

# NHS Dumfries and Galloway



**Meeting:** NHS Board (Public)  
**Meeting date:** 14 February 2022  
**Title:** IJB Membership Review and NHS Committee Update  
**Responsible Executive/Non-Executive:** Nick Morris, Chair  
**Report Author:** Laura Geddes, Corporate Business Manager

## 1 Purpose

**This is presented to the Board for:**

- Awareness
- Decision

**This report relates to a:**

- Government policy/directive

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

- Safe
- Effective
- Person Centred

**Please select the level of assurance you feel this report provides to the board/committee and briefly explain why:**

Significant	<input checked="" type="checkbox"/>	Moderate	<input type="checkbox"/>	Limited	<input type="checkbox"/>
None	<input type="checkbox"/>	Not yet assessed	<input type="checkbox"/>		<input type="checkbox"/>

**Comment:**

This paper is being presented with a significant level of assurance as it demonstrates a continuous review of membership on the Integration Joint Board and NHS Committees to ensure the skills demonstrated by the Non-Executives are utilised and appropriate development opportunities are identified to add to the existing knowledge and skills of the groups.

**From the list below, please select which Board Priority this paper relates to. If none of the priorities suit, please select other and briefly explain why this paper needs to be reviewed at Board/Committee:**

COVID-19 Containment Work		Continued Support for Staff Wellbeing	
Delivery of Sustainable Service Models		Delivery of Enhanced Services to address Pandemic Harms	
Other (please explain below)	✓		

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## Comment:

This paper is being presented as part of the good governance processed to demonstrate continuous review of membership and processes.

## 2 Report summary

### 2.1 Situation

Scottish Government recruited three new Non-Executive Members to sit on the NHS Dumfries and Galloway Board from 1<sup>st</sup> November 2022. Following their appointment it was agreed that a review of all memberships for the Integration Joint Board and the NHS governance committees would be undertaken to fully utilise the skills and knowledge of the existing and new Non-Executive Board Member.

### 2.2 Background

As part of the implementation of the Public Bodies (Joint Working)(Scotland) Act 2014 both the NHS and the Local Authority are required to nominate five NHS Board Members and Elected Members to sit on the Integration Joint Board.

The membership for the Integration Joint Board is reviewed on a two yearly basis, for which the NHS Board Chair is responsible for reviewing with the Non-Executive Board Members and nominating the appropriate individuals to Board to endorse his decision and submit the nominees to the Integration Joint Board for implementation.

The NHS Board Committee memberships are reviewed on a six monthly basis by the Board Chair, who is responsible for ensuring that a fair and effective allocation of Non-Executive Board Members is appointed to each committee, taking into account their knowledge, skills and areas of expertise, to maximise the effectiveness of delivering on the committee's terms and conditions.

### 2.3 Assessment

This paper is being presented to confirm the outcomes of the review of membership for both the Integration Joint Board's NHS membership and also the membership of the NHS Board Governance Committees.

#### **Integration Joint Board**

In October 2020 a paper was taken to NHS Board to endorse the nominations that had been put forward by the Chair as voting members of the Integration Joint Board. The members that were agreed at that point were as follows:

**Table 1**

<b>NAME</b>	<b>ROLE</b>
Laura Douglas	Vice Chair, moving to Chair from 1 <sup>st</sup> April 2021
Lesley Bryce	Voting Integration Joint Board Member
Grace Cardozo	Voting Integration Joint Board Member
Vicky Keir	Voting Integration Joint Board Member
Marsali Caig	Voting Integration Joint Board Member
Bill Irving	Substitute Voting Integration Joint Board Member

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Following the review undertaken by the Chairman, it is proposed that this membership remains as it currently stands, with one exception.

- Marsali Caig will stand down as an Integration Joint Board voting member with effect from 14<sup>th</sup> February 2022.
- Kim Dams is being nominated for the role of Integration Joint Board voting member with effect from 14<sup>th</sup> February 2022.

### **NHS Board Governance Committees**

In June 2021 an update on the temporary governance arrangements that were put in place as part of the management of the COVID-19 pandemic. The update confirmed that the following membership had been agreed by the Chairman and that a further review of membership for the Board Governance Committees would be undertaken once the new Non-Executive Board Members were appointed at the end of 2021.

**Table 2**

<b>Committee Name</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Member 3</b>	<b>Member 4</b>	<b>Member 5</b>	<b>Member 6</b>
Audit and Risk Committee	Laura Douglas	Ros Francis	Penny Halliday	Marsali Caig	Andy Ferguson	Vacancy
Healthcare Governance Committee	Penny Halliday	Bill Irving	Grace Cardozo	Ros Francis	Lesley Bryce	Victoria Keir
Performance and Resource Committee	Marsali Caig	Nick Morris	Victoria Keir	Bill Irving	Penny Halliday	Ros Francis
Public Health Committee	Grace Cardozo	Andy Ferguson	Bill Irving	Nick Morris	Lesley Bryce	Laura Douglas
Remuneration Committee	Nick Morris	Victoria Keir	Lesley Bryce	Laura Douglas	Marsali Caig	Grace Cardozo
Staff Governance Committee	Lesley Bryce	Victoria Keir	Laura Douglas	Marsali Caig	Nick Morris	Grace Cardozo

As part of the review and also notification of two Non-Executive Board Members standing down from their roles on the Board, the following changes have been made to the committee memberships.

