

# NHS Highland



**Meeting:** NHS Highland Board  
**Meeting date:** 25 January 2022  
**Title:** Committee Memberships review  
**Responsible Executive/Non-Executive:** Prof. Boyd Robertson, 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 Corporate Objective(s)

### Safe and Sustainable

- In control
- Well run

## 2 Report summary

### 2.1 Situation

This report outlines proposals to refresh Governance Committee memberships, and Board appointments to other bodies, with immediate effect.

### 2.2 Background

At the meeting in March 2021, the Board agreed to revise the membership of its governance committees to address a number of vacancies that had been held for some time. The proposals agreed at that time included some fixed term memberships for certain Non-Executive Board members which were to be in place until November 2021.

### 2.3 Assessment

The review exercise builds on the contributions and experience gained by newer Board members who have sat on governance committees since March 2021. Furthermore, this maximises the existing skills and experience of newly appointed

Board members: Employee Director, Area Clinical Forum Chair, and a new Non-Executive Director.

The recent changes to Board membership and the changes proposed in the Appendices to this report will mean that the Clinical Governance Committee will require to appoint to the position of Vice Chair.

Appendix 1 to this report indicates the changes to committee memberships highlighted in green and Appendix 2 shows the spread of memberships for each individual Non Executive Board member.

## 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 Non-Executive Board members.

## 4 Recommendation

The Board is asked to:

- **approve** revised governance committee memberships as shown in Appendix 1 with immediate effect;
- **note** that Clinical Governance Committee must now appoint a Vice Chair from its membership.

## **4.1 List of appendices**

The following appendices are included with this report:

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

## Memberships of Committees January 2022

Committee	Current Membership
<b>HHSCC</b>  <b>5 Non Executives</b>	<ul style="list-style-type: none"> <li>• Ann Clark – Chair</li> <li>• Deirdre Mackay – V Chair</li> <li>• Philip MacRae</li> <li>• Gerry O'Brien</li> <li>• <b>Joanne McCoy</b></li> </ul>
<b>Argyll and Bute Integration Joint Board</b>	<ul style="list-style-type: none"> <li>• Sarah Compton Bishop – Chair</li> <li>• Jean Boardman</li> <li>• Graham Bell</li> <li>• Susan Ringwood</li> </ul>
<b>Audit Committee</b> <b>5 Non Executive members</b>	<ul style="list-style-type: none"> <li>• Alasdair Christie – Chair</li> <li>• Alex Anderson</li> <li>• Gerry O'Brien - V Chair</li> <li>• Susan Ringwood</li> <li>• <b>Gaener Rodger</b></li> <li>• Independent Lay Member</li> </ul>
<b>Finance, Performance and Resources Committee</b> <b>4 Non Executives</b>	<ul style="list-style-type: none"> <li>• Alex Anderson - Chair</li> <li>• Graham Bell - V Chair</li> <li>• Ann Clark</li> <li>• Graham Hardie</li> </ul>
<b>Clinical Governance Committee</b> <b>4 Non Executives</b>  <u>And</u> Chair ACF	<ul style="list-style-type: none"> <li>• Gaener Rodger – Chair</li> <li>• Alasdair Christie</li> <li>• Graham Hardie</li> <li>• <b>Joanne McCoy</b></li> <li>• Catriona Sinclair, ACF Chair</li> </ul>
<b>Staff Governance Committee</b> <b>4 Non Executives</b> <u>And</u> Employee Director	<ul style="list-style-type: none"> <li>• Sarah Compton Bishop – Chair</li> <li>• Jean Boardman – V Chair</li> <li>• Bert Donald</li> <li>• Philip MacRae</li> <li>• Elspeth Caithness (Employee Director)</li> </ul>
<b>Endowment Funds Committee</b> <b>4 Non Executives</b> <u>including</u> Employee Director	<ul style="list-style-type: none"> <li>• Deirdre Mackay (Chair)</li> <li>• Jean Boardman</li> <li>• Elspeth Caithness (Employee Director)</li> <li>• Gaener Rodger</li> </ul>
<b>Remuneration Committee</b>  <b>5 members <u>including</u> Board Chair, Vice Chair and Employee Director</b>	<ul style="list-style-type: none"> <li>• Boyd Robertson</li> <li>• Ann Clark (Chair)</li> <li>• Elspeth Caithness (Employee Director)</li> <li>• <b>Gerry O'Brien</b></li> <li>• <b>Bert Donald</b></li> </ul>

## Membership Chart January 2022

	HHSCC	ARGYLL AND BUTE IJB	AUDIT	FINANCE RESOURCES PERFORMANCE	CLINICAL GOV	STAFF GOV	REM COMM	PHARMACY PRACTICES	ENDOWMENTS COMMITTEE
Alex Anderson			✓	✓ Chair					
Graham Bell		✓		✓					
Jean Boardman		✓				✓ Vice Chair			✓
Elsbeth Caithness Employee Director						✓	✓		✓
Alasdair Christie			✓ Chair		✓			✓	
Ann Clark	✓ Chair			✓			✓ Chair		
Sarah Compton- Bishop		✓ Chair from April 2021				✓ Chair			
Bert Donald						✓	✓		
Graham Hardie				✓	✓				
Deirdre MacKay	✓								✓ Chair

<b>Philip MacRae</b>	✓					✓			
<b>Joanne McCoy</b>	✓				✓				
<b>Gerry O'Brien</b>	✓		✓				✓		
<b>Susan Ringwood</b>		✓	✓						
<b>Gaener Rodger</b>			✓		✓ Chair			✓ Chair	✓
<b>Boyd Robertson</b>							✓		
<b>Catriona Sinclair ACF Chair</b>					✓				