

<b>NHS Greater Glasgow and Clyde</b>	<b>Paper No. 22/14</b>
<b>Meeting:</b>	<b>Board Meeting</b>
<b>Meeting Date:</b>	<b>22 February 2022</b>
<b>Title:</b>	<b>Board Member Responsibilities</b>
<b>Sponsor</b>	<b>Professor John Brown CBE, Chair of NHSGGC</b>
<b>Report Author:</b>	<b>Ms Elaine Vanhegan, Director of Corporate Services and Governance</b>

## 1. Purpose

**The purpose of the attached paper is to:**

- Provide an update in respect of the operating requirements for the Board.

## 2. Executive Summary

**The paper can be summarised as follows:**

- The template recording Board Member responsibilities has been updated acknowledging that Ms Paula Speirs has now left the Board and Mr David Gould joined the Board on 1 February 2022. Mr Gould will replace Ms Speirs on the Clinical and Care Governance Committee and Inverclyde Integration Joint Board (IJB).
- The recruitment process to replace Ms Flavia Tudoreanu is being progressed. It has been agreed that Ms Ketki Miles will sit on on the IJB for Glasgow City. The Population Health and Remuneration Committees will operate with one Non Executive Board Member down until Ms Tudoreanu's replacement is appointed. These Committees remain quorate. As previously notified, the Acute Services Committee will also operate with one Non Executive Board Member down in the interim as a result of Ms Speirs leaving.
- In addition, Ms Miles has agreed to join Ms Anne Marie Monaghan and Ms Amina Khan as an Equality and Diversity Champion. Ms Miles will have a particular interest in LGBTQ+ issues.

- The allocation of responsibilities for Non-Executive Board Members is kept continuously under review as people leave and join the Board, and any changes will be subject to Board approval.

### 3. Recommendations

**The NHS Board is asked to consider the following recommendations:**

It is recommended that the Board:

- Approve updated version of Board Member Responsibilities Appendix A
- Approve Ms Miles appointment as an Equality and Diversity Champion.

### 4. Response Required

This paper is presented for approval.

### 5. Impact Assessment

**The impact of this paper on NHSGGC's corporate aims, approach to equality and diversity and environmental impact are assessed as follows:**

- |                        |                 |
|------------------------|-----------------|
| • Better Health        | <u>Positive</u> |
| • Better Care          | <u>Positive</u> |
| • Better Value         | <u>Positive</u> |
| • Better Workplace     | <u>Positive</u> |
| • Equality & Diversity | <u>Positive</u> |
| • Environment          | <u>Neutral</u>  |

### 6. Engagement & Communications

**The issues addressed in this paper were subject to the following engagement and communications activity:**

Not applicable.

### 7. Governance Route

**This paper has been previously considered by the following groups as part of its development:**

This paper is part of the Active Governance Programme April 2021 to March 2022 which was originally presented to the Board in April 2021 and has been updated regularly.

### 8. Date Prepared & Issued

Date Prepared: 16 February 2022

Date Issued: 17 February 2022

Board Members' Responsibilities from 1 March 2022																		
Board Members		Appointment		Board Standing Committees							Endowments Management Committee	Integration Joint Boards						
				Audit and Risk	Acute Services	Clinical and Care Governance	Finance, Planning and Performance	Population Health and Wellbeing	Remuneration	Staff Governance		East Dunbartonshire	East Renfrewshire	Glasgow City	Inverclyde	Renfrewshire	West Dunbartonshire	
Professor John Brown	From 01/12/15	To 30/11/23		Ex-officio						Ex-officio								
Mrs Jane Grant	Chief Executive			Ex officio						Ex-officio								
Dr Jennifer Armstrong	Medical Director			1	1	LX	1											
Professor Linda de Caestecker	Director of Public Health				1		1	1	LX									
Dr Margaret McGuire	Nurse Director			1	1		1											
Mr Mark White	Director of Finance		1	LX	1		1	LX			1	LX						
Other Director				1	COO (LX)					1	DHROD (LX)	1	DHROD (LX)					
Ms Ann Cameron-Burns	From 01/01/22	To 31/12/25					1			1		1	CC					
Professor Iain McInnes	From 01/04/21	To 31/03/25				1	1											
Dr Lesley Rousselet	From 01/07/21	To 30/06/23		1	1											1		
Councillor Caroline Bamforth	From 14/06/17	To 30/04/22			1						1							
Councillor Jim Clocherty	From 14/06/17	To 30/04/22	1	1														
Councillor Mhairi Hunter	From 01/06/17	To 30/04/22						1	1									
Councillor Jonathan McColl	From 19/06/17	To 30/04/22	1								1							
Councillor Sheila Mechan	From 14/06/17	To 30/04/22					1					1						
Councillor Iain Nicolson	From 01/06/17	To 30/04/22						1	1									
Ms Susan Brimelow	From 01/04/15	To 31/03/23	1	1	1	C	1											
Mr Simon Carr	From 01/09/15	To 31/08/23		1	VC		1	C										
Mr Alan Cowan	From 01/07/16	To 30/06/24					1			1	VC	1	CC					
Ms Jacqueline Forbes	From 01/07/16	To 30/06/24	1				1											
Mr David Gould	From 01/02/22	To 31/01/26				1												
Ms Margaret Kerr	From 01/04/19	To 31/03/23	1	C			1				1	VC						
Ms Amina Khan	Frm 01/04/19	To 31/03/23										1						
Rev John Matthews	From 01/07/16	To 30/06/24					1	VC	1	C	1				1			
Ms Ketki Miles	From 01/06/20	To 31/05/24	1									1						
Ms Anne-Marie Monaghan	From 01/07/16	To 30/06/24					1		1									
Mr Ian Ritchie	From 01/07/16	To 30/06/24		1	C	1	VC	1		VC	1	C						
Dr Paul Ryan	From 01/06/21	To 31/05/25		1		1							1					
Mr Francis Shennan	From 01/06/20	To 31/05/24						1				1						
Ms Rona Sweeney	From 01/07/16	To 30/06/24					1								1			
Mr Charles Vincent	From 01/02/20	To 31/01/24	1										1					
Ms Michelle Wailes	From 01/06/21	To 31/05/25	1	VC										1		1		
Total Non Executive Board Members			26	8	7	8	13	7	7	8	8	8	3	4	8	4	4	3
Total Membership including Executive Board Members			31	9	12	12	18	9	9	10	10	10	3	4	8	4	4	3
No of Meetings				4	6	4	5	3	3	5	4	4	6	7	6	6	5	7
Quorum				4	4	4	6	4	3	4	**							

