

## Board of Directors Meeting in Public

<b>Subject:</b>	Committee Effectiveness Report	<b>Date:</b> 26 <sup>th</sup> April 2018		
<b>Prepared By:</b>	Shirley A Higginbotham, Head of Corporate Affairs and Company Secretary			
<b>Approved By:</b>	Shirley A Higginbotham, Head of Corporate Affairs and Company Secretary			
<b>Presented By:</b>	Shirley A Higginbotham, Head of Corporate Affairs and Company Secretary			
<b>Purpose</b>				
To provide the Board of Directors with assurance with regard to the effectiveness of the Committees of the Board.		<b>Approval</b>		
		<b>Assurance</b> x		
		<b>Update</b>		
		<b>Consider</b>		
<b>Strategic Objectives</b>				
<b>To provide outstanding care to our patients</b>	<b>To support each other to do a great job</b>	<b>To inspire excellence</b>	<b>To get the most from our resources</b>	<b>To play a leading role in transforming health and care services</b>
<b>Overall Level of Assurance</b>				
	<b>Significant</b>	<b>Sufficient</b>	<b>Limited</b>	<b>None</b>
		x		
<b>Risks/Issues</b>				
<b>Financial</b>	There are no risks or issues identified in this report			
<b>Patient Impact</b>				
<b>Staff Impact</b>				
<b>Services</b>				
<b>Reputational</b>				
<b>Committees/groups where this item has been presented before</b>				
Audit and Assurance Committee, Quality Committee, Finance Committee and the Charitable Funds Committee have all completed the self-assessments.				
<b>Executive Summary</b>				
<p>The Board is supported by its committees, in order 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>For the Quality Committee, , Finance Committee and Charitable Funds Committee a standardised self-assessment was utilised. The Audit and Assurance Committee self-assessed against a specific Audit Committee self-assessment tool based on the Audit committee handbook published by HM Treasury.</p> <p>A small number of actions were identified and these will be monitored by each of the committees.</p>				

## Public - Board of Directors

Committee Effectiveness Report                      26<sup>th</sup> April 2018

Author – Shirley A Higginbotham, Head of Corporate Affairs and Company Secretary

### 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 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 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

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

The Remuneration and Nominations committee reviewed and approved its Terms of Reference at its meeting in November 2017 will complete a review of effectiveness when it next meets which is scheduled to align with the cycle of Trust business relative to the work of the committee.

As part of the review 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

- Identify a third NED with appropriate medical/clinical experience to be appointed to the Quality Committee
- Some internal audit reports are noted at the Committee, however work is required to align the Work Plan / discussions to 360 Assurance, to sight the Committee on all the relevant issues. Where appropriate, 360 Assurance Audit reports should be circulated to the Quality Committee for their reference

### Finance Committee

No actions identified

### Charitable Funds Committee

- Review Non-Executive representation
- Review the governance of the trading arm of the charity based on the scoping of the CIO
- Work with Governors as ambassadors of the Trust to promote the Charity fundraising appeals

### Audit and Assurance Committee

This committee used a specific Audit Committee self-assessment checklist taken from the National Audit Office template, which uses criteria derived largely from the Audit Committee Handbook published by HM Treasury. This self-assessment highlights five good practice principles which aim to answer the following key principles:

- Principle 1: The Role of the Audit committee
- Principle 2: Membership, Independence, Objectivity and Understanding
- Principle 3: Skills
- Principle 4: Scope of Work
- Principle 5: Communication

Two actions have been developed:

- Consider attending relevant courses and workshops providing topical updates
- Timing of the production of the Audit Committee Annual Report to be changed in line with the production of the Annual Governance Statement.