

Policy for Co-option to Board Committees

NHS Devon

Version	1.0
Policy Sponsor	Chief Communications and Corporate Affairs Officer
Policy Lead	Company Secretary
Approver	NHS Remuneration and ICB Workforce Committee
Approval Date	04/10/2023
To be reviewed by	04/10/2026

Document change history (to add rows, copy and paste)			
Date	Change	Version number of policy	Comments
23/11/2023	New Policy	1.0	
Select a date	Select		

Equality, diversity and inclusion statement

NHS Devon is committed to the promotion of equal opportunities, addressing health inequalities and fostering of good relations between people protected under the terms of the Equality Act 2010, the Health and Care Act 2022 and Human Rights legislation. We are equally committed to the elimination of unlawful discrimination, harassment and victimisation. To demonstrate this commitment, we develop, promote and maintain policies, strategies and operating procedures. Every effort is made to ensure that patients, employees, contractors or visitors do not experience discrimination; either directly or indirectly, because of their vulnerability; disadvantage; age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex (gender) or sexual orientation.

All staff must comply with this policy. Compliance must reflect our organisational commitment to and policy on, equality, diversity and inclusion. In addition, each manager and member of staff involved in implementing this policy must give due regard to the needs of those protected under law.

If you, or any other groups, believe you are discriminated against under the terms of the Equality Act, the Health and Care Act 2022 or Human Rights legislation by anything contained in this document; or you need this document in an alternative format, for example, large print, Braille, Easy read or other languages; please contact our Patient Advice and Complaints Team (PACT):

Tel: 0300 123 1672
Email: pals.devon@nhs.net

Contents		
Section	Title	Page
1	Introduction	4
2	Purpose and objectives	4
3	Scope	4
4	Definitions	4
5	Co-opted Committee Member Role	5
6	Co-opted Committee Member role requirements	6
7	Appointing a Co-opted Committee Member	7
8	Implementation	8
9	Approval and Review	8
10	Monitoring compliance and effectiveness	8
11	Quality & Equality Impact Assessment (QEIA)	8
APPENDIX A	NHS Devon Co-Opted Committee Member Person Specification	9

1. Introduction

- 1.1. In order to ensure that they are able to fully able to support the NHS Devon Integrated Care Board (NHS Devon) and fulfil their agreed Terms of Reference, each Committee established by the NHS Devon Board may co-opt a member who will bring additional skills and experience that are not already in existence within the members of the Committee appointed by the Board. This policy sets out how NHS Devon will go about appointing Co-opted Committee Members and the terms of these appointments.

2. Purpose and objectives

- 2.1. The purpose of this policy is to ensure clarity with regard to the appointment and role of NHS Devon's Co-Opted Committee Members.

- 2.2. This policy will:

- Ensure an appropriate appointment process for NHS Devon Co-opted Committee Members.
- Clarify the duties and the accountabilities of NHS Devon Co-opted Committees Members.
- Set out the requirements for fulfilling the role of NHS Devon Co-Opted Committee Member.

3. Scope

- 3.1. This policy applies to all Committees established by the NHS Devon Board. Further information about these Committees can be found in the NHS Devon Governance Handbook.

4. Definitions

- 4.1. "Co-opted Committee Member" refers to an individual who is not a member of the NHS Devon Board, or a member of NHS Devon staff, who has been invited to join a Committee of the Board in a non-voting capacity, to bolster the skills and expertise of the membership of that Committee and better enable it to fulfil its Terms of Reference.

Table 1: Definitions

Terms	Definition
NHS Devon or NHS Devon Board	Name that will be used for the Devon Integrated Care Board (ICB). The NHS Devon Board is the "controlling mind" of NHS Devon – it acts as the agent for the organisation and exercises power on its behalf.

