

# NHS Ayrshire & Arran



<b>Meeting:</b>	<b>Ayrshire and Arran NHS Board</b>
<b>Meeting date:</b>	<b>Monday 5 October 2020</b>
<b>Title:</b>	<b>Membership of Board Committees</b>
<b>Responsible Director:</b>	<b>John Burns, Chief Executive</b>
<b>Report Author:</b>	<b>Shona McCulloch, Head of Corporate Governance</b>

## 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

There is a requirement to appoint a new Chair to the Staff Governance Committee and this paper seeks Members approval to appoint a new Chair and to also note a change to the North Ayrshire Integration Joint Board Performance and Audit Committee NHS Non-Executive chair.

### 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 (IJBs) either annually, or as these occurred, in line with agreed Terms of Office.

The NHS Ayrshire & Arran Board Standing Orders, section 9.2 states that “The Board shall appoint the chairs of all committees.”

The Board Chair reviews representation on Board Committees and IJBs annually, usually in January. The 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 3 March 2020, detailed below.

- **Staff Governance Committee**
  - Margaret Anderson to take on the role of Chair from 1 October 2020
  - John Rainey to continue as a Member of Staff Governance
- **Integrated Governance Committee – as a result of the change above**
  - Margaret Anderson to join as a member
  - John Rainey to stand down
- **North Ayrshire Integration Joint Board Performance and Audit Committee (PAC).**  
The NA IJB will discuss/endorse at the next NA IJB meeting.
  - Jean Ford to take on the PAC chair role from 1 October 2020
  - John Rainey to continue as a member of the PAC
- **Pharmacy Practices Committee (PPC)**
  - Jean Ford joined as Vice Chair from 1 July 2020 when Lisa Tennant had been due to come to the end of her term. As Lisa Tennant's term of office was extended there is a period of dual Vice Chair arrangements to enable handover/training. It is recognised that PPC business has been impacted by Covid19

The committee responsibilities matrix at Appendix 1 reflects these changes.

- **Membership review**  
The Board Chair and Vice Chair will continue to review committee responsibilities over the coming months to ensure the effective use of skills across all the board committees in accordance with the Blueprint for Good Governance and NHS Ayrshire & Arran Board Standing Orders.

### **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**

For decision. Members are asked to approve the appointment of Margaret Anderson as Staff Governance Committee Chair and note the North Ayrshire IJB PAC Chair arrangements.

## **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 – draft 1 October 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		
<b>Membership required</b>	1C+ 5M	1C+5M	1C+5M	1C+4M	1C+5M						4	4	4	na	na	
<b>Current Nos</b>	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		
Lesley Bowie Board Chair						Chair		Chair								<ul style="list-style-type: none"> <li>• Chair Discretionary Points Committee</li> <li>• Co-chair Medical Education Governance Group</li> </ul>
Margaret Anderson		Member			Member Chair	Member	Member	Member				Member				<ul style="list-style-type: none"> <li>• HPHS Champion</li> </ul>
Michael Breen	Chair		Member (VC)	Member		Member				Member Chair						<ul style="list-style-type: none"> <li>• Member EACPP</li> </ul>
Laura Brennan- Whitefield			Member		Member		Member									
Adrian Carragher		Member (VC)			Member						Member					<ul style="list-style-type: none"> <li>• Chair ACF</li> </ul>
Joe Cullinane		Member		Member (VC)				Member								
Sukhomoy Das	Member			Member						Member			EA A&P Member			
Jean Ford	Member	Member							Vice Chair		Member	Member	NA PAC Member Chair SA PAC Member		<ul style="list-style-type: none"> <li>• SA IJB Budget working group</li> </ul>	
Ewing Hope			Member		Member (VC)		Member	Member				Member				<ul style="list-style-type: none"> <li>• Joint Chair APF</li> </ul>
Bob Martin Board Vice Chair	Member (VC)		Chair			Member	Chair				Member (VC)			NA SPG Chair		
John Rainey			Member	Member	Chair Member	Member					Member		NA PAC Chair Member			
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"> <li>• Chair Medicines Appeal Panel</li> <li>• SA IJB Budget Group</li> </ul>	
Lisa Tennant	Member	Member		Chair		Member	Member		Vice Chair	Member			EA A&P Chair			

# NHS Ayrshire & Arran - Non-Executive Board Member Representation on Committees – draft 1 October 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 **Margaret Anderson** (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 Sukhomoy Das.
- The following are Local Authority Meetings and not administered by NHS Ayrshire & Arran:

	NHS A&A Member
East Ayrshire Community Planning Partnership Board	Michael Breen Lesley Bowie
North Ayrshire Community Planning Partnership Board	John Burns Lesley Bowie
South Ayrshire Community Planning Partnership Board	John Burns Lesley Bowie

## NHS Ayrshire & Arran - Non-Executive Board Member Representation on Committees – draft 1 October 2020

### Revision history (from 2020)

Version	Date	Change
03.2	01/01/2020	Martin Cheyne – end of term as Board Chair Lesley Bowie – appointed interim Board Chair, taking on Chair of Integrated Governance, Remuneration Committee and Discretionary Points Committee in addition to existing NXD committee responsibilities
04.0	01/03/2020	Lesley Bowie – stand down from Staff Governance and SAIJB (and its committees) Margaret Anderson – stand down from Information Governance, join Staff Governance Adrian Carragher – stand down from Audit Sukhomoy Das – join Audit, Information Governance and EA IJB Jean Ford – stand down from EA IJB and join SA IJB, Vice chair of PPC (wef 1 July 2020)
04.1	01/10/2020	Margaret Anderson – Chair of Staff Governance Committee, Member of Integrated Governance Committee Jean Ford – Chair of NA IJB Performance and Audit Committee John Rainey – stand down as Chair of Staff Governance Committee and chair of NA IJB Performance and Audit Committee – remains a Member. Stand down from Integrated Governance Committee