

# NHS Shetland

<b>Meeting:</b>	<b>Shetland NHS Board</b>
<b>Meeting date:</b>	<b>13 December 2022</b>
<b>Agenda reference:</b>	<b>Board Paper 22/23/53</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

Committee membership is a matter reserved for the Board. The following will affect membership:

- A Whistleblowing Non-Executive Director is being elected to the Board;
- The Chair of the Remuneration Committee has stepped down from this role;
- The Chair of the Staff Governance Committee has stepped down from this role;
- An IJB substitute has stepped down from this role.

## **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 a wholesale review.

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

## **2.3. Assessment**

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

1. To confirm Mr Joe Higgins' appointment to the committees determined by his confirmation as Whistleblowing Non-Executive Director (Staff Governance Committee, Clinical Governance Committee and Endowments Committee).
2. To appoint a new Chair for the Remuneration Committee.
3. To appoint a new Chair for the Staff Governance Committee (and by doing so adding them to the Finance and Performance Committee membership).
4. To appoint a new substitute member for the Integration Joint Board.

### **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 December 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	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 Vice Chair)	√ (Vice Chair)
Jane Haswell	√	√ (as CGC Chair)		√	√ (as CGC Chair)		
Joe Higgins	√		√	√			
Kathy Hubbard	√			√			√
Emma Macdonald	√		√				
Amanda McDermott	√			√ (as Chair ACF)			
Bruce McCulloch	√		√ (as Employee Director)	√ (as Employee Director)		√ (as Employee Director)	√ (as Employee Director NV)

- Gray shading denotes Chair; Blue highlights indicate anticipated appointments; Amber shading denotes eligibility for appointment to Chair role on SGC and associated membership of F&PC; 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.