

NHS Shetland

Meeting:	Shetland NHS Board
Meeting date:	19 November 2024
Title:	Standing Committee Membership
Agenda reference:	Board Paper 2024/25/46
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.nhsshotland.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.

A review of Board committees by the NHS Scotland Corporate Governance Steering Group identified that where Boards wish to encourage communication between different committees, they should develop information sharing or reporting mechanisms between the committees rather than prescribe cross-membership of committees. Additionally in the interests of protecting the independence of the chair of the Audit Committee, no committee terms of reference should specifically require the chair of the Audit Committee to be a member.

We therefore intend, in light of this review, to ask that all the Board's four standing committees (Audit and Risk Committee, Clinical Governance Committee, Finance and Performance Committee and Staff Governance Committee) consider their terms of reference to ensure they meet this recommendation.

It has also been proposed to change membership requirements so that four non-executive members will be appointed to each committee – three to attend and one substitute member.

Once the terms of reference have been considered by committees they will need to be presented to the Board for approval and the Corporate Governance Handbook updated thereafter.

2.3. Recommendation

Decision

- Board members are asked to consider committee membership of each standing committee of the Board and appoint three members and a substitute to each committee. The Committee Chair should then be appointed from amongst the three members.
- Executive leads for the standing committees (in liaison with the appointed Non-Executive Chairs) are asked to revise their terms of reference to reflect the new arrangements in terms of membership requirements and quoracy, and once through the committee cycle to seek Board approval.

3. List of appendices

Current standing committee membership requirements that should not change in light of the proposed review:

Standing committee requirements that will not change

1. Audit and Risk Committee

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

2. Clinical Governance Committee

One member must be the Area Clinical Forum Chair (current vacancy) and one must be the Non-Executive Whistleblowing Champion.

3. Finance and Performance Committee

Employees of the Board cannot be the Chair of the Finance and Performance Committee.

4. Staff Governance Committee

Members must include the Employee Director, the Whistleblowing Champion and equivalent representation as nominated by the Area Partnership Forum.