

# NHS Shetland

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| <b>Meeting:</b>                             | <b>Shetland NHS Board</b>                       |
| <b>Meeting date:</b>                        | <b>25 April 2023</b>                            |
| <b>Agenda reference:</b>                    | <b>Board Paper 23/24/08</b>                     |
| <b>Title:</b>                               | <b>Review of Committee Membership</b>           |
| <b>Responsible Executive/Non-Executive:</b> | <b>Gary Robinson</b>                            |
| <b>Report Author:</b>                       | <b>Carolyn Hand, Corporate Services Manager</b> |

## 1. Purpose

**This is presented to the Board/Committee for:**

Decision

**This report relates to:**

- Compliance with corporate governance requirements.

**This aligns to the following NHSScotland quality ambition(s):**

- Safe
- Effective
- Person-centred

## 2. Report summary

### 2.1. Situation

Mrs Jane Haswell has recently given formal notice of her intention to step down as a Non-Executive Board Member from 5 May 2023. As Chair of the Clinical Governance Committee, and thereby also a member of the Audit Committee and the Finance and Performance Committee, this position now needs appointing to. Committee Chairs and membership are matters reserved for the Board.

A new substitute for the IJB is also required.

NHS Shetland has been asked to nominate a representative to the Zetland Transport Partnership from 25 April 2023. This role is currently covered by Colin Marsland.

## **2.2. Background**

Committee Chairs/membership is typically reviewed holistically every second year, normally in June, however this did not occur during the period of agile governance through the pandemic.

Committee membership will be reviewed again when a new Non-Executive Board Member is appointed later in the year.

## **2.3. Assessment**

The following appointments are sought:

1. To appoint a Chair to the Clinical Governance Committee from amongst its members.
2. To nominate a new substitute for the IJB.
3. To confirm a Board representative for the Zetland Transport Partnership.

### **2.3.1. Quality / patient care**

Board Members play a critical role in an oversight and assurance remit.

### **2.3.2. Workforce**

Board Members play a critical role in an oversight and assurance remit.

### **2.3.3. Financial**

Board Members play a critical role in an oversight and assurance remit.

### **2.3.4. Risk assessment/management**

Committees need the correct number of Non-Executive Directors to function smoothly, including ensuring meetings can be quorate and go ahead according to the Business Programme agreed by the Board.

### **2.3.5. Equality and Diversity, including health inequalities**

No issues identified.

## **3. List of appendices**

The following appendices are included with this report:

Current committee membership.

## Appendix 1 – Committee Chairs and membership as of April 2023

| <b>Non-Executive Board Member</b> | <b>Board</b><br>6 per annum | <b>Audit</b><br>4 NEDs (Q2)<br>Min. 4 per annum | <b>Staff Governance</b><br>4 NEDs (Q 1/3)<br>Min. 3 per annum | <b>Clinical Governance</b><br>5 NEDs (Q4)<br>Min. 4 per annum | <b>Finance and Performance</b><br>5 NEDs (Q3)<br>Min. 4 per annum | <b>Remuneration</b><br>4 NEDs (Q2)<br>As necessary | <b>Integration Joint Board</b><br>3 NEDs as voting members |
|-----------------------------------|-----------------------------|---|---|---|---|--|--|
| Number of meetings per year       | 6                           | 4   | 3   | 4   | 4   | 2  | 12   |
| Gary Robinson (C)                 | √                           |   | √   |   | √   | √  |  |
| Colin Campbell                    | √                           | √   |   | √ (as Audit Chair)  | √ (as Audit Chair)  | √ (as Audit Chair)                                 | substitute   |
| Lincoln Carroll                   | √                           | √   |   | √ (as Non Exec IJB rep)                                       | √   |  | √  |
| Natasha Cornick (VC)              | √                           | √   | √   |   | √ (as IJB Chair)  | √ (as Vice Chair)                                  | √ (Chair)  |
| Joe Higgins                       | √                           |   | √   | √   |   |  |  |
| Kathy Hubbard                     | √                           |   |   | √   |   |  | √  |
| Emma Macdonald                    | √                           |   | √   |   | √ (as SGC Chair)  |  |  |
| Amanda McDermott                  | √                           |   |   | √ (as Chair ACF)  |   |  |  |
| Bruce McCulloch                   | √                           |   | √ (as Employee Director)                                      | √ (as Employee Director)                                      |   | √ (as Employee Director)                           | √ (as Employee Director NV)                                |

- Gray shading denotes Chair; Parallel lines denote ineligibility in line with Corporate Governance Handbook.
- Some Non-Executive Directors have additional responsibilities not shown in chairing other workstreams.
- All Board Members are Endowment Committee Trustees.