

TRUST BOARD IN PUBLIC	Date: 24th APRIL 2014	
	Agenda Item: 1.5	
REPORT TITLE:	ANNUAL REVIEW OF BOARD AND SUB-COMMITTEE ATTENDANCE	
NON-EXECUTIVE SPONSOR:	Alan McCarthy Chairman	
REPORT AUTHOR:	Gillian Francis-Musanu Director of Corporate Affairs	
REPORT DISCUSSED PREVIOUSLY: (name of sub-committee/group & date)	N/A	
Purpose of the Report and Action Required:		(√)
As part of the requirement for the Board Governance Framework, this report gives an overview of attendance at all Board and sub-committee meetings for the past 12 months.	Approval	
	Discussion	
	Assurance	√
Summary: (Key Issues)		
Analysis of records shows a range of 100% as the highest with 66% as the lowest overall rate of annual attendance.		
Relationship to Trust Corporate Objectives & Assurance Framework:		
Objective 5: A organisation that is well-led		
Corporate Impact Assessment:		
Legal and regulatory implications	Best practice governance standards.	
Financial implications	N/A	
Patient Experience/Engagement	N/A	
Risk & Performance Management	Governance standards for high performing organisations.	
NHS Constitution/Equality & Diversity/Communication	N/A	
Attachments:		
Appendices:1 – 5		

TRUST BOARD REPORT – 24TH APRIL 2014 ANNUAL REVIEW OF BOARD AND SUB-COMMITTEE ATTENDANCE

1. Introduction

- 1.1 This report provides the Board with an annual review of attendance at Trust Board and its Sub-Committee meetings during the last 12 months. Good meeting attendance gives the Board assurance that there is consistency and integrity of the work of its committees.
- 1.2 Regular meeting attendance is considered a hallmark of the conscientious director and is an important and essential element of good governance. Members who do not attend a high proportion of meetings can disrupt the flow of governance and the continuity of teamwork on the board and its sub-committees.
- 1.3 One of the most powerful practices for Board members is to evaluate the quality of their Board operations. This can be done in a variety of ways for example, at the end of each meeting or on a quarterly basis. At a minimum Boards are required to undertake an annual review of its performance.
- 1.4 As part of the current Board Development programme and the Board Governance Framework (BGAF), in 2013/14 the Board has undertaken a process of self assessment of its effectiveness in a number of key areas and has taken action to address those areas deemed to require improvement and development.

- Board composition and commitment
- Board evaluation, development and learning
- Board insight and foresight
- Board engagement and involvement
- The impact of the Board using case studies

The Board development programme will continue during 14/15 with a clear focus on a number of identified areas.

- 1.5 As part of the requirement for evaluation, development and learning, this report gives an overview of attendance at all Board and sub-committee meetings for the past 12 months.

2.0 Analysis of Committee Attendance

- 2.1 Appendices one to six list the meetings of the Board and its sub-committee and attendance of members from April 2013 to March 2014.
- Trust Board
 - Safety and Quality Committee
 - Audit and Assurance Committee
 - Finance and Workforce Committee
 - Charitable Funds Committee
 - Nominations & Remuneration Committee

- 2.2 Attendance throughout the year has been recorded by the committee administrator and relates to membership of that committee as determined by the terms of reference. Each member has attracted a mean attendance score for annual attendance.
- 2.3 Overall the scores range from 100% as the highest attendance to 66% as the lowest attendance. This is an improvement on last year where the lowest attendance was recorded as 33%. Due notice has been taken of members who have left the organisation and those who have been appointed within the last 12 months. It should be noted that in the majority of instances a deputy would have represented an executive director in their absence.
- 2.4 It is widely recognised in best practice guidance on good governance that overall annual attendance for individuals at meetings should be in the region of 80% – 100%. In 2012 the Trust adopted this standard as a benchmark of attendance for individual members of all committees.

3. Recommendation

- 3.1 The Board is asked to note the analysis of annual attendance at the Board and sub-committees for April 2013 – March 2014.