\*\* A meeting of the Trustees shall be deemed to have been held when a quorum of at least one third of the Trustees are present, of whom at least 2 of those present are non-executive members of the Health Board

Board		Board Standing Committees							Endowments Management Committee	Integration Joint Boards						
		Audit and Risk	Acute Services	Clinical and Care Governance	Finance, Planning and Performance	Public Health	Remuneration	Staff Governance		East Dunbartonshire	East Renfrewshire	Glasgow City	Inverclyde	Renfrewshire	West Dunbartonshire	
Frequency	Bi-Monthly							15/04/21 (am)								
Board Members Required	30		18/05/21 (am)					11/05/21 (am)			20/05/21 (am)	12/05/21 (am)	05/05/21 (am)	17/05/21 (pm)		27/05/21 (pm)
Quorum	10	22/06/21 (am)		08/06/21 (pm)	15/06/2021 (am)						24/06/21 (am)	23/06/21 (pm)	23/06/21 (am)	21/06/21 (am)	25/06/21 (am)	24/06/21 (pm)
Chair/NHS Lead	John Brown		20/07/21 (am)			21/07/21 (pm)	20/07/21 (pm)		13/07/21 (am)							
Vice Chairs	John Matthews Ian Ritchie				10/08/21 (am)			03/08/21 (am)				11/08/21 (am)				19/08/21 (pm)
Membership	As above	14/09/21 (am)	21/09/21 (am)	14/06/21 (pm)							16/09/21 (am)	22/09/21 (am)	22/09/21 (pm)	20/9/21 (am)	17/09/21 (am)	23/09/21 (pm)
2021/22 Board Dates	27/04/2021				12/10/21 (am)	13/10/21 (pm)			19/10/21 (am)							
	29/06/2021*		16/11/21 (am)				23/11/21 (am)	02/11/21 (pm)			18/11/21 (am)	24/11/21 (am)		1/11/21 (am)	19/11/21(am)	25/11/21 (pm)
	17/08/2021	14/12/21 (am)		14/12/21 (pm)	07/12/21 (am)								01/12/21 (am)			
	21/09/2021 (Special Board)		18/01/22 (am)			19/01/22 (pm)			25/01/22 (am)		20/01/22 (am)	26/01/22 (am)	19/01/22 (am)	24/1/22 (am)	28/1/22(am)	
	26/10/2021*				15/02/22 (am)			01/02/21 (am)								24/02/22 (pm)
	21/12/2021	15/03/22 (pm)	22/03/22 (am)	01/03/22 (pm)			01/03/22 (am)		08/03/21 (am)		24/03/22 (am)	16/3/22 (am)*	23/03/22 (am)	21/03/22 (am)	25/3/22(am)	24/03/22 (pm)
	22/02/2022*															
	* Followed by Endowments Board of Trustees															
2021/22 Board Seminar Dates		Other Attendees							Key							
			DOF		DOF	HHI	DHROD	DHROD	C = Chair CC = Co Chair VC = Vice Chair L = Lead LX = Lead Executive CE = Chief Executive MD = Medical Director ND = Nurse Director DOF = Director of Finance DPH = Director of Public Health  DHROD = Director of Human Resources and Organisational Development DEF = Director of Estates and Facilities DCPE = Director of Communications and Public Engagement CO Acute = Chief Officer Acute IJB CO = IJB Chief Officer HHI = Head of Health Improvement CPHM = Consultant in Public Health Medicine							
			DHROD		CO Acute	2 CPHM										
			CO Acute		DEF	2 IJB COs										
			DEF		DHROD	GCPH Director										
						Health Scotland										