

## Public - Board of Directors

Committee Effectiveness Report                      2<sup>nd</sup> May 2019

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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 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
- People, OD and Culture

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 is scheduled to review its Terms of Reference at its meeting in November 2019 will complete a review of effectiveness at that meeting too.

The People, OD and Culture was established in March 2019 and will undertake a review next year.

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

- The Committee will provide an annual report to the Board of Directors each year – commencing June 2019

### Finance Committee

- No actions identified

### Charitable Funds Committee

- The Trustee of the Charity are to undertake training to ensure they understand their roles with regard to charity governance and legislation – Completed
- Review Non-Executive Director Representation - Completed
- Review and update the constitution of the Daffodil Cafe to ensure compliance with charity legislation – June 2019
- Ensure the newly elected governors understand their role as ambassadors of the charity –May 2019

### 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

The following actions have been developed:

- Members to maintain knowledge of current/emerging issues by attending relevant courses and workshops providing topical updates
- Develop an induction checklist for new Committee members
- Review the ToR once the ICS/ICP/PCNs are established to ensure oversight and alignment of internal control processes
- Review timing of production of the Audit Committee Annual Report