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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.
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| **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]