

Public - Board of Directors

Committee Effectiveness Report **2nd July 2020**

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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, Culture and Improvement

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 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 have been identified in the current assessment however the action from last year remains outstanding

- The Committee will provide an annual report to the Board of Directors each year – commencing June 2019 – this has now been added to the work plan and will be presented at the next meeting of the committee scheduled for 15th July 2020 and will report to Board in August 2020.

Finance Committee

- No actions identified

Charitable Funds Committee

The review will take place at the next meeting, scheduled for 16th July as the April meeting was cancelled due to the COVID-19 pandemic

Audit and Assurance Committee

- No actions identified

People, Culture and Improvement

The People, Culture and Improvement Committee will undertake a committee effectiveness review at its meeting scheduled for 27th July and will report to board at that time.

Remuneration and Nominations

The Remuneration and Nominations committee is scheduled to review its Terms of Reference at its meeting in July 2020 will complete a review of effectiveness at that meeting too