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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	23 May 2023			Agenda Item	7.1
Report Title	Outcome of Committee Self-Assessments: Performance and Finance Committee				
Report Author	Liz Stauber, Head of Corporate Governance				
Report Sponsor	Hazel Lloyd, Director of Corporate Governance				
Presented by	Hazel Lloyd, Director of Corporate Governance				
Freedom of Information	Open				
Purpose of the Report	The purpose of the report is to set out the findings of the committee's self-assessment.				
Key Issues	Board committees are required to undertake an annual review of how effective they have been over the previous year in-line with their terms of reference and work programme. Due to the pandemic and the need to review board committee arrangements (which has now been completed), the process has not been undertaken since before Covid. Arrangements have been put in place to undertake the process twice a year in response to the Audit Wales structured assessment report.				
Specific Action Required (please choose one only)	Information <input type="checkbox"/>	Discussion <input type="checkbox"/>	Assurance <input checked="" type="checkbox"/>	Approval <input type="checkbox"/>	
Recommendations	Members are asked to: <ul style="list-style-type: none">Note the findings of the committee self-assessment;Discuss and agree next steps and any action required.				

OUTCOME OF COMMITTEE SELF-ASSESSMENTS: PERFORMANCE AND FINANCE COMMITTEE

1. INTRODUCTION

The purpose of the report is to set out the findings of the committee's self-assessment.

2. BACKGROUND

Board committees are required to undertake an annual review of how effective they have been over the previous year in-line with their terms of reference and work programme. Due to the pandemic and the need to review board committee arrangements (which has now been completed), the process has not been undertaken since before Covid. Arrangements have been put in place to undertake the process twice a year in response to the Audit Wales structured assessment report.

3. GOVERNANCE AND RISK ISSUES

A standard self-assessment template (**appendix one**) was issued for all committees to independent members, directors and other attendees to share their views on how effectively each committee has been in 2022-23. The findings for the Quality and Safety Committee are set out below and are an opportunity for the committee to discuss what has gone well, areas which could be improved and ideas for the longer-term effectiveness of the committee. Responses were received from both executive directors and independent members but not all opted to answer all of the questions dependent on their experience or role within the committee.

• Committee Effectiveness

	Strongly Disagree	Disagree	Agree	Strongly agree
The quality of committee papers enables members to perform their roles effectively		1	5	1
The committee is clear on the outcome of each agenda item			5	2
The effectiveness of each meeting is discussed at the end of each one		2	4	1
Appropriate reports from the committee to the board are provided			3	4
The board understands and challenges were needed the reporting from the committee			4	3

- Committee Focus

	Strongly Disagree	Disagree	Agree	Strongly agree
The committee has set its priorities for the year			3	3
It has made a conscious decision about the information it would like to receive			3	3
Committee members contribute regularly to the issues discussed, providing real and genuine challenge			1	5
The committee is aware of the key sources of assurance and who provides them			3	3
Equal prominence is given to all key areas of the committee's remit and this reflected on agendas and reports			3	3
The committee's remit is appropriate and management			3	3

- Committee Engagement

	Strongly Disagree	Disagree	Agree	Strongly agree
The committee is clear about its role in-line with other committees			3	3
Committee members visit services and meet teams to understand relevant issues			6	

- Committee Working

	Strongly Disagree	Disagree	Agree	Strongly agree
The committee has the right balance of experience, knowledge and skills to fulfil its role			5	1
It is fully briefed on key risks, safety issues and any gaps in control			5	1
Key risks are discussed at each meeting		1	5	
The values and behaviours are reflected in the way in which committee is conducted			1	5
The strategic objectives are reflected in the committees remit			4	2
Officers are held to account for late or non-delivery of assurance items		1	4	1
Decisions and actions are implemented within the agreed timescales		1	5	

- Committee Leadership

	Strongly Disagree	Disagree	Agree	Strongly agree
The committee chair has a positive impact on the performance of meetings			2	4
Meetings are chaired effectively			2	4
The committee chair is visible within the organisation and is considered approachable			4	2
The committee chair allows debate to flow freely and does not			3	3

assert his/her own opinion				
	Strongly Disagree	Disagree	Agree	Strongly agree
The committee chair provides clear and concise information to the board on committee activities and gaps in control			3	3
The committee chair encourages participation from all and returns to each person to check they are content with the response to their questions		1	2	3

For the majority of the questions, respondents either agreed or strongly agreed, which is a positive outcome. The numbers which had at least one person disagree are set out below and are an opportunity for members to discuss to determine if these should be an area of focus or if work is already underway in these areas.

