

<b>TRUST BOARD IN PUBLIC</b>		<b>Date: 28<sup>th</sup> September 2017</b>	
		<b>Agenda Item: 6.1</b>	
<b>REPORT TITLE:</b>		Annual Review of Board and Sub-Committee Attendance for 2016/17	
<b>EXECUTIVE SPONSOR:</b>		Gillian Francis-Musanu Director of Corporate Affairs	
<b>REPORT AUTHOR (s):</b>		Colin Pink Head of Corporate Governance	
<b>REPORT DISCUSSED PREVIOUSLY:</b> (name of sub-committee/group & date)		N/A	
<b>Action Required:</b>			
<b>Approval ( )</b>	<b>Discussion (√)</b>	<b>Assurance (√)</b>	
<b>Purpose of Report:</b>			
This report gives an overview of attendance at all Board and Board sub-committee meetings for the previous financial year.			
<b>Summary of key issues</b>			
Analysis of records shows a range of 100% as the highest with 25% as the lowest overall rate of annual attendance.			
<b>Recommendation:</b>			
The Board is asked to note the analysis of annual attendance at the Board and sub-committees for April 2016 – March 2017.			
<b>Relationship to Trust Strategic Objectives &amp; Assurance Framework:</b>			
<b>SO5:</b> Well led: Become an employer of choice and deliver financial and clinical sustainability around a clinical leadership model			
<b>Corporate Impact Assessment:</b>			
<b>Legal and regulatory impact</b>	Best practice governance standards.		
<b>Financial impact</b>	N/A		
<b>Patient Experience/Engagement</b>	N/A		
<b>Risk &amp; Performance Management</b>	Governance standards for high performing organisations.		
<b>NHS Constitution/Equality &amp; Diversity/Communication</b>	N/A		
<b>Attachment:</b>			
Appendix 1 – 6 Analysis of Board and sub-committee attendance			

## TRUST BOARD REPORT – 28<sup>th</sup> September 2017 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 financial year. 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 requirement for evaluation, development and learning, this report gives an overview of attendance at all Board and sub-committee meetings for the previous financial year.

### 2.0 Analysis of Committee Attendance

- 2.1 Appendices one to six list the meetings of the Board and its sub-committees and the attendance of members from April 2016 to March 2017.
- 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 25% as the lowest attendance. Due notice has been taken of members who have left the organisation and those who have been appointed within the last 12 months
- 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%.

2.5 Noting that Alan Halls personal work circumstances changed in year, it was recognised that attending Board and sub-committee meetings would become ever more challenging and AH resigned from his post due to relocation to the North of England.

### **3. Recommendation**

3.1 The Board is asked to note the analysis of annual attendance at the Board and sub-committees for April 2016 – March 2017.

**Gillian Francis-Musanu**  
**Director of Corporate Affairs**  
**September 2017**

APPENDIX 1

**Annual Review of Attendance at Board & Sub-Committees**

**April 2016 – March 2017**

**Name of Committee: Public Board**

**Frequency of meetings: Monthly**

**Chair of Committee: Alan McCarthy**

**Name of Admin Support: Gillian Francis-Musanu**

<b>Name</b>	<b>April 2016</b>	<b>May 2016</b>	<b>June 2016</b>	<b>July 2016</b>	<b>Aug 2016</b>	<b>Sept 2016</b>	<b>Oct 2016</b>	<b>Nov 2016</b>	<b>Dec 2016</b>	<b>Jan 2017</b>	<b>Feb 2017</b>	<b>March 2017</b>	<b>Annual % attendance</b>
<b>Alan McCarthy</b>	X	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	<b>86%</b>
<b>Michael Wilson</b>	✓	✓	✓	✓	X	✓	X	✓	X	✓	✓	✓	<b>75%</b>
<b>Fiona Allsop</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>100%</b>
<b>Des Holden</b>	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	X	<b>86%</b>
<b>Paul Simpson</b>	✓	X	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	<b>86%</b>
<b>Angela Stevenson</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>100%</b>
<b>Paul Biddle</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>100%</b>
<b>Richard Durban</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>100%</b>
<b>Alan Hall</b>	✓	✓	✓	X	X	X	✓	✓	✓	✓	✓		<b>72%</b>
<b>Pauline Lambert</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	<b>92%</b>
<b>Richard Shaw</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<b>100%</b>
<b>Caroline Warner</b>							X	✓	✓	✓	✓	✓	<b>83%</b>
<b>David Sadler</b>												✓	<b>100%</b>

