

# Committee Performance & Effectiveness Review Summary

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# Committee Performance and Effectiveness Review Workshop

- The Committee Chairs considered the results of the Survey at a Workshop on the 8<sup>th</sup> 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.

# 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”

# 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

# 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”

# 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

# 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

# Cross Committee Working

## March Activity:

At the Meeting of the Chairs in March they considered:

- 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
- A revised **Composite Chairs Report** to summarise the Committee business also considered 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 its application to the other Committees

## Actions for May:

- Develop an action plan for committee cross working to be reviewed quarterly by the Chairs of Committees.
- Report to Board in May to outline the approach

## Next Steps:

- 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