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

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.

BOARD OFFICIAL

- 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 | | | | 1 | 1 | | |
| 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 McCall | 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 | | | | | | | 1 | | | | |
| Mr Simon Carr | From 01/09/15 To 31/08/23 | | 1 VC | | 1 C | | | | | | | 1 L(VC) | 1 | | | |
| Mr Alan Cowan | From 01/07/16 To 30/06/24 | | | | 1 | | | 1 VC | 1 CC | | | | 1 L(C) | | | |
| Ms Jacqueline Forbes | From 01/07/16 To 30/06/24 | 1 | | | 1 | | | | | | 1 L(C) | 1 | | | | |
| Mr David Gould | From 01/02/22 To 31/01/26 | | | 1 | | | | | | | | | 1 | | | |
| Ms Margaret Kerr | From 01/04/19 To 31/03/23 | 1 C | | | 1 | | | | 1 VC | | | | | 1 | | |
| Ms Amina Khan | From 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 | | | | 1 L(VC) | | |
| 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 | | | | | | 1 L(C) | 1 | | | |
| Mr Ian Ritchie | From 01/07/16 To 30/06/24 | | 1 C | 1 VC | 1 | 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 C | | | 1 | 1 L(VC) | | |
| 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 | 3 | 4 | 8 | 4 | 4 | 3 |
| Total Membership including Executive Board Members | | 31 | 9 | 12 | 12 | 18 | 9 | 9 | 10 | 10 | 3 | 4 | 8 | 4 | 4 | 3 |
| No of Meetings | | 4 | 6 | 4 | 5 | 3 | 3 | 3 | 5 | 4 | 6 | 7 | 6 | 6 | 5 | 7 |
| Quorum | | 4 | 4 | 4 | 6 | 4 | 3 | 4 | 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 | Frequency | 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 | |
| Board | 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* | | | | | | | | | | | | | | | |

| 2021/22 Board Seminar Dates |
|--|
| 25/05/21 (am) (cancelled) |
| 27/07/21 (all day) - Development Session |
| 28/09/21 (am) |
| 15/09/21 (am) (Additional Session) |
| 21/10/21 (am) (Additional Session) |
| 30/11/21 (all day) - Development Session |
| 25/01/22 (am) - cancelled |
| 29/03/21 (all day) - Development Session |

| Other Attendees | | | | | | |
|-----------------|----------|--|----------|-----------------|-------|-------|
| | DOF | | DOF | HHI | DHROD | DHROD |
| | DHROD | | CO Acute | 2 CPHM | | |
| | CO Acute | | DEF | 2 IJB COs | | |
| | DEF | | DHROD | GCPH Director | | |
| | | | | Health Scotland | | |

| Key | |
|-----------------------|--|
| C = Chair | DHROD = Director of Human Resources and Organisational Development |
| CC = Co Chair | DEF = Director of Estates and Facilities |
| VC = Vice Chair | DOPE = Director of Communications and Public Engagement |
| L = Lead | CO Acute = Chief Officer Acute |
| LX = Lead Executive | IJB CO = IJB Chief Officer |
| CE = Chief Executive | ND = Nurse Director |
| MD = Medical Director | DOF = Director of Finance |
| ND = Nurse Director | DPH = Director of Public Health |