- The quality of committee papers enables members to perform their roles effectively;
- The effectiveness of each meeting is discussed at the end of each one;
- Key risks are discussed at each meeting;
- Officers are held to account for late or non-delivery of assurance items;
- Decisions and actions are implemented within the agreed timescales;
- The committee chair encourages participation from all and returns to each person to check they are content with the response to their questions.

Some areas raised in the general comments boxes for the committee to consider and take forward include:

- More aware of site visits – these are undertaken by the executive team on the last Wednesday afternoon of each month and independent members are welcome to join them. Alternatively, Independent Members are able to arrange their own visits through the corporate governance team aligned to deep dive areas;
- Agenda lengths – the agenda for some meetings can be much longer than others which proves challenging to keep to time and ensure all have the opportunity to contribute. Some suggestions made within the responses include an annual discussion of priorities with all committee members, addressing duplication with other committees, evaluating the introduction of health and safety items and shorter introductions and more succinct reports;
- Greater clarification on role and priorities of both the Performance and Finance Committee and Quality and Safety Committee;

- Reports from Committee to Board are provided however as discussed last month in board development greater clarity on test and challenge undertaken by committees will be outlined at board meetings moving forward so the public fully understands the level of scrutiny undertaken;
- The chair is very effective in meetings and meets with relevant colleagues as appropriate;
- Start reviewing the board assurance framework and questioning the overall status and direction of relevant service areas based on performance information / reports and risk rating information received by the Committee;
- Continue to have common membership of Performance and Finance Committee and Quality and Safety Committee to ensure the two committees do not overlap too much in their scrutiny and roles and responsibilities are complimentary and provide effective scrutiny / assurance;
- Attendance at any relevant training events and also consider some in-house training by members of the finance team to increase knowledge of key processes such as budget setting or procurement or how to interpret performance information;
- The committee could benefit from more discussion at a regular separate meetings with the Chair and other independent members on the Committee regarding the work programme and information/visits required to give more assurance;
- The scheduling of reports in terms of the work programme and Management Board is an issue which results in reports being unavailable to meet the Committee planned work programme. This needs to be improved to ensure effective agenda management;
- More inclusive work planning involving all members of the committee and improving the scheduling of agendas to ensure report are available on time;
- Attend other Performance and Finance Committees of other health boards and look for best practice examples to use from elsewhere;
- Needs to be wary of taking on too much as estates is now being added to the remit;
- Not always time to discuss committee effectiveness but committee well chaired.

4. FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

5. RECOMMENDATION

Members are asked to:

- **Note** the findings of the committee self-assessment;
- **Discuss** and **agree** next steps and any action required.

Governance and Assurance	
Link to Enabling Objectives <i>(please choose)</i>	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities
	Partnerships for Improving Health and Wellbeing <input type="checkbox"/>
	Co-Production and Health Literacy <input type="checkbox"/>
	Digitally Enabled Health and Wellbeing <input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people
	Best Value Outcomes and High Quality Care <input type="checkbox"/>
	Partnerships for Care <input type="checkbox"/>
	Excellent Staff <input type="checkbox"/>
	Digitally Enabled Care <input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning <input type="checkbox"/>
Health and Care Standards	
<i>(please choose)</i>	Staying Healthy <input type="checkbox"/>
	Safe Care <input type="checkbox"/>
	Effective Care <input type="checkbox"/>
	Dignified Care <input type="checkbox"/>
	Timely Care <input type="checkbox"/>
	Individual Care <input type="checkbox"/>
	Staff and Resources <input type="checkbox"/>
Quality, Safety and Patient Experience	
Ensuring the Board and its Sub-Committee(s) makes fully informed decisions is dependent on the quality and accuracy of the information presented and considered by those making decisions. Informed decisions are more likely to impact favourably on the quality, safety and experience of patients and staff	
Financial Implications	
There are no direct financial implications arising from this report.	
Legal Implications (including equality and diversity assessment)	
Ensuring the board carries out its business appropriately in accordance with the governance and legal frameworks as set down by Welsh Government.	
Staffing Implications	
No staffing implications arising from this report.	
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)	
The Act requires the Health Board to think more about the long term, how we work better with people and communities and each other, look to prevent problems and take a more joined up approach with partners. There will be long term risks that will affect both the delivery of services, therefore, it is important that you use these five ways of working (Long Term Thinking, Prevention, Integration, Collaboration and Involvement) and the wellbeing goals identified in the Act in order to frame what risks the Health Board may be subject to in the short, medium and long term. This will enable The Health Board to take the necessary steps to ensure risks are well managed now and in the future.	

Report History	To be a bi-annual report
Appendices	Appendix 1 – Self-Assessment Template