

Public - Board of Directors

Committee Effectiveness Report

9th June 2022

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Introduction

Effective Board Meetings and committees of the Board are a key part of an effective governance structure it is therefore important to ensure that the Trust's organisational governance aligns with best practice and national guidance.

Scope of Review of Effectiveness

The Trust has undertaken a review of the effectiveness of the Committees of the Board, for the Audit and Assurance Committee the checklist has been taken from the HFMA's NHS Audit Committee Handbook, the People, Culture and Improvement Committee have undertaken a maturity assessment during the year, other committees used a standardised, committee Health check self-assessment tool. The checklist is divided into five sections:

- Role and responsibilities
- Membership and independence
- Skills and experience
- Scope of work
- Communication

The aim of the Health Check is to help committees to review their governance arrangement, check they have appropriate systems in place and identify areas where they could improve.

Members of the committees completed each question and considered the evidence available to determine where the committee is on the following scale:

- Fully Met: The committee is confident that the requirement is in place and there is evidence to support it
- Part Met: The committee partly carries out the requirement and there is some evidence to support it, but current practice needs adapting or improving
- Not Met: The committee does not meet the requirements practice and current practice needs adapting or improving.

The current governance for the Trust is provided through a properly constituted Board established in accordance with the Trusts constitution. The Trust Board has the following approved committees:

- Audit and Assurance
- Finance
- Quality
- Remuneration and Nominations
- People, Culture and Improvement

The Charitable Funds Committee, although not a committee of the Board reports regularly to the Board, as the Corporate Trustee, to appraise of the outcomes of the committee meetings and provide assurance the committee is aligned with delivering the strategic objectives of the Trust.

The terms of reference and work plans for the committees were also reviewed, in accordance with the annual requirement identified in the Terms of Reference.

Key Findings

The detailed key findings for each of the committee is included in the reading room, where questions were assessed as part met or not met and action plan has been developed which details the action required, the lead officer and the timelines. These action plans will be monitored within each of the committees.

A brief analysis of the actions identified for each of the committees is detailed below

Quality Committee

No actions identified

Finance Committee

- No actions identified

Charitable Funds Committee

- No actions identified
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Audit and Assurance Committee

- Is the timing of Committee meetings discussed with all the parties involved?
 - to be agreed in committee
- Does the Committee review assurance and regulatory compliance reporting processes?
 - To formalise the process
- Does the Committee hold periodic private discussions with the Head of Internal Audit?
 - Currently the Chair only meets with the Head of Internal Audit, this will be expanded to include other members of the committee
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People, Culture and Improvement

- Have undertaken a Maturity Assessment – the actions identified are being addressed by the committee

Remuneration and Nominations

The Remuneration and Nominations committee is scheduled to review its Terms of Reference at its next meeting and will complete a review of effectiveness at that meeting too.