

NHS Shetland

Meeting:	Shetland NHS Board
Meeting date:	27 August 2024
Title:	Standing Committee Membership
Agenda reference:	Board Paper 2024/25/37
Responsible Executive/Non-Executive:	Gary Robinson
Report Author:	Carolyn Hand, Corporate Services Manager

1. Purpose

This is presented to the Board/Committee for:

- Decision

Standing Committee membership is essential to the delivery of the governance structure as determined in the Corporate Governance Handbook. This underpins the way the Board delivers its business.

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

- Safe
- Effective
- Person-centred

2. Report summary

2.1. Situation

In Section 4 of the Corporate Governance Handbook it states that the Chairs of Standing and Special Committees shall be appointed by the Board every second year. These are decisions reserved for the Board.

2.2. Background

Section 4 of the Corporate Governance Handbook describes the requirements for the constitution, composition and functions of the governance committees:

<https://www.nhssheland.scot/downloads/file/1443/section-4-corporate-governance-handbook-constitution-composition-and-functions-of-committees>

In this it states that committee membership should be reviewed every second year, typically in June.

There has not been a full review of committee membership for longer than this time period, in part due to vacancies on the Board and in part due to the changes to governance arrangements through the pandemic.

The Board agreed Integration Joint Board Membership at its June meeting.

2.3. Recommendation

- **Decision** – Board members are asked to consider committee membership of each standing committee of the Board and appoint Chairs from amongst these in line with the Terms of Reference for each committee.

3. List of appendices

Standing committee membership requirements.

Standing committee requirements

1. Audit and Risk Committee

As a minimum, full membership of the committee should include four Non-Executive Board members, one of whom must be the Chair of the Clinical Governance Committee.

The Chair of the Board and employees of the Board cannot be the Chair of the Audit and Risk Committee.

Membership should comprise:

- Non-Executive Director as Chair
- Non-Executive Director, Chair of Clinical Governance Committee
- Minimum of two other Non-Executive Directors

2. Clinical Governance Committee

As a minimum, full membership of the committee should include five Non-Executive Board members, one of whom must be the Chair of the Audit and Risk Committee and one of whom must be the Area Clinical Forum Chair (current vacancy).

Of the Non-Executive Members of Clinical Governance Committee, one must also be a member of the Integration Joint Board.

Membership should comprise:

- Non-Executive Director as Chair
- Non-Executive Director, Chair of Audit and Risk Committee
- Non-Executive Director, Whistleblowing Champion (if not already present as a Non-Executive Director member)
- One other Non-Executive Director
- Chair, Area Clinical Forum

3. Finance and Performance Committee

As a minimum, full membership of the committee should include five Non-Executive Board members.

The Chair of the committee will be the Chair of the Board.

Membership should comprise:

- Chair of the Board as Chair
- Non-Executive Director, Chair of the Audit and Risk Governance Committee
- Non-Executive Director, Chair of Clinical Governance Committee
- Non-Executive Director, Chair of Staff Governance Committee

- Non-Executive Director, holding the position of Chair or Vice Chair of the Shetland Integration Joint Board.

The individual holding the position of Chair or Vice Chair of the IJB can though choose to nominate another Board appointee to the IJB as a substitute member for this post on the committee on either a temporary or permanent basis.

4. Staff Governance Committee

As a minimum, full membership of the Committee should include four non-executive Directors of the Board, one of whom must be the Employee Director, and two lay representatives or more depending on local circumstances from the trade unions (acting in an ex officio capacity) and nominated by the Area Partnership Forum.

Membership should comprise:

- the Employee Director
- the Non-Executive Whistleblowing Champion
- a further two Non-Executive Directors
- four members nominated by the Area Partnership Forum (two staff side representatives, a manager member and the Director of Human Resources and Support Services).