

Meeting: NHS Highland Board

Meeting date: 30 January 2024

Title: Review of Committee Memberships

Responsible Executive/Non-Executive: Sarah Compton Bishop, Board Chair

Report Author: Ruth Daly, Board Secretary

1 Purpose

This is presented to the Board for:

- Decision

This report relates to a:

- Local policy

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

- Effective

This report relates to the following Strategic Outcome(s)

Start Well		Thrive Well		Stay Well		Anchor Well	
Grow Well		Listen Well		Nurture Well		Plan Well	X
Care Well		Live Well		Respond Well	X	Treat Well	
Journey Well		Age Well		End Well		Value Well	
Perform well	X	Progress well	X				

2 Report summary

2.1 Situation

This report outlines proposals for changes to Governance Committee memberships.

2.2 Background

At the meeting in July 2023, the Board revised the membership of its Governance Committees to maximise the contribution and experience of Board members and to address upcoming Board vacancies.

Three new non-Executive Board members were appointed to the Board on 1 December 2023. This report invites the Board to agree further changes to Committee Non-Executive memberships, ensuring an equitable spread and directing skills and experience effectively. It is proposed that the changes take place with immediate effect.

2.3 Assessment

The following provides a description of the changes:

Argyll and Bute Integration Joint Board

- Sarah Compton Bishop and Gaener Rodger to cease membership.
- Karen Leach and Emily Woolard to become members.

Staff Governance Committee

- Sarah Compton Bishop to cease membership.
- Steve Walsh to become a member.

Audit Committee

The Chair of the Audit Committee will conclude her Board membership at the end of September 2024. In addition, the Committee's membership co-option arrangement will finish at the end of March 2024. This was established for a one-year period in April 2021 and extended for a further two years. Scottish Government agreement was required for the extension as well as a suspension of the Board's Standing Orders.

It is important to maintain skills on the Committee and plan for the forthcoming reduction in its membership. It is proposed therefore that Emily Woolard should attend meetings as a shadow member and that she should take up full membership from October 2024 when the non-Executive vacancy will require to be filled.

Appendix 1 to this report highlights the changes to Committee memberships and **Appendix 2** illustrates the spread of non-Executive appointments across all governance committees.

2.4 Proposed level of Assurance

This report proposes the following level of assurance:

Substantial	<input checked="" type="checkbox"/>	Moderate	<input type="checkbox"/>
Limited	<input type="checkbox"/>	None	<input type="checkbox"/>

3 Impact Analysis

3.1 Quality/ Patient Care

3.2 Workforce

3.3 Financial

The provision of robust governance arrangements is key to NHS Highland delivering on its key objectives and to improving workforce, clinical and financial governance.

3.4 Risk Assessment/Management

A risk assessment has not been carried out for this paper.

3.5 Data Protection

N/A

3.6 Equality and Diversity, including health inequalities

There are no equality or diversity implications arising from this paper. However, it is hoped that the proposals will enable a more diverse range of skills and experience are directed to our Governance Committees.

3.7 Other impacts

No other impacts

3.8 Communication, involvement, engagement and consultation

The proposals in the recommendation have been discussed and agreed with all the Non-Executive Board members involved.

3.9 Route to the Meeting

The subject of this report has been shared with the relevant Non-Executive Board members.

4 Recommendation

The Board is asked to **agree** the changes to Committee memberships with immediate effect.

4.1 List of appendices

The following appendices are included with this report:

- Appendix 1 Committee memberships – changes shown highlighted.
- Appendix 2 table illustrating the spread of non-Executive memberships across all governance committees

Memberships of Committees July 2023

Appendix 1

Committee	Current Membership
HHSCC Five non-Executives <i>including</i> The Highland Council nominated appointee to the Board	<ul style="list-style-type: none"> • Gerry O'Brien - Chair • Philip MacRae - V Chair • Ann Clark • Joanne McCoy • Muriel Cockburn
Argyll and Bute Integration Joint Board Four non-Executives	<ul style="list-style-type: none"> • Graham Bell – Vice Chair / Chair • Sarah Compton Bishop • Susan Ringwood • Gaener Rodger • Karen Leach • Emily Woolard
Audit Committee Five non-Executives One Co-opted member in post until end April 2024	<ul style="list-style-type: none"> • Gaener Rodger – Chair • Susan Ringwood -V Chair • Alasdair Christie • Alex Anderson • Garret Corner • Stuart Sands Co-opted Member • Emily Woolard shadow member
Finance, Performance and Resources Committee Five non-Executives	<ul style="list-style-type: none"> • Alex Anderson - Chair • Graham Bell - V Chair • Ann Clark • Garrett Corner • Gerry O'Brien
Clinical Governance Committee Four non-Executives <i>And</i> Chair ACF	<ul style="list-style-type: none"> • Alasdair Christie – Chair • Joanne McCoy – V Chair • Gaener Rodger • Muriel Cockburn • Catriona Sinclair, ACF Chair
Staff Governance Committee Four non-Executives <i>And</i> Employee Director	<ul style="list-style-type: none"> • Ann Clark – Interim Chair • Philip MacRae – V Chair • Sarah Compton Bishop • Bert Donald • Steve Walsh • Elspeth Caithness (Employee Director)
Endowment Funds Committee Five non-Executives	<ul style="list-style-type: none"> • Philip Macrae - Chair • Elspeth Caithness (Employee Director) • Gaener Rodger • Joanne McCoy • Alasdair Christie
Remuneration Committee Five non-Executives <i>including</i> Board Chair, Vice Chair and Employee Director	<ul style="list-style-type: none"> • Ann Clark - Chair • Bert Donald - V Chair • Sarah Compton Bishop • Elspeth Caithness (Employee Director) • Gerry O'Brien

