

<b>NHS 24 BOARD MEETING</b>		<b>21 DECEMBER 2023 ITEM NO 12.1 FOR APPROVAL</b>	
<b>BOARD AND COMMITTEE COMPOSITION UPDATE - DECEMBER 2023</b>			
<b>Executive Sponsor:</b>		John Gebbie, Director of Finance	
<b>Lead Officer/Author:</b>		Geraldine Mathew, Board Secretary	
<b>Action Required</b>		The Board is asked to review and approve the updated Board and Committee Composition.	
<b>Key Points for this Committee to consider</b>		<p>Approve the updated Board and Committee Composition following amendments made, those being:</p> <ul style="list-style-type: none"> <li>• Board Vice Chair – appointment of Alan Webb as Vice Chair of NHS 24, replacing Mike McCormick.</li> <li>• Audit &amp; Risk Committee – appointment of Amina Khan, newly appointed Non-Executive Board Director, as member of the Committee.</li> <li>• Planning and Performance Committee – appointment of David Howe as Chair of the Committee, replacing Mike McCormick. Appointment of Amina Khan, as member of the Committee following commencement of her term of office on 1 December 2023.</li> <li>• Remuneration Committee – appointment of Marieke Dwarshuis to the Committee, replacing Mike McCormick.</li> <li>• Integrated Governance Committee – appointment of David Howe to the Committee, as Chair of Planning and Performance Committee.</li> <li>• Clinical Governance Committee – appointment of Anne Gibson as Vice Chair of the Committee.</li> <li>• Addition of Joanne Edwards as Interim Director of Service Delivery.</li> <li>• Addition of Marnie Westwood, in addition to Dr Jacqui Hepburn following Dr Hepburn’s appointment to Deputy Chief Executive role at NHS Forth Valley.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Addition of Dr Ron Cook as Interim Medical Director.</li> </ul>
<b>Governance process</b>	This paper is for Board approval.
<b>Strategic alignment and link to overarching NHS Scotland priorities and strategies</b>	The Board and Committee Composition provides assurance for continuous Board Leadership and scrutiny to support the delivery of the Board's Strategic Objectives.
<b>Key Risks</b>	There are no key risks associated with this process.
<b>Financial Implications</b>	There are no financial implications associated with this process.
<b>Equality and Diversity</b>	The Board supports NHS 24 in meeting its duties with regard to equality and patient engagement.

**1. RECOMMENDATION**

1.1 The Board is asked to approve the Board and Committee Composition Update for December 2023 , following the amendments and updates below:

1.2 NHS 24 Board Vice Chair

Appointment of Mr Alan Webb as NHS 24 Board Vice Chair, replacing Mike McCormick, effective from 1 November 2023.

1.3 Audit and Risk Committee Membership

Appointment of Amina Khan, newly appointed Non-Executive Director, following commencement of her term of office on 1 December 2023. replacing Mike McCormick.

1.4 Planning and Performance Committee Membership

Appointment of David Howe as Chair of the Committee, replacing Mike McCormick, and appointment of Amina Khan, as a member of the Committee.

1.5 Remuneration Committee

Appointment of Marieke Dwarshuis to the Committee, replacing Mike McCormick.

1.6 Integrated Governance Committee

Appointment of David Howe to the Committee, as new Chair of the Planning and Performance Committee.

1.7 Clinical Governance Committee

Appointment of Anne Gibson as Vice Chair of the Committee.

1.8 Interim Director of Service Delivery

Appointment of Joanne Edwards as Interim Director of Service Delivery.

1.9 Director of Workforce

Following the appointment of Dr Jacqui Hepburn, as Deputy Chief Executive at NHS Forth Valley, Marnie Westwood, Head of Resourcing and Planning, has been included in the Committee composition.

1.10 Interim Medical Director

Appointment of Dr Ron Cook as Interim Medical Director.

**2. TIMING**

2.1 Once approved the composition will be effective immediately.

**3. BACKGROUND**

- 3.1 As outlined in the Corporate Governance Framework, the NHS 24 Board is responsible for approval of Standing Governance Committee membership, and is required to review and approve this, at least once per annum.