Gillian Francis-Musanu
Director of Corporate Affairs
April 2014

APPENDIX 2

Annual Review of Attendance at Board & Sub-Committees

April 2013 – March 2014

Name of Committee: Safety & Quality Committee Frequency of meeting: Initially bi-monthly moving to monthly

Chair of Committee: Richard Shaw Admin Support: Kim Rayment

√ confirms attendance of individual. If no meeting was held that month the column is shaded.

Name	April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	March 2014	Attendance %
Richard Shaw	√		√		√		√		√	√	√		100%
Yvette Robbins	√		√		√		√		√	√	√		100%
Richard Durban	√		√		√		√		√	X	√		86%
Des Holden	√		√		√		X		√	√	X		71%
Fiona Allsop							√		X	√	√		75%
Paul Bostock					√		√		√	√	X		80%
Paul Simpson	X		√		√		X		√	√	√		71%
Susan Aitkenhead	√												
Jon Tomlinson	X		√										

APPENDIX 3

Annual Review of Attendance at Board & Sub-Committees

April 2013 – March 2014

Name of Committee: Audit & Assurance Committee Frequency of meeting: 6 times a year plus one extra for accounts

Chair of Committee: Richard Congdon Admin Support: Colin Pink

√ confirms attendance. If no meeting was held that month the column is shaded.

Name	April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	March 2014	Attendance %
Richard Congdon	X	√		√		√		√		√		√	86%
Richard Shaw	√	√		√		√		√		√		X	86%
John Power	X	√		√		√		√		√		√	86%
Richard Durban	√	√		√		√		X		√		√	86%

APPENDIX 4

Annual Review of Attendance at Board & Sub-Committees

April 2013 – March 2014

Name of Committee: Finance and Workforce Frequency of meeting: Monthly

Chair of Committee: Richard Durban Admin Support: Catriona Tait

√ confirms attendance, If no meeting was held that month the column is shaded.

Name	April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	March 2014	Attendance %
Richard Durban	√	√	√	√	√	√	√	√	√	√	√	√	100%
John Power	√	√	X	√	X	√	√	√	X	√	√	√	75%
Richard Congdon	X	√	X	√	√	X	√	√	X	√	√	√	66%
Alan Hall	√	√	√	√	X	X	X	√	√	√	√	√	75%
Paul Simpson	√	√	√	√	√	√	√	√	√	√	√	√	100%
Ian Mackenzie	X	√	√	√	X	√	√	√	√	√	√	X	75%
Yvonne Parker	X	√	X	√	X	√	X	√	√	√	√	√	66%
Gillian Francis-Musanu	X	X	√	√	X	√	√	√	√	X	√	√	66%
Des Holden (unable to attend due to day of meeting)			√		√								N/A
Fiona Allsop								√	√	√	√	√	100%

APPENDIX 5

Annual Review of Attendance at Board & Sub-Committees
April 2013 – March 2014

Name of Committee: Charitable Funds Committee Frequency of meeting: 3 times per year

Chair of Committee: Yvette Robbins Admin Support: Majid Bhatti

√ confirms attendance. If no meeting was held that month the column is shaded.

Name	April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	March 2014	Attendance %
Yvette Robbins				√				√				√	100%
Richard Congdon				√				√				√	100%
John Power				√				√				√	100%
Paul Simpson				√				√				√	100%
Gillian Francis-Musanu				√				√				√	100%
Andrew Clough (Last Committee 3 July 2013)													
Fiona Allsop								√				√	100%

APPENDIX 6

Annual Review of Attendance at Board & Sub-Committees

April 2013 – March 2014

Name of Committee: Nominations & Remuneration Committee Frequency of meeting: 4 – 5 times per year

Chair of Committee: Alan McCarthy Admin Support: Yvonne Parker

√ confirms attendance of individual. If no meeting was held that month the column is shaded.

Name	April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	March 2014	Attendance %
Alan McCarthy			√			√		√			X	√	80%
Richard Shaw			√			√		√			√	X	80%
Richard Congdon			√			√		√			X	X	60%
Yvette Robbins			√			X		√			√	X	60%
Alan Hall			√			√		√			X	√	80%
Richard Durban			√			√		√			√	√	100%
John Power			√			√		√			√	√	100%