APPENDIX 2

Annual Review of Attendance at Board & Sub-Committees

April 2016 – March 2017

**Name of Committee:** Safety and Quality Committee      **Frequency of meetings:** Monthly

**Chair of Committee:** Richard Shaw      **Name of Admin Support:** Katharine Horner / Kim Rayment

✓ confirms attendance of individual

✓\* confirms attendance of a nominated deputy for the committee member

Name		April 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	March 2017	Annual attendance
Richard Shaw	Non-Executive Director (SQC Chair)	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	92%
Alan McCarthy	Non-Executive Director	✓	X	✓	X	✓	✓	✓	✓	✓	X	✓	✓	75%
Pauline Lambert	Non-Executive Director	✓	X	✓	X	✓	✓	✓	✓	✓	X	✓	✓	75%
Alan Hall	Non-Executive Director	✓	✓	X	✓	✓	X	X	✓	✓	✓	X		63%
Caroline Warner	Non-Executive Director							✓	✓	✓	✓	✓	✓	100%
Des Holden	Medical Director	✓*	✓	✓	✓*	✓	✓*	✓*	✓*	✓	✓*	✓*	✓	100%
Fiona Allsop	Chief Nurse	✓	✓	✓	✓	✓	✓	✓*	✓*	✓	✓	✓*	✓	100%
Angela Stevenson	Chief Operating Officer	✓*	✓*	X	✓*	✓*	✓*	X	✓*	✓*	X	X	✓	66%
Paul Simpson	Chief Finance Officer	✓	✓	X	✓	✓	✓	X	✓	✓	✓	✓	✓	83%
<b>Chiefs of Service:</b>														
Ben Mearns	Chief of Medicine	X	✓	✓	✓*	X	✓*	✓	✓	✓	X	✓	X	66%
Barbara Bray	Chief of Surgery	X	✓	✓	✓	✓	X	✓	X	✓	✓	✓	✓	75%
Zara Nadim	Chief of WACH	✓*	✓	✓	✓	✓*	✓	✓	✓	X	X	✓	✓	83%
Ed Cetti	Chief of Cancer	✓	✓	✓*	X	X	✓	✓	✓	✓	✓	X	✓	75%

APPENDIX 3

Annual Review of Attendance at Board & Sub-Committees

April 2016 – March 2017

**Name of Committee:** Audit & Assurance Committee      **Frequency of meetings:** A minimum of 5 times a year

**Chair of Committee:** Paul Biddle      **Name of Admin Support:** Colin Pink

✓ confirms attendance of individual

✓\* confirms attendance of a nominated deputy for the committee member

Member	Apr 16	May 16	Jul 16 (meeting rescheduled)	Sep 16	Nov 16	Jan 17	Mar 17	Annual Attendance
Paul Biddle (Chair)	✓	✓	✓	✓	✓	✓	✓	100%
Richard Durban	✓	✓	X	✓	✓	✓	✓	86%
Richard Shaw	✓	✓	✓	✓	✓	✓	✓	100%

APPENDIX 4

Annual Review of Attendance at Board & Sub-Committees

April 2016 – March 2017

Name of Committee: Finance and Workforce committee

Frequency of meeting: Monthly

Chair of Committee: Richard Durban

Name of Admin Support: Paula Fitzgerald

✓\*confirms attendance of a nominated deputy for the committee member

Name	April 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	March 2017	Attendance
Richard Durban	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Paul Biddle	✓	X	X	✓	X	X	✓	✓	✓	✓	✓	✓	66%
Alan Hall	✓	✓	✓	X	X	X	✓	X	X	✓	X		45%
Paul Simpson	✓	✓*	✓	✓	✓	✓*	✓	✓	✓	✓	✓	✓	100%
Ian Mackenzie	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓*	✓	X	92%
Mark Preston	✓	✓	✓	✓	✓*	✓	✓	X	✓*	✓	✓	✓	92%
Gillian Francis-Musanu	✓	✓	✓*	✓	X	✓	✓	✓	✓	X	✓	✓*	83%
Fiona Allsop	✓	✓	✓	✓	✓	X	✓	✓	X	✓	✓	✓	83%
Angela Stevenson	✓	✓	✓	✓	✓	✓	✓*	✓	✓	✓	✓	✓	100%

APPENDIX 5

**Annual Review of Attendance at Board & Sub-Committees**

**April 2016 – March 2017**

Name of Committee: Charitable Funds Committee..... Frequency of meetings: Minimum 3 times a year

Chair of Committee: Alan Hall..... Name of Admin Support: Helena Usman

Name	July 2016	Nov 2016	March 2017	Annual attendance
Alan Hall	✓	✓	✓	100%
Pauline Lambert	X	X	✓	33%
Paul Biddle	X	✓	✓	66%
Paul Simpson	✓	✓	✓	100%
Fiona Allsop	✓	✓	✓	100%
Gillian Francis-Musanu	X	✓	✓*	66%
Laura Warren	✓	✓	✓	100%
Djafer Erdogan	✓	✓	✓	100%
Ian Mackenzie	✓	✓	✓	100%



APPENDIX 6

**Annual Review of Attendance at Board & Sub-Committees**

April 2016 – March 2017

**Name of Committee:** Nomination & Remuneration Committee **Frequency of meeting:** At least twice of year

**Chair of Committee:** Alan McCarthy

**Name of Admin Support:** Mark Preston

Name	April 2016	June 2016	Sept 2016	Dec 2016	March 2017	Annual attendance
Alan McCarthy	✓	✓	✓	✓	✓	100%
Paul Biddle	✓	✓	✓	✓	✓	100%
Richard Durban	✓	✓	✓	✓	✓	100%
Alan Hall	X	✓	X	X		25%
Pauline Lambert	✓	✓	✓	X	X	60%
Richard Shaw	✓	✓	✓	✓	✓	100%
David Sadler					✓	100%
Caroline Warner				✓	✓	100%