LETTER SEEKING NOTES OF INTEREST

Dear

RE: Expressions of Interest for the position of Vice Chair of the Board

I am seeking expressions of interest from the cohort of publicly appointed Non-Executive Board Members for the position of Vice Chair of the Board.

For clarity, the Corporate Business Manager / Board Secretary has confirmed that the Vice Chair position is only open to publicly appointed Board Members and that due to a potential for conflict of interest, the Non-Executive Whistleblowing Champion, although publicly appointed is not eligible to apply.

The role is described in the NHS Scotland Blueprint for Good Governance as follows:

'In addition to that of a normal Board Member, the role of the Vice Chair is to:

- Deputise for the Chair as required in any of their duties
- Chair key Committees.
- Provide support and assistance to the Chair in carrying out their responsibilities.
- Act as a 'sounding board' and 'critical friend' to the Chair, Board Members and members of the Executive Team.
- Provide an alternative route for other Board Members to raise issues or concerns if they are unable to do so with the Chair'.

This is an important part of the checks and balances within governance and accountability and is analogous to the role of Senior Independent Governor recommended in the UK Code of Corporate Governance, aimed at resolving any significant issues in order to ensure good governance.

It is anticipated that the duties of Vice Chair will be discharged in a flexible manner, with some additional time commitment required on top of the time commitment already expected.

If you are interested in the role, and have served for at least one year on the Board, I would appreciate it if you could complete a supporting statement of no more than one side of A4 outlining the following:

- Why you are interested in the position.
- What you would bring to the role.
- How you would support the Chair in ensuring good governance.
- Confirmation of your ability to meet an additional time commitment on a flexible basis.

All members expressing an interest will be invited to an informal interview with me, following which I would recommend the successful individual to the Cabinet Secretary.

The Cabinet Secretary requires to approve any recommendation and it is therefore important I have written and independent evidence for my selection.

If you wish an informal discussion regarding any aspect of the role, please contact me directly. I would be grateful if you could please submit your expression of interest to me no later than XX/XX/XX.

Yours sincerely

Gillian McCannon
Chair of NHS Western Isles

Appendix – Application for the role of Vice-Chair of NHS Western Isles

NAME:	
--------------	--

Supportive Statements:

<i>Q: Why you are interested in the position?</i>
A:
<i>Q: What you would bring to the role?</i>
A:
<i>Q: How you would support the Chair in ensuring good governance?</i>
A:
<i>Q: Confirmation of your ability to meet an additional time commitment on a flexible basis.</i>
A:

