

Summary of committee self-assessments			
<b>Meeting</b>	Board of directors		
<b>Date</b>	13/12/2023	<b>Agenda Item</b>	12
<b>Lead Director</b>	Alison Hughes, Director of Corporate Affairs		
<b>Author(s)</b>	Alison Hughes, Director of Corporate Affairs		
<b>Action required</b> (please select the appropriate box)			
<b>To Approve</b> <input type="checkbox"/>	<b>To Discuss</b> <input type="checkbox"/>	<b>To Assure</b> <input checked="" type="checkbox"/>	
<b>Purpose</b>			
<p>The purpose of this report is to provide the Board of Directors with assurance on the process completed by committees of the Board to self-assess performance and effectiveness against their Terms of Reference, to identify areas of good practice and areas for continuous improvement.</p> <p>The process also included the presentation of a summary report to the Audit Committee, as described by the Chair of the Audit Committee at the public Board of Directors meetings in October 2023.</p>			
<b>Executive Summary</b>			
<p>In accordance with approved Terms of Reference (ToR), all committees of the Board (<i>except the Remuneration Committee which will be completed in due course as per committee schedule</i>) invited members and regular attendees to complete a self-assessment of performance and effectiveness during September 2023.</p> <p>Each of the self-assessments were completed through an on-line survey with questions aligned to the key duties and responsibilities as set out in the ToRs, all of which were subject to an annual review in July and August 2023. All members and regular attendees were also given the opportunity to provide any additional comment on areas of good practice and areas for continuous improvement.</p> <p>Following completion of the self-assessments, the summary results have been presented to each of the committees as follows to agree any further action to be taken.</p> <ul style="list-style-type: none"> <li>- Finance &amp; Performance Committee - October 2023</li> <li>- People &amp; Culture Committee - October 2023</li> </ul>			

- Audit Committee - October 2023
- Quality & Safety Committee - November 2023

In accordance with the Audit Committee ToRs (*reviewed and approved in July 2023*) the committee also has a specific role in “reviewing the findings of other significant assurance functions (e.g., reports from external regulators and arm’s length bodies, the work of other committees)” and a summary of the results following the work completed by the committees was shared with the Audit Committee in October 2023. Whilst this included the summary findings from the Quality & Safety Committee, it was noted that the committee had not (yet) met to fully discuss the self-assessment, but the Chair and Executive Lead had received the results for review and consideration.

The response rate for all of the surveys was lower than anticipated in parts, but it has been recognised that the timing coincided with and/or immediately followed the CQC well-led inspection.

### **Summary of findings**

The findings from each of the self-assessments was positive with good recognition on the role of the committees, the quality of papers and the debate, the reporting from IPB and the effective role of each of the Chairs.

A common theme for continuous improvement recognised the evolving arrangements at a system level and the role of the committees in supporting Trust objectives and performance in the context of Place. As a result of this feedback, each committee will now include a standing agenda item on ‘Place/system updates’ which will provide a briefing from the relevant Place groups (e.g., Finance Resources & Investment Group, Quality & Performance Group)

The approach to the surveys will also be considered for future years. Whilst the on-line option using smart survey is useful, the methodology will be reviewed to consider a sliding scale of Agree or Disagree to give richer data and intelligence.

The slides at **appendix 1** provide further detail on the findings and actions being taken, as supported by the Audit Committee.

Each of the committees of the Board continue to function well in the governance of the organisation and recent changes to the governance structure to strengthen the role of the Integrated Performance Board and the supporting Oversight Groups has supported the role of the committees and provided clarity in the oversight of performance and the flow of assurance.

The Chairs of the committee were all satisfied with the findings from the self-assessments and support the areas for continuous improvement and the actions being taken as a result.

### **Risks and opportunities:**

None identified.



**Quality/inclusion considerations:**

Quality & Equality Impact Assessment completed and attached No

Not required.

**Financial/resource implications:**

No financial implications.

**The Trust Vision** - To be a population health focused organisation specialising in supporting people to live independent and healthy lives. The Trust Objectives are:

- Populations - We will support our populations to thrive by optimising wellbeing and independence
- People - We will support our people to create a place they are proud and excited to work
- Place - We will deliver sustainable health and care services within our communities enabling the creation of healthy places

Please select the top three Trust Strategic Objectives and underpinning goals that this report relates to, from the drop-down boxes below.

Place - Make most efficient use of resources to ensure value for money	Place - Improve the health of our population and actively contribute to tackle health inequalities	Populations - Safe care and support every time
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**The Trust Social Value Intentions**

Does this report align with the Trust social value intentions? Not applicable

If Yes, please select all the social value themes that apply:

**Community engagement and support**

**Purchasing and investing locally for social benefit**

**Representative workforce and access to quality work**

**Increasing wellbeing and health equity**

**Reducing environmental impact**

**Board of Directors is asked to consider the following action**

To note the completion of the committee self-assessment process for 2023-24 and note the review of the Audit Committee and the actions being taken to address common areas for continuous improvement identified.



<b>Report history</b> (Please include history of where the paper has been presented prior to reaching this meeting, including the title of the meeting, the date, and a summary of the outcome)		
<b>Submitted to</b>	<b>Date</b>	<b>Brief summary of outcome</b>
All committees	October & November 2023	All committees received a summary of findings for review and discussion and agreement of actions.
Audit Committee	11 October 2023	The committee noted the completion of self-assessments for each of the committees and the work taking place to review the findings as well as the common areas for continuous improvement identified. The Audit Chair noted this work had been completed at the Board of Directors on 17 October 2023.



# Summary of all committee annual reviews of performance

Reported to;

Finance & Performance Committee - October 2023

People & Culture Committee - October 2023

Audit Committee - October 2023

Quality & Safety Committee - November 2023

# Methodology

- In accordance with ToRs, all committees of the Board (*except RemCom which will be completed in due course as per committee schedule*) have invited members and regular attends to complete a self-assessment of effectiveness and performance during August/September 2023.
- The self-assessments were completed via Smart Survey and for the PCC, FPC and QSC each survey included 18 questions with Yes, No or N/A responses and an option for additional free text comments.
- The survey covered the following areas;
  - Alignment to the Terms of Reference
  - Receipt of appropriate information & assurance
  - Access to relevant information
  - Scrutiny & constructive challenge
  - Agenda & papers
  - Structure of the meetings

## Total responses

- The detailed responses have been shared and discussed at each committee, including areas for continuous improvement
- Overall, for all surveys (including Audit Committee), 21 responses were received from 29 people surveyed
  - 17 members
  - 4 regular attendees
- Responses to almost all questions were predominantly positive

## Key themes from additional comments

Common themes from each of the surveys included;

- Very positive feedback on the role and function of the committees over the past year
- The meetings are chaired effectively with good debate and contribution encouraged
- There is good alignment to the Terms of Reference (which are annually reviewed)
- Assurance and escalation from the Integrated Performance Board is present and developing
- The quality of papers is good and reports are relevant and focused
- The evolution to more PPT based presentations has been welcomed
- The ability to access data in real-time through (TIG) is valuable and has strengthened correlation across performance and risk
- The level of scrutiny and challenge at each committee is a strength and provides robust reporting to the Board of Directors
- The regular review of the BAF gives enhanced management of risk and supports correlation with organisation risks (as per the Risk Policy)
- Each of the committees has established an excellent system for tracking decisions and actions providing good assurance



# Themes for continuous improvement

Common themes from each of the surveys in relation to areas for continuous improvement included;

- Ensure regular review of the committees cycles of business to support agendas (which can be very lengthy)
- In preparing the papers, continue to remain focused on the Purpose, Executive Summary and previous reporting history to ensure clarity for all members
- As 'system' and 'Place' governance evolves the committee agendas will need more information and assurance on Trust objectives and performance in this context
- The committees will seek to receive regular briefings on 'system performance' to provide further context for committee discussions (e.g. from the Finance, Resources and Investment Group, Quality and Performance Group, Workforce Development Group)
- Review the methodology for the self-assessments to support richer data (i.e. using a sliding scale of responses)