

Committee Performance & Effectiveness Review Workshop

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Committee Performance and Effectiveness Review Workshop

- The Committee Chairs considered the results of the Survey at a Workshop on the 8th March 2024, and discussed the findings and next steps.
- The results of the survey are detailed in the following slides.

Committee Performance and Effectiveness Review – 2023/24

- We issued one combined survey for all Committees to avoid multiple asks for those who sat on more than one Committee.
- The survey contained a specific questionnaire for each Committee, and some questions that focused on the overall breadth of the Committees.
- Participants were encouraged to leave some general comments relevant to specific Committees, and the Committees as a whole.
- The questions were based primarily on the Audit Committee handbook (2012) suggested self-assessment questions

Committee Performance and Effectiveness Review – 2023/24

- Online questionnaire was circulated in December 2023 to Committee Members and regular meeting attendees;
- Each Committee will consider their specific Committee results and any actions they wish to take forward as a Committee at their April- June Committees
- The outcomes from each of these discussions, along with any collective actions and themes will then feed into the overall Board review of effectiveness in Quarter 1 of 2024.
- **11** responses were received to the survey.

Summary of Survey Results

What has worked well?

- Positive feedback on the Chairing style
- Consistent feedback that all Committee members understand the role of the Committee and feel able to carry out their duties effectively
- Good focus on risk management, with further work highlighted within PODC in this area
- Communication (Cross-Chair Committee working) has improved this year
- Good standard of papers – though more to do to improve succinctness

Summary of Survey Results

Where could we improve?

- **Quality** of reporting
- Providing **sufficient time** for scrutiny
- Review of **agenda sizes**
- **Follow up** and monitoring of actions

What has worked well?

Comments from the survey:

“Forward plan of agendas allows sufficient time to consider topics”

“Good engagement and enthusiasm”

“Great steps towards cross committee working”

“Meeting organisation is excellent”

“Excellent standard of papers which enables good discussion and assurance”

“Good focus on key priorities and risks”

What could have been done better?

Comments from the survey

“Appetite for action to the rest of the Org”

“Reminder of the purpose of the Committee at agenda setting meetings and the start of Committee meetings”

“Review of meeting length- more regular shorter meetings?”

“...tendency to be positive rather than challenging – more focus on measurable impacts”

“Improvements on co-ordinating agendas”

“Balance breadth of the Orgs work across the strategic priorities”

“Review of reports- more succinct and accessible than just text”

“Improved information to meeting presenters”

Further Support

Training and development:

Board members to visit staff

Opportunity to observe other Committees

Understand the work of PHW and the links to risk

How to give constructive feedback to ensure teams are held to account

Discussion on Key Themes

Key areas to explore and next steps:

- Do you recognise the themes? Any thoughts on the points raised?
- How can we build on the areas for improvement
 - Is there anything on the agendas that we should stop / do in a different way?
 - How do we create time and space on agendas vs assurance / compliance is still covered?
 - What information do the Committees need to enable effective scrutiny and discussion?
 - Cross Committee Effectiveness work – further steps? (next slide)

Cross Committee Working

Planned Activity:

Meeting of the Chairs of Committee planned for March

At that meeting:

- Consider the **draft committee work plans**, and a proposal to present a **cross committee work plan** to draw together the cross over areas for the year
- Revise the **Composit Chairs Report** to summarise the Committee business. also consider cross Committee areas to highlight to the Board
- **Committee Deep dive guidance** for consistency on approach to deep dives across the committees.
- Learning from the **QSIC pilot** and how we can apply to the other Committees
- Develop an action plan for committee cross working to be reviewed quarterly by the Chairs of Committees.

Next Steps:

- Committee Chairs collectively reviewing proposed actions following outcome of this meeting.
- Each Committee will also review their specific data and determine actions at Committee Level;
- Summary of Themes and Committee wide actions from today will be reported as part of the overall Board Performance and Effectiveness Review at Board in Quarter 1 of 2024