

Public - Board of Directors

Committee Effectiveness Report

1st June 2023

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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 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, using 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 arrangements, 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
- 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

- Routine updates on the longer-term financial strategy to be incorporated into Committee Work-Plan.
- Committee Effectiveness Review to be shared with internal and external auditors to seek external assurance on the Committee maturity.

Charitable Funds Committee

- Governor workshop held December 2020. Requirement for further governor training session - scheduled for September 2023

Audit and Assurance Committee

- No actions identified for the 2022/23 report
- One outstanding action from the HFMA's NHS Audit Committee Handbook review undertaken for the 2021/22 self-assessment exercise
 - Review performance of the internal and external auditors annually at the private meeting with the auditors– this has been added to the workplan

People, Culture and Improvement

- No actions identified