

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 3 February 2020
Title:	Membership of Board Committees
Responsible Director:	John Burns, Chief Executive
Report Author:	Shona McCulloch, Head of Corporate Governance

1. Purpose

This is presented to the Board for:

- Decision

This paper relates to:

- Government policy/directive

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

- Effective

2. Report summary

2.1 Situation

The Board Chair, Martin Cheyne, came to the end of his term on 31 December 2019. An interim Board Chair, Lesley Bowie, was appointed whilst the Scottish Government recruitment process is progressed by the Public Appointments Unit. This has an impact on Board Members Committee Responsibilities.

An interim position for Board Members Representation on Committees is presented to Members for approval following agreement of the interim Board Chair. The paper also provides assurance to the NHS Board that an established process is in place to review responsibilities at least annually.

2.2 Background

In December 2018, the NHS Board agreed to receive an update on changes to Board Committee responsibilities and/or any changes to memberships of Ayrshire Integration Joint Boards either annually, or as these occurred, in line with agreed Terms of Office.

In December 2019, The [NHS Boards - Model Standing Orders - DL\(2019\)24](#) were published. The model template was devised nationally for use by all Health Boards. Section 6.2 b) of the Model Standing Orders advises that “The establishment and terms of reference of all its committees, and **appointment of committee members**”

is a matter reserved for the Board. Section 9.2 states that “**The Board shall approve the terms of reference and membership of the committees.**”

The Board Chair reviews representation on Board Committees and IJBs annually, usually in January. This annual review takes into account discussion with individual Non-Executives as part of the appraisal process. Non-Executives views are considered as part of the annual review process and this ensures good governance practice in the best use of Non-Executives skills and experience across our governance committees. Representation on Board Committees and IJBs is considered in year if required, for example, changes to Non-Executives on the Board.

Members will continue to receive updates to Committee Responsibilities, as previously agreed, for assurance and approval.

2.3 Assessment

This paper provides an update to the Committee responsibilities advised at the Board meeting on 19 August 2019.

Following the appointment of Lesley Bowie as interim Board Chair, Committee Responsibilities were considered in regard to Lesley Bowie’s existing Non-Executive commitments, new interim Board Chair commitments and how these could be managed.

Lesley Bowie has proposed to retain her existing Non-Executive commitments, whilst undertaking the additional interim Board Chair commitments. Any possible conflict of interest has been considered and no conflict has been identified at this time, however a focus will be maintained should this arise during the interim Board Chair appointment and addressed as required.

The updated committee responsibilities matrix at Appendix 1 shows the interim position.

2.3.1 Quality/patient care

Ensuring that members of Board Committees have the right skills and experience to scrutinise and challenge will ensure that decisions which may impact on quality of patient care are made in line with good governance practice.

2.3.2 Workforce

There are no workforce implications from the interim position presented.

2.3.3 Financial

There is no financial impact from this interim position.

2.3.4 Risk assessment/management

Risks in relation to time commitments for Non-Executives are considered during the annual review process and discussed at individual appraisals.

2.3.5 Equality and diversity, including health inequalities

An impact assessment has not been completed as there is no impact in relation to inequalities or protected characteristic.

2.3.6 Other impacts

- Best value - using the diverse range of skills, knowledge and experience of Non-Executive Members across Committees enables good corporate governance in the effective use of resource and enables Non-Executive members to make an active contribution to effective governance.

Appropriate representation on the Ayrshire Integration Joint Boards (IJBs) enables effective partnership working with health and social care to deliver governance and accountability, effective use of resources and performance management through IJB Performance and Audit governance committees.

- Compliance with Corporate Objectives - Effective committees support delivery of Corporate objectives

2.3.7 Communication, involvement, engagement and consultation

Appointments are considered by the Board Chair and Vice Chair and will include engagement with the Head of Corporate Governance and Chief Executive.

2.3.8 Route to the meeting

This has not previously been considered by other groups.

2.4 Recommendation

Members are asked to approve the interim position shown in Appendix 1 and be assured of the process to consider committee responsibilities at least annually.

3. List of appendices

The following appendices are included with this report:

- Appendix 1 – Non-Executive Board Member Representation on Committees

NHS Ayrshire & Arran - Non-Executive Board Member Representation on Committees – Interim 1 January 2020

	Audit	HGC	PGC	IGC	SGC	IntGC	Endowment Com	Rem Com	PPC	Integration Joint Boards					Additional	
										EA IJB	NA IJB	SA IJB	IJB Audit & Perf	IJB SPG/ SPAG		
Membership required	1C+ 5M	1C+5M	1C+5M	1C+4M	1C+5M						4	4	4	na	na	
Current Nos	1C+5M	1C+5M	1C+5M	1C+4M	1C+5M	1C+6M	1C+4M	1C+3M	1C+1VC	4 (1 Exec)	4	4	na	na		
Margaret Anderson		Member		Member			Member	Member				Member				• HPHS Champion
Lesley Bowie (Interim Chair) (formerly VC)					Member		Chair (as interim)	Chair (as interim)				Member	SA PAC Member			<ul style="list-style-type: none"> • Chair Discretionary Points Committee (as interim) • Co-chair Medical Education Governance Group • SA IJB Budget group
Michael Breen	Chair		Member (VC)	Member			Member			Member Chair						• Member EACPP (as eIJB Chair)
Laura Brennan- Whitefield			Member		Member		Member									
Adrian Carragher	Member	Member (VC)			Member						Member					• Chair ACF
Joe Cullinane		Member		Member (VC)				Member								
Jean Ford	Member	Member								Member	Member		NA PAC Member EA A&P Member			
Ewing Hope			Member		Member (VC)		Member	Member				Member				• Joint Chair APF
Bob Martin	Member (VC)		Chair			Member	Chair				Member (VC)			NA SPG Chair		
John Rainey			Member	Member	Chair	Member					Member		NA PAC Chair			
Douglas Reid	Member				Member											
Linda Semple		Chair	Member			Member			Chair			Member (VC)	SA PAC Vice Ch	SA SPAG Chair		<ul style="list-style-type: none"> • Chair Medicines Appeal Panel • SA IJB Budget Group
Lisa Tennant	Member	Member		Chair		Member	Member		Vice Chair	Member			EA A&P Chair			

NHS Ayrshire & Arran - Non-Executive Board Member Representation on Committees – Interim 1 January 2020

Governance Committee Chairs and Vice Chairs

- Audit committee Michael Breen (VC Bob Martin)
- Healthcare Governance Committee Linda Semple (VC Adrian Carragher)
- Performance Governance Committee Bob Martin (VC Michael Breen)
- Information Governance Committee Lisa Tennant (VC Joe Cullinane)
- Staff Governance Committee John Rainey (VC Ewing Hope)

Additional Information:

- Non-Executive Board Members are Endowment Trustees of the Board's Charity Fund.
- Counter Fraud Champion is Michael Breen
- Whistleblowing Champion is Lesley Bowie.
- The following are Local Authority Meetings and not administered by NHS Ayrshire & Arran:

	NHS A&A Representation
East Ayrshire Community Planning Partnership Board	Mr John Burns Mrs Lesley Bowie (as interim Board Chair)
North Ayrshire Community Planning Partnership Board	Mr John Burns Mrs Lesley Bowie (as interim Board Chair)
South Ayrshire Community Planning Partnership Board	Mr John Burns Mrs Lesley Bowie (as interim Board Chair)