

NHS Highland



Meeting: NHS Highland Board

Meeting date: 25 July 2023

Title: Review of Committee Memberships and Chair positions

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 and Chair positions.

2.2 Background

At the meeting in May 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.

This report invites the Board to complete the appointments to Committee positions which will be in place until the current Board member vacancies have been filled.

2.3 Assessment

Appendix 1 to this report highlights the changes and **Appendix 2** illustrates the spread of Non-Executive memberships and appointments across all governance committees. The following provides a brief description of the changes:

Argyll and Bute Integration Joint Board

- Vacancy to fill Jean Boardman's former membership

Endowments Committee

- Two vacancies one of which to fill Jean Boardman's former membership

Pharmacy Practices Committee

- Ann Clark to be appointed to the Committee and take the position of Chair.

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:

- (a) take substantial assurance from the report,
- (b) **agree** the changes to Committee memberships and Chair positions 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 November 2022

Appendix 1

Committee	Current Membership
HHSCC 5 Non Executives including 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	<ul style="list-style-type: none"> • Graham Bell – Vice Chair / Chair • Sarah Compton Bishop • Susan Ringwood • Gaener Rodger
Audit Committee 5 Non Executive members 1 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 • Independent Lay Member
Finance, Performance and Resources Committee 5 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 4 Non Executives <u>And</u> 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 4 Non Executives <u>And</u> Employee Director	<ul style="list-style-type: none"> • Ann Clark – Interim Chair • Philip MacRae – V Chair • Sarah Compton Bishop • Bert Donald • Elspeth Caithness (Employee Director)
Endowment Funds Committee 5 Non Executives	<ul style="list-style-type: none"> • Philip Macrae - Chair • Elspeth Caithness (Employee Director) • Gaener Rodger • Joanne McCoy • Alasdair Christie
Remuneration Committee 5 members <i>including</i> Board Chair, Vice Chair and Employee Director	<ul style="list-style-type: none"> • Ann Clark - Chair • Sarah Compton Bishop • Elspeth Caithness (Employee Director) • Gerry O'Brien • Bert Donald
Pharmacy Practices Committee At least 2 trained Non-Executives	<ul style="list-style-type: none"> • Ann Clark (Chair) • Gaener Rodger • Susan Ringwood • Joanne McCoy

Joint Monitoring Committee

<ul style="list-style-type: none"> • 4 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
--	--

Memberships of other Groups etc.

<p>The Highland Council Health, Social Care and Wellbeing Committee</p>	<ul style="list-style-type: none"> • Tim Allison • Louise Bussell
---	---

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 *

<p>Highland Community Planning Partnership</p> <p>Core membership as described in the ToR: 1 Non-Executive Board Member, Chief Executive, Director of Public Health</p> <p>Public Protection Chief Officers Group</p> <p>Chief Executive of NHS Highland Director of Nursing</p>	<ul style="list-style-type: none"> • Ann Clark • Pamela Dudek • Tim Allison • Pam Dudek • Louise Bussell
--	---

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 etc.

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 July 2022

OFFICIAL

	HHSCC	HHSCP JMC	ARGYLL AND BUTE IJB	AUDIT	FINANCE RESOURCES PERFORMANCE	CLINICAL GOV	STAFF GOV	REM COMM	PHARMACY PRACTICES	ENDOWMENTS COMMITTEE
Alex Anderson		✓		✓	✓ Chair					
Graham Bell			✓ Vice Chair / Chair from April 2023		✓ V Chair					
Elsbeth Caithness Employee Director							✓	✓		✓
Alasdair Christie				✓		✓ Chair				✓
Ann Clark	✓	✓			✓		✓ Interim Chair from April 2023	✓ Chair	✓ Chair	
Muriel Cockburn	✓					✓				
Sarah Compton- Bishop			✓				✓	✓		
Garret Corner				✓	✓					
Bert Donald							✓	✓		
Philip MacRae	✓ V Chair						✓			✓ Chair
Joanne McCoy	✓					✓			✓	✓
Gerry O'Brien	✓ Chair	✓			✓			✓		
Susan Ringwood			✓	✓					✓	
Gaener Rodger			✓	✓ Chair					✓	✓
Catriona Sinclair ACF Chair						✓				

*** 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:**

OFFICIAL

	Audit and Risk Committee	Strategic Planning Group	Clinical & Care Governance Committee	Finance and Policy Committee	Argyll and Bute Community Planning Partnership
Sarah Compton Bishop	Member	Member	Member	Member	
Graham Bell			Chair	Member	Representative of the IJB
Susan Ringwood	Vice Chair				
Gaener Rodger					

OFFICIAL

OFFICIAL