**4. ENGAGEMENT**

- 4.1 Executive Leads and Committee Secretariat have been involved in the process of reviewing and updating the Board and Committee Composition.

**5. FINANCIAL IMPLICATIONS**

- 5.1 There are no financial implications associated with this process.

**6. NEXT STEPS**

- 6.1 Following approval by the NHS 24 Board, the updated Board and Committee Composition will be effective immediately.
- 6.2 A further update on the Board and Committee Composition will be presented to the Board for approval later in the year, following appointment of the incoming Director of Nursing and Care, the Medical Director, and the Director of Service Delivery.

## **BOARD & STANDING COMMITTEE COMPOSITION – December 2023**

### **NHS 24 Board**

#### **Members**

Dr Martin Cheyne, Chair  
Alan Webb, Non-Executive Director, Vice Chair  
Marieke Dwarshuis, Non-Executive Director  
Anne Gibson, Non-Executive Director  
Carol Gillie, Non-Executive Director  
David Howe, Non-Executive Director  
Liz Mallinson, Non-Executive Director  
Martin Togneri, Non-Executive Director  
Kenny Woods, Non-Executive Director (Employee Director)  
Amina Khan, Non-Executive Director  
Jim Miller, Chief Executive  
Maria Docherty, Director of Nursing and Care  
John Gebbie, Director of Finance  
Dr Laura Ryan, Medical Director  
Dr Ron Cook, Interim Medical Director

#### **Attendees**

Suzy Aspley, Chief Communications Officer  
Ann-Marie Gallacher, Chief Information Officer  
Dr Jacqui Hepburn, Deputy Chief Executive and Director of Workforce  
Marnie Westwood, Head of Resourcing and Planning  
Stephanie Phillips, Director of Transformation, Strategy, Planning and Performance  
Pauline Howie, Director of Service Delivery  
Joanne Edwards, Interim Director of Service Delivery

#### **Administration**

**Lead Executive:** Jim Miller

**Lead Officer:** John Gebbie

**Minutes:** Board Secretary

#### **Quorum**

Six Members (Four Non-Executive Members and two Executive Directors)

## **Audit and Risk Committee**

### **Members**

Carol Gillie, Non-Executive - Chair  
Marieke Dwarshuis, Non-Executive Director – Vice Chair  
Martin Togneri, Non-Executive Director  
David Howe, Non-Executive Director  
Amina Khan, Non-Executive Director

### **Attendees**

Dr Martin Cheyne, Board Chair  
Jim Miller, Chief Executive  
Dr Laura Ryan, Medical Director (as/when required)  
Dr Ron Cook, Interim Medical Director (as/when required)  
John Gebbie, Director of Finance  
Ann Marie Gallacher, Chief Information Officer  
Maria Docherty, Director of Nursing & Care (as/when required)  
Damien Snedden, Deputy Director of Finance  
Mary-Jane Mitchell, Partnership Forum Nominated Staff Representative  
Kevin McMahon, Head of Risk and Resilience  
Representative from Azets, Internal Auditor  
Representative from Deloitte, External Auditor

### **Administration**

**Lead Executive:** John Gebbie  
**Lead Officer:** Damien Snedden  
**Minutes:** Yvonne Kerr  
**Quorum**  
Three Non-Executive Members

## **Clinical Governance Committee**

### **Members**

Martin Togneri, Non-Executive Director - Chair  
Anne Gibson, Non-Executive Director  
Marieke Dwarshuis, Non-Executive Director  
Liz Mallinson, Non-Executive Director

### **Attendees**

Dr Martin Cheyne, Board Chair  
Jim Miller, Chief Executive  
Maria Docherty, Executive Director of Nursing & Care  
Dr Laura Ryan, Medical Director  
Dr Ron Cook, Interim Medical Director  
John Gebbie, Director of Finance  
Stephanie Phillips, Director of Transformation, Strategy, Planning and Performance  
John McAnaw, Associate Clinical Director  
Jennifer Rodgers, Clinical Lead for Dentistry  
Martin McGregor, Partnership Forum Nominated Staff Representative  
Kevin McMahon, Head of Risk & Resilience  
Laura Neil, Lead AHP  
Pauline Howie, Director of Service Delivery  
Joanne Edwards, Interim Director of Service Delivery

