

Meeting: NHS Highland Board
Meeting date: 26 November 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 changes to Governance Committee memberships for the Board’s approval.

2.2 Background

At the Board meeting in July 2024, agreement was given to a series of revised Governance Committee memberships. This report addresses further imminent changes to the Board’s non-executive membership and changes to Governance Committee chair positions.

2.3 Assessment

Audit Committee

At the meeting in July 2024, it was confirmed that Susan Ringwood would take over the position of Committee Chair until the end of her membership tenure at the end of 2024, with Emily Austin assuming full membership status and the Vice Chair role from 1 October 2024.

It is now proposed that from 1 January 2025 **Emily Austin** take over the role of Audit Committee Chair. The role also includes acting as the Board’s Counter Fraud Champion.

Clinical Governance Committee

Alasdair Christie has chaired the Clinical Governance Committee since November 2022, having previously chaired the Board’s Audit Committee. Alasdair has intimated his intention to stand down from the position of Chair as he enters his final year on the Board. He will remain a member of the Committee and support a new Chair throughout the remainder of his Board membership tenure.

It is proposed that **Karen Leach** take over the position of Clinical Governance Committee Chair following the 9 January 2025 Committee meeting. This position attracts an enhanced remuneration as described in the appendix considering the additional time commitment required.

Appendix 1 highlights the changes to Committee memberships listed in this report and indicates when they will take effect.

It is also acknowledged that reports will be brought to the Board throughout 2025 to address further anticipated vacancies and changes to governance committee and Argyll and Bute IJB memberships.

2.4 Proposed level of Assurance

This report proposes the following level of assurance:

Substantial	x	Moderate	
Limited		None	

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** to appoint Emily Austin as Audit Committee Chair and Counter Fraud Champion with effect from 1 January 2025 and Karen Leach as Clinical Governance Chair with effect from 10 January 2025.

4.1 List of appendices

The following appendices are included with this report:

- Appendix 1 Committee membership changes shown highlighted
- Appendix 2 All other agreed committee and HSCP memberships.

Names added	Names removed
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Changes to Committee Memberships

With effect from 1 January 2025

<p>Audit Committee</p> <p>Five non-Executives</p>	<ul style="list-style-type: none"> • Emily Austin Chair • Alasdair Christie • Alex Anderson • Bert Donald • Vacancy
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With effect from 10 January 2025

<p>Clinical Governance Committee</p> <p>Four non-Executives</p> <p><u>And</u> Chair ACF</p>	<ul style="list-style-type: none"> • Karen Leach - Chair • Alasdair Christie – Chair • Joanne McCoy – V Chair • Muriel Cockburn • Catriona Sinclair, ACF Chair
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All other memberships as agreed

Committee	Membership
Finance, Performance and Resources Committee Five non-Executives	<ul style="list-style-type: none"> • Alex Anderson - Chair • Graham Bell - V Chair • Gerry O'Brien • Garrett Corner • Steve Walsh
Endowment Funds Committee Five non-Executives	<ul style="list-style-type: none"> • Philip MacRae - Chair • Elspeth Caithness (Employee Director) • Joanne McCoy • Alasdair Christie • Garret Corner
Pharmacy Practices Committee At least two trained Non-Executives	<ul style="list-style-type: none"> • Ann Clark (Chair) • Susan Ringwood • Joane McCoy • Garret Corner • Karen Leach
HHSCC Five non-Executives <u>including</u> 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
Staff Governance Committee Four non-Executives <u>And</u> Employee Director	<ul style="list-style-type: none"> • Ann Clark – Chair • Philip MacRae – V Chair • Bert Donald • Steve Walsh • Elspeth Caithness (Employee Director)
Remuneration Committee Five non-Executives <u>including</u> Board Chair, Vice Chair and Employee Director	<ul style="list-style-type: none"> • Ann Clark - Chair • Bert Donald - V Chair • Sarah Compton Bishop • Gerry O'Brien • Elspeth Caithness (Employee Director)

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 	<ul style="list-style-type: none"> • Sarah Compton Bishop (Co-Chair) • Ann Clark • Gerry O'Brien • Alex Anderson • Heledd Cooper • Tim Allison • Louise Bussell • Tim Allison • Elspeth Caithness • Fiona Davies
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<ul style="list-style-type: none"> • Chief Executive • Chief Officer 	<ul style="list-style-type: none"> • Pam Cremin
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Community Planning Partnership Board

Highland Community Planning Board	Sarah Compton Bishop
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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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<p>Highland Community Planning Partnership</p> <p>Core membership as described in the ToR: One 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 • Fiona Davies • Tim Allison <ul style="list-style-type: none"> • Fiona Davies • 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
<p>Argyll and Bute Community Planning Board</p> <p>A&B Public Protection Chief Officers Group</p>	<ul style="list-style-type: none"> • Evan Beswick as CO IJB • Alison McGrory, Public Health • Graham Bell • Evan Beswick • 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 	1 extra day per month each

• Finance, Resources and Performance	
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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 of Committees of Argyll and Bute IJB

Board members also sit on several Groups and Committees associated with the IJB.

The 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		Member	Member	Member	
Emily Austin	Member				