

Public - Board of Directors

Subject:	Committee Effectiveness Report		Date: 9 th June 2022	
Prepared By:	Shirley A Higginbotham, Director of Corporate Affairs			
Approved By:	Shirley A Higginbotham, Director of Corporate Affairs			
Presented By:	Shirley A Higginbotham, Director of Corporate Affairs			
Purpose				
To provide the Board of Directors with assurance regarding the effectiveness of the Committees of the Board.			Approval	
			Assurance	x
			Update	
			Consider	
Strategic Objectives				
To provide outstanding care	To promote and support health and wellbeing	To maximise the potential of our workforce	To continuously learn and improve	To achieve better value
X	X	X	X	x
Overall Level of Assurance				
	Significant	Sufficient	Limited	None
		X		
Risks/Issues				
Financial	There are no risks or issues identified in this report			
Patient Impact				
Staff Impact				
Services				
Reputational				
Committees/groups where this item has been presented before				
Audit and Assurance Committee, Finance Committee, Quality Committee, and Charitable Funds Committee have all completed the self-assessments.				
Executive Summary				
<p>The Board is supported by its committees, to ensure the committees are demonstrating good governance and identifying areas of improvement a Committee Health Check self-assessment review has been undertaken.</p> <p>This year the Audit and Assurance Committee effectiveness report was undertaken using the HFMA's NHS Audit Committee Handbook.</p> <p>A maturity matrix has been developed by 360 internal audit and the Good Governance Institute, this was utilised for the Audit and Assurance Committee in 2019 and an action plan developed progress against this has been completed.</p> <p>As a result of the success of the maturity matrix process in the Audit and Assurance Committee, work has progressed with 360 internal audit to develop the same process for all committees of the Board.</p> <p>It has previously been agreed for those committees who undertake a maturity matrix assessment a committee effectiveness report is not required. The People, Culture and Improvement Committee are currently in the process of responding to the actions identified in their maturity matrix assessment and therefore have not completed a committee effectiveness report. The outcome of the exercise will be reported to Board via the regular People, Culture, and Improvement committee report.</p>				

Three actions have been identified as a result of the committee effectiveness review – these are for the 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

The Terms of Reference and Work plans for all committees have been reviewed and agreed.