### **Administration**

**Lead Executive:** Maria Docherty

**Lead Officer:** Andrew Moore

**Minutes:** Kay Carmichael

### **Quorum**

Three Non-Executive Members

## **Planning & Performance Committee**

### **Members**

David Howe, Non-Executive Director - Chair  
Alan Webb, Non-Executive Director  
Anne Gibson, Non-Executive Director  
Amina Khan, Non-Executive Director

### **Attendees**

Dr Martin Cheyne, Board Chair  
Jim Miller, Chief Executive  
John Gebbie, Director of Finance  
Ann Marie Gallacher, Chief Information Officer  
Stephanie Phillips, Director of Transformation, Strategy, Planning and Performance  
Pauline Howie, Director of Service Delivery  
Joanne Edwards, Interim Director of Service Delivery  
Dr Jacqui Hepburn, Deputy Chief Executive and Director of Workforce  
Marnie Westwood, Head of Resourcing and Planning  
Suzy Aspley, Chief Communications Officer  
Damien Snedden, Deputy Director of Finance  
David Morrison, Participation and Equalities Manager  
Kevin McMahon, Head of Risk and Resilience  
Sanny Gibson, Head of Information Governance & Security  
Lynne Kane, Facilities Manager  
Joseph Markey, Staff Side Representative  
Procurement Manager (SAS) – attends 2 meetings per year (from 1 June 2020)

### **Administration**

**Lead Executive:** Stephanie Phillips

**Lead Officer:** Stephanie Phillips

**Minutes:** Tracy McMillan

### **Quorum**

Three Non-Executive Members



## **Staff Governance Committee**

### **Members**

Alan Webb Non-Executive Director - Chair  
Kenny Woods, Non-Executive Director, Vice Chair (Employee Director)  
Liz Mallinson, Non-Executive Director  
Carol Gillie, Non-Executive Director

### **Attendees**

Dr Martin Cheyne, Board Chair  
Jim Miller, Chief Executive  
Maria Docherty, Director of Nursing and Care  
John Gebbie, Director of Finance  
Stephanie Phillips, Director of Transformation, Strategy, Planning and Performance  
Pauline Howie, Director of Service Delivery  
Joanne Edwards, Interim Director of Service Delivery  
Dr Jacqui Hepburn, Deputy Chief Executive and Director of Workforce  
Marnie Westwood, Head of Resourcing and Planning  
Suzy Aspley, Chief Communications Officer  
Louise Gordon, Head of Employee Relations  
Marnie Westwood, Head of HR Business Services  
Helen Meldrum, Head of OD, Leadership and Learning  
Fred McCosh, Partnership Forum Nominated Staff Representative  
Martin MacGregor, Partnership Forum Nominated Staff Representative

### **Administration**

**Lead Executive:** Dr Jacqui Hepburn  
**Lead Officer:** N/A  
**Minutes:** Chantal Robinson

### **Quorum**

Three Non-Executive Members

## **Remuneration Committee**

### **Members**

Liz Mallinson, Non-Executive Director - Chair  
Dr Martin Cheyne, Board Chair  
Kenny Woods, Non-Executive Director  
Alan Webb, Non-Executive Director  
Marieke Dwarshuis, Non-Executive Director

### **Attendees**

Jim Miller, Chief Executive  
Dr Jacqui Hepburn, Deputy Chief Executive and Director of Workforce  
Marnie Westwood, Head of Resourcing and Planning

### **Administration**

**Lead Executive:** Jim Miller  
**Lead Officer:** Dr Jacqui Hepburn  
**Minutes:** Chantal Robinson  
**Quorum**  
Three Non-Executive Members

**Integrated Governance Committee**

**Members**

Dr Martin Cheyne, Board Chair  
Alan Webb, Non-Executive Director  
David Howe, Non-Executive Director  
Martin Togneri, Non-Executive Director  
Carol Gillie, Non-Executive Director

**Attendees**

Jim Miller, Chief Executive  
John Gebbie, Director of Finance

**Administration**

Lead Executive: Jim Miller  
Minutes: Board Secretary

**Quorum**

Three Non-Executive Members