- Penny Halliday stood down from her role as Non-Executive Board Member / Vice Chair from 31<sup>st</sup> August 2021. Penny was a member of Audit and Risk Committee and Performance and Resource Committee, as well as Chair of Healthcare Governance Committee.
- Bill Irving moved into the interim Chair role for Healthcare Governance Committee from 1<sup>st</sup> September 2021.
- Ros Francis stood down from her Non-Executive role on the Board from 31<sup>st</sup> January 2022. Ros was Vice Chair of Audit and Risk Committee and a member of Healthcare Governance Committee and Performance and Resource Committee.
- Claire Holmes, Greg Black and Kim Dams were appointed as Non-Executive Board Members and took up their posts on 1<sup>st</sup> November 2021.

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- Claire Holmes was asked to become a member of Healthcare Governance Committee, Performance and Resource Committee, Staff Governance Committee and Remuneration Committee with effect from 1<sup>st</sup> November 2021.
- Greg Black was asked to become a member of Audit and Risk Committee, Performance and Resource Committee and Public Health Committee with effect from 1<sup>st</sup> November 2021.
- Kim Dams was asked to become a member of Audit and Risk Committee, Healthcare Governance Committee and Performance and Resource Committee with effect from 1<sup>st</sup> November 202
- Bill Irving has agreed to move back to the Vice Chair role within Healthcare Governance Committee from 14<sup>th</sup> February 2022, allowing Kim Dams to take on the role as Chair of the committee with effect from the same date.
- Laura Douglas has agreed to move to the Vice Chair role within Audit and Risk Committee with effect from 12<sup>th</sup> July 2022, allowing Greg Black to take on the role as Chair of the committee with effect from the same date.
- Changes will also be seen in the Staff Governance Committee leadership from Autumn 2022, when Lesley Bryce will step down as Chair of the committee and will support Claire Holmes in taking on the Chair's role. A date for this change has still to be agreed and will be notified to NHS Board Members in due course.
- The Board Chairman has agreed for the membership in Public Health Committee, Remuneration Committee and Performance and Resource Committee to remain as they are with no changes planned within 2022.

Based on the above changes, the updated membership with effect from 14<sup>th</sup> February 2022 will be:

<b>Committee Name</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Member 3</b>	<b>Member 4</b>	<b>Member 5</b>	<b>Member 6</b>	<b>Member 7</b>
Audit and Risk Committee	Laura Douglas	Greg Black	Kim Dams	Marsali Caig	Andy Ferguson		
Healthcare Governance Committee	Kim Dams	Bill Irving	Grace Cardozo	Claire Holmes	Lesley Bryce	Victoria Keir	Nick Morris
Performance and Resource Committee	Marsali Caig	Nick Morris	Victoria Keir	Bill Irving	Kim Dams	Greg Black	Claire Holmes
Public Health Committee	Grace Cardozo	Andy Ferguson	Bill Irving	Nick Morris	Lesley Bryce	Laura Douglas	Greg Black
Remuneration Committee	Nick Morris	Victoria Keir	Lesley Bryce	Laura Douglas	Marsali Caig	Grace Cardozo	Claire Holmes
Staff Governance Committee	Lesley Bryce	Victoria Keir	Laura Douglas	Marsali Caig	Nick Morris	Grace Cardozo	Claire Holmes

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### 2.3.1 Quality/ Patient Care

No quality or patient care issues were identified as part of this governance update paper.

### 2.3.2 Workforce

A full review of commitments for all Non-Executive Board members has been included in this process to ensure a fair and even split of duties across the Non-Executive Team.

### 2.3.3 Financial

No financial implications were identified as part of this governance update paper.

### 2.3.4 Risk Assessment/Management

No risk assessments were undertaken as part of this governance update paper.

### 2.3.5 Equality and Diversity, including health inequalities

An impact assessment was not required to the undertaken as part of this paper.

### 2.3.6 Other impacts

No other impacts were identified during the preparation of this paper.

### 2.3.7 Communication, involvement, engagement and consultation

The Board has carried out its duties to involve and engage external stakeholders where appropriate and in accordance with the Health and Social Care Communication and Engagement Strategy and process.

State how this has been carried out and note any meetings that have taken place.

- Consultation on this process was undertaken between the Non-Executive Board Members and Chair.

### 2.3.8 Route to the Meeting

This has been previously considered by the following groups as part of its development. The groups have either supported the content, or their feedback has informed the development of the content presented in this report.

- As the Chair has the authority to nominate Non-Executive Board Members to the various NHS Committees and the IJB, this paper was not taken to any other meetings prior that is coming to NHS Board.

## 2.4 Recommendation

Following the Chair's discussions with Non Executives, the NHS Board are asked to :

- **Awareness** – note the changes that have been made to the committee memberships with effect from 14<sup>th</sup> February 2022 and the planned changes that will take place before the end of 2022.

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- **Decision** – NHS Board Members are asked to endorse the nominations put forward for the NHS voting members of the Integration Joint Board and agree for the nominations to be submitted to the Integration Joint Board for amendment with effect from 14<sup>th</sup> February 2022.

### **3 List of appendices**

No appendices are attached to this paper.