NHS Devon Board Committee	The Workforce & ICB Remuneration Committee and the Audit & Risk Management Committee are statutory Committees which NHS Devon is required to establish – these are referred to in the NHS Devon Constitution. NHS Devon has also chosen to establish a number of Board Assurance Committees to support the Board and the Executive in fulfilling their responsibilities by reviewing the comprehensiveness, reliability and integrity of assurances. These Committees are set out in the NHS Devon Governance Handbook Each Board Assurance Committee will scrutinise in-year system performance, contribute to the development of new strategies and seek assurance on the delivery of NHS Devon strategic priorities within their remit.
NHS Devon Board Member	The NHS Devon Board consists of: • Executive Members • Independent Non-Executive Members • Partner Members Executive and Non-Executive Directors of the NHS Devon Board have been appointed through an open and competitive recruitment process in line with national guidelines. The Partner Members were appointed by an Appointments Panel which set out a role specification, requested nominations from the membership of each professional group, considered the nominations received and made the appointment decision.
Terms of Reference	Terms of reference (ToR) define the purpose and structures of a committee and how its members should work together to accomplish a shared goal

5. Co-opted Committee Member Role

5.1. Co-opted Committee Members are not required to make a full-time commitment or take on the full range of responsibilities of Independent Non-Executive Members but are expected to contribute their professional, specialist and management skills to NHS Devon's Board Committees.

5.2. The main duties of Co-opted Committee Members are to:

5.2.1. play an active role in the high-level strategic decision-making and planning processes of NHS Devon by:

- 5.2.1.1. contributing to the monitoring of achievement against objectives;
- 5.2.1.2. contributing to the development of plans to address major weaknesses; and
- 5.2.1.3. providing advice and expertise to assist Board Assurance Committees in their work.

- 5.2.2. play an active role in relation to the NHS Devon Board Committee(s) to which they have been appointed, attending meetings, training induction and other events as required.
- 5.2.3. conduct themselves so as to:
 - 5.2.3.1. comply with NHS Devon Constitution, Standing Orders, Standards of Business Conduct Policy and any other related governance policies and procedures;
 - 5.2.3.2. contribute to the business of the Board Committee(s) to which they have been appointed in an effective, efficient, open and transparent manner; and
 - 5.2.3.3. represent and act in the best interests of NHS Devon at all times.
- 5.3. Co-opted Committee Members have no authority to speak or act on NHS Devon's behalf unless specifically delegated to do so.
- 5.4. As Co-opted Committee Members have no voting rights in respect of any Committee decision-making.
- 5.5. Co-opted Committee Members will be free at all times to speak and act in what they believe to be the best interests of NHS Devon. They cannot be mandated by any group to express views that are not held by them personally. In other words, Co-opted Committee Members can make a valuable contribution to NHS Devon in terms of their skills and expertise but cannot lobby on behalf of any group or organisation.
- 5.6. Co-opted Committee Members:
 - 5.6.1. Are accountable to the NHS Devon Chair and the Chair of the NHS Devon Board Committee to which they have been appointed; and
 - 5.6.2. Have designated areas of responsibilities as agreed with the NHS Devon Chair and the Chair of the NHS Devon Board Committee to which they have been appointed.

6. Co-opted Committee Member role requirements

- 6.1. Co-opted Committee Members must meet the requirements of the Person Specification attached to this policy at Appendix A.
- 6.2. Co-opted Committee Members will be able to demonstrate that they meet the requirements of the Fit and Proper Person Requirement (FPPR) and that they have no substantial conflicts of interests that would interfere with their ability to be independent and offer an impartial perspective.

