Committee Performance & Effectiveness Review Workshop

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Committee Performance and Effectiveness Review – 2021/22

- This year, we combined the surveys into one for all Committees to save time for those who attend multiple Committees.

- The combined survey is for Audit and Corporate Governance, People and Organisational Development and Quality Safety and Improvement Committee.

- We are not undertaking a specific questionnaire for **Knowledge, Research and Information Committee** this year, as they have only had one meeting since recommencing in December.

- Participants were encouraged to include general comments relevant to KRIC at the end of the survey.

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Committee Performance and Effectiveness Review – 2021/22

- Online questionnaire was circulated on 10 February 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 and PODC content;

- 13 responses received to questionnaire;

- A Committee Effectiveness Workshop was held on 21 March 2022 with Committee Members and Executive Leads, to discuss the Committee wide themes;

- 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 these discussions, along with any collective actions and themes will then feed into the overall Board review of effectiveness in Quarter 1 of 2022.

Committee Effectiveness Workshop (All Committees)
All Committee: Key Themes from Workshop 21 March 2022:

- **Clear Purpose:** Need to be clear on the purpose of each of the items on the Committee agendas, and for the work plan to ensure effective use of Committee time;

- **Delegations:** Review of the Committees' delegations to ensure effective levelness;

- **Style of reporting:** including how information is presented – ensuring appropriate levelness and using data and information effectively (write once use for different purposes)

Committee Effectiveness Workshop
Key Themes:

- **Reporting to Board:** Review of the way that Committees report to the Board to make sure most effective and that the Committee are able to provide high quality assurance and highlight issues to escalate;

- **Prioritising:** How we make the best use of time and resources during Committee;

- **Private and Public sessions** – Livestreaming Committees and continuing to minimise items in private;

- **Outcomes Focus:** Consider how we can become more outcomes focused / consider what does success look like

Summary of Survey Results - People and Organisational Development Committee

What has worked well?

- The Committee uses the **performance framework** and is likely to be up to date and consistent with what is seen by the full board;

- Inclusive **Chairing style**;

- The **culture at the meetings is very inclusive**, constructive and, increasingly, outcome focussed;

- Board is clear about what is delegated to Committees and the Committees feel **empowered to act on the Board's behalf**;

- **Verbal updates are concise, ordered and clear**: This has worked well and allows the Exec to give the committee a completely up to date picture.

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Summary of Survey Results
What has worked well?

- Maintained **effective assurance** reporting;

- **Virtual Meetings** worked well;

- **Good challenge/scrutiny** and support from officers;

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

- Develop and further use the **Performance Dashboards**.

Summary of Survey Results

Where could we improve?

- **Culture and Leadership and Organisational development (including Workforce Planning):** Consistent reference to these, need to ensure they are effectively considered in 2022/23;

- Consider how we could more **effectively present information** more succinctly;

- Be **clearer on the focus** of the agenda and forward plan - Fully work out what we want to achieve;

- Build in time to reflect more on how Committee **decisions have influenced** organisational decisions to add clarity to the value of the scrutiny.

- **Workforce planning** reports/contributions : need for high quality and consistent integrated planning when reporting on these;

- Need to put **culture and leadership** at the heart of the PODC work. Important to scrutinise and benchmark and ensure clear plans are in place.

Next Steps:

- Feedback from the Committee on the themes / suggested actions specific to its remit;

- Provide comment on the Committee wide themes following on from the Workshop;

- 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 the overall Board Performance and Effectiveness Review at Board in Quarter 1 of 2022.

Summary of Survey Results
Other areas raised to note:

- Build in regular training and development, possibly starting with a refresher programme

- Training in understanding how to read and interpret complex data.

**Committee Performance
& Effectiveness Review Workshop 21 March 2022**

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