

# Committee Performance & Effectiveness Review Summary 2022/23



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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.

# Committee Performance and Effectiveness Review – 2022/23

- 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;
- Each Committee considered 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 is being presented to the Board for assurance in May 2023.

# Audit and Corporate Governance Committee Key Themes

## 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.

## 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.
- **Systematic approach to the deep dives**, to ensure whole of the remit of the Committee is covered
- **Clinical Audit-** ACGC role and role of QSIC could be further clarified

# Knowledge Research and Information Committee Key Themes

## What has worked well?

- Positive comments on the **Chairing** –manages the agenda affectively, advocates constructive challenge, summarises discussions and explains the next steps.
- Members understand their **role on the Committee**, they participate and there is good challenge /scrutiny and support from officers;
- Positive feedback of the work centred on **research and evaluation**, and that the data provided in this area was of good quality

## Where could we improve?

- Further focus needed on Knowledge and Impact, Data and Digital, Analysis and Data Science (whilst recognising that the Committee only recommenced operation in December 2021)
- Recognition that the annual work-plan for 2023-24 needs to sufficiently cover the above areas, with improved clarity about the focus of each area
- Reflect the key risks within the workplan

# People and Organisational Development Committee Key Themes

## What has worked well?

- Positive comments on the **Chairing** – manages the agenda affectively, advocates constructive challenge, summarises discussion and next steps;
- Broad agreement that members understand their **role on the Committee**, they participate and are given the opportunity to challenge /scrutinise;
- Overall positive feedback that the workplan, agenda and information provided sufficiently covers the Committees broad spectrum- culture and leadership, Org Development, recruitment and equality
- Positive feedback on the **value of the deep dives** and the discussion time;

## Where could we improve?

- Strengthening Data / information provided to the Committee in the below areas:
  - Partnership Working – draft 2023/24 work plan proposes an update at each meeting
  - Consideration on strengthening external partnership working
  - Workforce planning- deep dive planned for 2023/24
- How to maximise deep dives

# Quality Safety and Information Committee Key Themes

## 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;

## 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;