

Committee Performance & Effectiveness Review Workshop

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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 include relevant QSIC, PODC and KRIC content;
- 12 responses received to questionnaire (full data available in appendix A);
- **6** responded to the Audit and Corporate Governance Committee questions
- Each Committee will consider their specific Committee results and any actions they wish to take forward as a Committee in April/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.

Summary of ACGC Survey Results

What has worked well?

- The **culture** and chairing style at the meeting is very inclusive and constructive;
- Positive comments on the **Chairing** –advocates constructive challenge.
- Members understand their **role on the Committee**, they participate and there is good challenge /scrutiny and support from officers;
- Positive feedback on the **value of the deep dives** and the discussion time;
- Role in reviewing and recommending the **annual report** is clear and well understood.

Summary of Survey Results- Where could we improve?

- **Agenda's** are often too long and paper heavy, 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.
- Items need to be more **informed by risk**
- How **maximise deep dives** – how can we fit into the work of the committee and still balance the agenda sizes.
- Papers sometimes late or amended late.
- **Clinical Audit-** ACGC role and role of QSIC could be further clarified
- Systematic approach to the deep dives, to ensure whole of the remit of the Committee is covered.

Discussion on Key Themes

Key areas to explore:

- 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?
- 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?
 - 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))