Pharmacy Practices Committee At least two trained Non-Executives	<ul style="list-style-type: none"> • Ann Clark (Chair) • Gaener Rodger • Susan Ringwood • Joanne McCoy
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Highland Health and Social Care Partnership Joint Monitoring Committee

<ul style="list-style-type: none"> • Four Non-Executive Directors • Director of Finance • A registered medical practitioner whose name is included in the list of primary medical services performers prepared by the Health Board; • A registered nurse who is employed by the Health Board or by a person or body with which the Health Board has entered into a general medical services contract; • A registered medical practitioner employed by the Health Board and not providing primary medical services; • Staff representative • Chief Executive • Chief Officer 	<ul style="list-style-type: none"> • Sarah Compton Bishop (Co-Chair) • Ann Clark • Gerry O'Brien • Alex Anderson • Heledd Cooper • Tim Allison • Louise Bussell (Nurse Director) • Tim Allison • Elspeth Caithness • Pam Dudek • Pam Cremin
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Memberships of other Groups etc.

The Highland Council Health, Social Care and Wellbeing Committee	<ul style="list-style-type: none"> • Tim Allison • Louise Bussell
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Membership of Committees of Argyll and Bute IJB

Board members also sit on several Groups and Committees associated with the IJB. Board members' commitments in that regard are shown in detail in Appendix 2 *

Highland Community Planning Partnership Core membership as described in the ToR: One Non-Executive Board Member, Chief Executive, Director of Public Health Public Protection Chief Officers Group Chief Executive of NHS Highland Director of Nursing	<ul style="list-style-type: none"> • Ann Clark • Pamela Dudek • Tim Allison • Pam Dudek • Louise Bussell
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Mid Ross Local Community Partnership	<ul style="list-style-type: none"> • Philip MacRae
Badenoch & Strathspey Local Cty Partnership	<ul style="list-style-type: none"> • Boyd Peters
Argyll and Bute Community Planning Board	<ul style="list-style-type: none"> • Fiona Davies as CO IJB • Alison McGrory, Public Health • Graham Bell
A&B Public Protection Chief Officers Group	<ul style="list-style-type: none"> • Fiona Davies • Liz Higgins Assoc Nurse Director • Jillian Torrens, Head Adult Services • John Owen Public Health

Operational Groups

Caithness Redesign Project Board	<ul style="list-style-type: none"> • Alex Anderson • Ann Clark
Lochaber Redesign Project Board	<ul style="list-style-type: none"> • Gerry O'Brien • Graham Bell

The Board has previously agreed the following additional payments:

Position	Additional payment
Board Vice Chair	4 extra days per month
Chair Highland Health & Social Care Committee	3 extra days per month
Chair/Vice Chair of Argyll and Bute IJB	3 extra days per month
Chairs of the following Governance Committees: <ul style="list-style-type: none"> • Audit • Clinical Governance • Staff Governance • Finance, Resources and Performance 	1 extra day per month each

Where a Non-Executive Director undertakes more than one role, only one additional payment would be made, however the payment would be at the higher rate if there was any discrepancy.

Membership Chart January 2024

	HHSCC	HHSCP JMC	ARGYLL AND BUTE IJB	AUDIT	FINANCE RESOURCES PERFORMANCE	CLINICAL GOV	STAFF GOV	REM COMM	PHARMAC Y PRACTICE S	ENDOWMENTS COMMITTEE
Alex Anderson		✓		✓	✓ Chair					
Graham Bell			✓ Vice Chair / Chair from April 2023		✓ V Chair					
Elsbeth Caithness							✓	✓		✓
Alasdair Christie				✓		✓ Chair				✓
Ann Clark	✓	✓			✓		✓ Chair	✓ Chair	✓ Chair	
Muriel Cockburn	✓					✓				
Sarah Compton- Bishop		✓ Co-Chair						✓		
Garret Corner				✓	✓					
Bert Donald							✓	✓ V Chair		
Karen Leach			✓							
Philip MacRae	✓ V Chair						✓ V Chair			✓ Chair
Joanne McCoy	✓					✓ V Chair			✓	✓
Gerry O'Brien	✓ Chair	✓			✓			✓		
Susan Ringwood			✓	✓					✓	
Gaener Rodger			✓	✓ Chair		✓			✓	✓
Catriona Sinclair						✓				
Steve Walsh							✓			
Emily Woolard			✓							

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*** For information – Argyll and Bute IJB holds development sessions on alternate months to their formal business meetings, and Board Non-Executives hold the following positions on IJB Committees:**

	Audit and Risk Committee	Strategic Planning Group	Clinical & Care Governance Committee	Finance and Policy Committee	Argyll and Bute Community Planning Partnership
Graham Bell			Chair	Member	Representative of the IJB
Susan Ringwood	Vice Chair				
Karen Leach					
Emily Woolard					

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