- 6.3. The role of Co-opted Committee Member is voluntary and as such is not remunerated. However, travel expenses will be payable for attendance at approved meetings and development events.
- 6.4. As a minimum, Co-opted Committee Members are expected to prepare for and attend all meetings of the Board Committee to which they have been appointed, as well as appropriate induction and ongoing training opportunities. The frequency and length of meetings varies between Board Committees.
- 6.5. Co-opted Committee Members may also be invited to attend meetings other than those to which they have been appointed, including NHS Devon Board meetings, and also to other NHS Devon events, but there is no expectation of attendance. They will not be invited to meetings of the NHS Devon Board in Private and only invited to Seminar Sessions of the Board when the Board determines that the specific skills and experience of the co-opted committee member would be beneficial to the specific issue to be addressed in that meeting.
- 6.6. The term of appointment for a Co-opted Committee Member will be no longer than one year in the first instance. Members may be re-appointed for a second term and serve a maximum of three years in total.
- 6.7. Either NHS Devon or a Co-opted Committee Member terminate that individual's appointment for any reason before the expiry of their term of appointment by giving one months' notice in writing. A Co-opted Committee Member's term of appointment may be terminated by NHS Devon immediately, by giving notice in writing, if they are guilty of any conduct that, in the opinion of NHS Devon, they are unsuitable to continue to hold this appointment.
- 6.8. The NHS Devon Board will review its effectiveness and the effectiveness of its Committees on an annual basis, which will include consideration of the ongoing appropriateness of the membership of the Board's Committees. The outcomes of this review will be approved by the NHS Devon Board at the end of each financial year in preparation for the next year. It is possible that, as a result of this review, a decision may be taken at this point that a Co-opted Committee Member is no longer required, at which point they will be provided notice in writing. Any such decision will be a reflection of the requirements of NHS Devon and will not necessarily be a reflection on the performance of the Co-opted Committee Member.

7. Appointing a Co-opted Committee Member

- 7.1. A Co-opted Committee Member will be invited to join an NHS Devon Committee following an assessment of the skills and expertise requirements of that Committee by the Committee Chair and the Chair of the NHS Devon Board.
- 7.2. There will be no more than one Co-opted Committee Member on any NHS Devon Board Committee at any one time.

8. Implementation

- 8.1. The Chair of the NHS Devon Board, supported by the Company Secretary, will be responsible for the implementation of this policy.
- 8.2. The Remuneration and ICB Workforce Committee will provide assurance with regard to the implementation of this policy and the process for the appointments of Co-opted Committee Members.

9. Approval and Review

- 9.1. The Remuneration and ICB Workforce Committee will be responsible for approving this policy.
- 9.2. This policy will be reviewed annually, or sooner if required, in order to ensure that it is current, relevant and reflects the strategic aims, objectives, organisational structures and responsibilities of NHS Devon.

10. Monitoring compliance and effectiveness

- 10.1. The Remuneration and ICB Workforce Committee will receive an annual report on the implementation of this policy.

11. Quality & Equality Impact Assessment (QEIA)

- 11.1. Pending.

APPENDIX A

NHS Devon Co-Opted Committee Member Person Specification

Knowledge, Experience and Skills	
Strategic perspective	• Knowledge of health, care, local government landscape and/or the voluntary sector. • Able to develop a broad based view of issues and events and perceive their long term impact.
Building trusted relationships with partners and communities	• An understanding of different sectors, groups, networks and the needs of diverse populations. • Exceptional communication skills and comfortable presenting in a variety of contexts. • Experience working collaboratively across agency and professional boundaries.
Health Inequalities	• Record of promoting equality, diversity and inclusion. • Life experience and personal motivation that will add valuable personal insights.
Intellectual and technical ability	• Able to absorb sometimes complex information and rationalise appropriately. • Able to think laterally and arrive at a pragmatic solutions. • Problem solving skills and the ability to identify issues and areas of risk.
Supporting robust governance and assurance	• An understanding of good corporate governance. • Ability to remain neutral to provide independent and unbiased leadership with a high degree of personal integrity. • Experience contributing effectively at complex professional meetings at a senior level.
Supporting a compassionate and inclusive culture	• Models respect and a compassionate and inclusive approach with a demonstrable commitment to equality, diversity and inclusion in respect of boards, patients and staff. • Lives the values of openness and transparency embodied by the <u>principles-of-public-life</u>, the Nolan Principles.