

# NHS Shetland

<b>Meeting:</b>	<b>Board</b>
<b>Meeting date:</b>	<b>30 August 2022</b>
<b>Agenda reference:</b>	<b>Board Paper 22/23/38</b>
<b>Title:</b>	<b>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

Recent changes in Board membership have included a change in Employee Director and the appointment of a new Local Authority stakeholder member. This affects committee membership which is a matter reserved for the Board.

### 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.

Recent changes in Board membership have delayed the review. A new Whistleblowing Non-Executive Director will also shortly be appointed to the Board.

A full review of committee membership linked to updating of the skills matrix is expected to be possible following the appointment of a Whistleblowing Non-Executive Director which will bring the Board back to full complement.

### **2.3. Assessment**

Until such a time as full committee review linked to skills matrix development is possible, the following appointments are sought:

1. To confirm Mr Bruce McCulloch's appointment to the committees determined by his confirmation as Employee Director (Staff Governance Committee, Clinical Governance Committee, Remuneration and as a non-voting member of the Integration Joint Board).
2. To confirm the appointment of members to the Finance and Performance Committee as agreed in the Terms of Reference.
3. To strengthen the membership of Clinical Governance Committee and Staff Governance Committee to increase resilience.

#### **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 September 2022

<b>Non-Executive Board Member</b>	<b>Board</b> 6 per annum	<b>Audit</b> 4 NEDs (Q2) Min. 4 per annum	<b>Staff Governance</b> 4 NEDs (Q 1/3) Min. 3 per annum	<b>Clinical Governance</b> 5 NEDs (Q4) Min. 4 per annum	<b>Finance and Performance</b> 5 NEDs (Q3) Min. 4 per annum	<b>Remuneration</b> 4 NEDs (Q2) As necessary	<b>Integration Joint Board</b> 3 NEDs as voting members
Number of meetings per year	6	4	3	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 SGC Chair)	√ (as Vice Chair)	√ (Vice Chair)
Jane Haswell	√	√ (as CGC Chair)		√	√ (as CGC Chair)		
Kathy Hubbard	√						√
Emma Macdonald	√						
Amanda McDermott	√			√ (as Chair ACF)			
Bruce McCulloch	√		√ (as Employee Director)	√ (as Employee Director)		√ (as Employee Director)	√ (as Employee Director NV)
Whistleblowing Non-Executive (Vacancy)	√		√	√			

- Gray shading denotes Chair; Blue highlights indicate anticipated appointments; Amber shading denotes eligibility for expanding membership on CGC and SGC; 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.