Committee Performance & Effectiveness Review Workshop

01 March 2023

Committee Performance and Effectiveness Review – 2022/23

- 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.

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- Online questionnaire was circulated in December to Committee Members and regular meeting attendees;

- The questions were based primarily on the Audit Committee handbook (2012) suggested self-assessment questions, adapted to the include relevant QSIC, PODC and KRIC content;

- 12 responses received to questionnaire (full data available in appendix A);

- **6** responded to the Quality, Safety and Improvement Committee questions

- Each Committee will consider their specific Committee results and any actions they wish to take forward as a Committee between March and May;

- The outcomes from each of the Committee workshop discussions, along with any collective actions and themes will then feed into the overall Board review of effectiveness in Quarter 1 of 2023-24.

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Summary of QSIC Survey Results
What has worked well?

- The **culture** and chairing style at the meeting is very inclusive and constructive;

- Positive comments on the **Chairing** – manages the agenda affectively, advocates constructive challenge, summarises discussion and next steps;

- Members understand their **role on the Committee**, they participate and there is good challenge /scrutiny and support from officers;

- Overall positive feedback in Risk Management, Quality and Safety and Corporate Governance

- Positive feedback on the **value of the deep dives** and the discussion time;

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Summary of Survey Results- Where could we improve?

- Re-introduce **Service User Experience stories**, linked to the agenda / Organisations risks;

- **Agenda's** are often too long, impact on ability to scrutinised;

- Data / information provided to the Committee could be strengthened – **more concise with clearer emphasis** on the strategic direction and the assurance they provide;

- How to **maximise deep dives** – how can we fit into the work of the committee and still balance the agenda sizes; Systematic approach to the deep dives, to ensure whole of the remit of the Committee is covered;

- **Clinical Audit-** improve clarity on the Committees role in monitoring /taking assurance;

Discussion on Key Themes

Key areas to explore and next steps:

- We recognise that this is a small sample, to use as a basis for the discussion today - Do you recognise the themes? Any thoughts on the points raised?

- Consideration of the work plan in light of the **two new Acts**

- How can we build on the areas for improvement:
  - Agenda size and volume of items
  - Value of deep dives – how can we ensure we have enough time, in light of the heavy workloads?
  - How do we want to capture Service User Experience
  - Is there anything on the agendas that we should stop / do in a different way?
  - Report content – more concise. What do you need from the report?

Next steps – what actions do we want to agree to taking forward? (Links to the next item (Work Plan)

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