

## Standing Orders, Amendment to Committee Terms of Reference and Non-Executive Director Membership

### Public Board

**28 September 2023**

|                             |                            |
|-----------------------------|----------------------------|
| <b>Presented for:</b>       | Approval                   |
| <b>Presented by:</b>        | Jo Bray, Company Secretary |
| <b>Author:</b>              | Jo Bray, Company Secretary |
| <b>Previous Committees:</b> | None                       |

| <b>Our Annual Commitments for 2023/24 are:</b>                       |   |
|--|---|
| Effectively develop and deploy new assets (buildings, equipment, IT) | ✓ |
| Reduce healthcare associated infections                              | ✓ |
| Improve staff retention  | ✓ |
| Deliver the financial plan   | ✓ |
| Reduce average length of stay by 0.5 days per patient                | ✓ |
| Achieve the Access Targets for Patients                              | ✓ |
| Support a culture of research  | ✓ |

| <b>Trust Risks (Type &amp; Category)</b> |  |   |                              |             |
|--|--|---|------------------------------|-------------|
| <b>Level 1 Risk</b>                      |  | <b>Level 2 Risks</b>  | <b>(Risk Appetite Scale)</b> | <b>Risk</b> |
| Workforce Risk                           |  |   |                              |             |
| Operational Risk                         |  |   |                              |             |
| Clinical Risk                            |  |   |                              |             |
| Financial Risk                           |  |   |                              |             |
| External Risk                            |  | <b>Legal &amp; Governance</b><br>We will operate the Trust in compliance with the law and UK Corporate Governance Code, where applicable. | Averse                       | ↔ (same)    |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <b>Regulatory Risk</b><br>We will comply with or exceed all regulations, retain its CQC registration and always operate within the law. |  |  |
|--|--|---|--|--|

|   |          |
|---|----------|
| <b>Key points</b>   |          |
| The Board is asked, to approve the changes to the Terms of Reference of Board Committees, which are cited in Standing Orders. | Approval |

### 1. Summary and Background

Standing Orders and Standing Financial Instructions along with the Scheme of Delegation are the rules and governance framework that underpin the Board and its Assurance Committee structures. For transparency any updates are presented in the Public Board for approval.

### 2. Proposal

Updates are required to reflect the following changes in Non-Executive Director membership of Committees;

**Audit Committee** – Chair, Suzanne Clark. Members – Rachel Woodman and Phil Corrigan. With Jo Koroma observing until December

**Finance & Performance Committee** – Chair Gillian Taylor. Members Linda Pollard, Mike Baker and Mark Burton

**Quality Assurance Committee** – Interim Chair Phil Corrigan. Members Amanda Stainton and Jo Koroma (until January 2024)

**DIT Committee** – Chair, Jo Koroma. Members Georgina Mitchell, Mike Baker and University of Leeds nominated NED

**Workforce Committee** – Chair Amanda Stainton. Members Mark Burton, Suzanne Clark and University of Leeds nominated NED

**Building Development Committee** – Chair, Bob Simpson. Membership Chris Schofield and Gillian Taylor

A new Committee is to be created with merger of the existing Research & Innovation Committee and Innovation District Committee (with the title to be confirmed). This will be Chaired by Chris Schofield, with members; Bob Simpson, Rachel Woodman, Georgina Mitchell and University of Leeds nominated NED. The Terms of Reference for this Committee are to be developed by the Chief Medical Officer, Director of Strategy, Company Secretary and Chris Schofield and will be reported to the November Board meeting.

Laura Stroud as the nominated Non-Executive Director representing the University of Leeds leaves her substantive role at the end of September, thus stands down from her

role and its to be replaced by Professor Julia Brown, which is to be confirmed by NHS England appointments, thus will be named in Terms of Reference in due course.

Laura Stroud will return to the Trust as an Associate Non-Executive Director in January and will resume Chairing the Quality Assurance Committee and her role as Maternity Safety Champion (this role is to also be covered by Phil Corrigan on an interim basis).

### **3. Financial Implications**

N/A

### **4. Risk**

The changes set out will support and maintain the Boards averse risk tolerance for legal & governance and regulatory risk appetite.

### **5. Communication and Involvement**

Standing Orders are held on Sharepoint and can be accessed by all staff via the intranet.

### **6. Equality Analysis**

There are no equality issues to raise. Standing Orders are applicable to all staff.

### **7. Publication Under Freedom of Information Act**

This paper has been made available under the Freedom of Information Act 2000.

### **8. Recommendation**

The Board is asked to approve to the amendments to Committee members as set out above, to the Terms of Reference for Committees as cited within Standing Orders.

**Jo Bray**  
**Company Secretary**  
**21 September 2023**