

Public - Board of Directors

Subject:	Committee Effectiveness Report		Date: 27 th April 2017	
Prepared By:	Shirley A Clarke, Head of Corporate Affairs and Company Secretary			
Approved By:	Shirley A Clarke, Head of Corporate Affairs and Company Secretary			
Presented By:	Shirley A Clarke, Head of Corporate Affairs and Company Secretary			
Purpose				
To provide the Board of Directors with assurance with regard to the effectiveness of the Committees of the Board.			Decision	
			Approval	
			Assurance	✓
Strategic Objectives				
To provide outstanding care to our patients	To support each other to do a great job	To inspire excellence	To get the most from our resources	To play a leading role in transforming health and care services
✓	✓	✓	✓	✓
Overall Level of Assurance				
	Significant	Sufficient	Limited	None
		✓		
Risks/Issues				
Financial	Non identified			
Patient Impact	Non identified			
Staff Impact	Non identified			
Services	Non identified			
Reputational	Non identified			
Committees/groups where this item has been presented before				
Audit and Assurance Committee, Quality Committee, OD & Workforce Committee, Finance Committee and Risk Committee have all completed the self-assessments.				
Executive Summary				
<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, Risk Committee, Finance Committee and OD & Workforce 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> <p>The committees also reviewed their Terms of Reference and work plan as part of the review.</p>				

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Author – Shirley A Clarke, 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
- Risk
- Remuneration and Nominations

As part of the review the Terms of Reference and Workplans 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
- Where appropriate 360 Internal Audit reports should be circulated to the members of the Quality Committee

OD & Workforce Committee

- Chief Nurse or Medical Director or their deputies to attend meetings
- Declarations of interest to be added to the agenda
- Internal audit report relating to workforce topics to be referred to the committee

Finance Committee

No actions identified

Risk Committee

No actions identified

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

Three actions have been developed:

- Ensure appropriate notification of training needs is in place
- Consider attending relevant courses and workshops providing topical updates
- Ensure NEDs are appraised specifically on their role as Audit Committee members as part of their appraisal