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| **Title** | Board member portfolios |
| **Author** | Aidan Vaughan Chair |
| **Date of meeting** | 17 September 2025 |
| **Purpose of paper** | To provide a framework for board members to develop a portfolio outlines; in order to provide external assurance by demonstrating clarity of board member responsibilities and portfolio accountabilities. |
| **Summary** | In a resource-light organisation such as HBB, it is imperative that board members have clarity of their collective responsibility in acting as a collective board.  At the same time, there is an onus that board members take on a wider individual responsibility that contributes to the overall organisation.  To ensure clarity of these individual roles and provide a framework to support the member is delivering the role; whilst providing transparency in reporting and feedback, board is asked to develop portfolio outlines to be agreed at the next board meeting.  The Corporate Governance Institute advises a mature and strategic board would support clarity of roles and that a board with identifiable accountabilities promotes openness, inclusive culture and empowers colleagues to identify and support both strengths and weaknesses.  **DISCUSSION**:  It is suggested that the following portfolios are developed by the accountable member. Holding the portfolio would require the member to:   * Attend any partnership, health, sector meetings relevant to the portfolio * Act as the liaison for staff where work touches the portfolio * Provide board feedback on developing areas and strategic impact relevant to the portfolio   Suggested portfolio holders:   * Young people (volunteers and ambassadors) – Scarlet * Primary care – Ashok * Change – Nicci * E&V / outreach – Gloria * Intelligence (systems and development) – Sam * Health horizons / safeguarding – Elaine * Reputation / Recruitment – Jag * Partnerships / Communication - Aidan   **Recommendation**:   * That the board agrees the development of board portfolios * That the board agrees the portfolio holders * That each portfolio holder submits their framework to be ratified at the November 2025 meeting * That in agreeing to the use of portfolios, each board member can start to engage in areas related to their framework. |
| **Action** | ISAB is asked to discuss and agree the recommendation. |

**Portfolio for [INSERT ROLES]**

**Main board member:**

[INSERT NAME]

**Secondary board member:**

[INSERT NAME]

**Aim**:

* [INSERT]

**Objectives**:

* [INSERT]

**Powers of authority:**

* [INSERT]

**Methodology:**

* [INSERT]

**Time Scale:**

* [INSERT]

**Communication:**

* [INSERT]

**Content:**

* [INSERT]

**Meeting attendance:**

* [INSERT]