



AGENDA ITEM

2.2.3

**PLANNING, PERFORMANCE & FINANCE COMMITTEE**

**OUTCOME REPORT: PLANNING, PERFORMANCE & FINANCE  
COMMITTEE - COMMITTEE EFFECTIVENESS SURVEY**

<b>DATE OF MEETING</b>	18/10/2021
<b>PUBLIC OR PRIVATE REPORT</b>	<b>PUBLIC</b>
<b>IF PRIVATE PLEASE INDICATE REASON</b>	Not Applicable - Public Report
<b>PREPARED BY</b>	Kathrine Davies, Corporate Governance Manager
<b>PRESENTED BY</b>	Wendy Penrhyn-Jones
<b>EXECUTIVE SPONSOR APPROVED</b>	Georgina Galletly, Director of Governance
<b>REPORT PURPOSE</b>	<b>FOR NOTING</b>
<b>ACRONYMS</b>	
N/A	

**1. PURPOSE**

- 1.1 The Chair of the Planning, Performance & Finance Committee is required to present an annual report outlining Planning, Performance and Finance business through the financial year to the Health Board, the purpose of which is to provide assurance on the monitoring and scrutiny undertaken at Committee meetings. As part of this process, the Committee is required to undertake an annual self-assessment.
- 1.2 Just four responses were received. Members of the Committee are asked to note the four responses to the Committee self-assessment questionnaire relating to the activities and performance of the Planning, Performance & Finance Committee during 2020/2021.



## 1.3 SUMMARY REPORT

### 1. Committee Effectiveness:

There was a clear consensus that Members/Attendees were aware that:

- There were approved Terms of Reference in place defining the role of the Committee and were reviewed annually.
- A Committee Annual Report was produced and reported to the Board to provide assurance that the Committee considers activity consistent with its remit.
- A Committee Annual Cycle of Business had been established to be dealt with across the year.

### 2. Committee Business

There was a clear consensus that Members/Attendees considered that:

- Virtual Meetings have overall been a positive experience in that it has allowed meetings to continue and continued scrutiny.
- The Committee was felt to be adequately supported by the Meeting Secretariat.
- The Committee felt that it was adequately supported by Executive Directors in terms of attendance, reports and responses provided to challenges/questions. Although some felt that occasionally information that should be sent to Members as a follow-up outside of the meeting was not always received.
- The quality of reports was adequate, however training was now being provided on 'report writing' for those involved in producing reports.
- Each agenda item was 'closed off' appropriately providing clear conclusions.
- The Committee Chair provides clear and concise information to the Board on the activities of the Committee and the implication of all identified gaps in assurance and/or control.
- The Committee felt that there was sufficient authority and resources to perform its role adequately.
- With regard to Committee meetings held in 'private', the Committee had not had any requirement to hold 'private' meetings.
- The introduction of questions in advance is continually reviewed to ensure that all Members/Attendees are aware that this should not prevent questions and debate within meetings. From 2021, it was noted that advanced questions only related to items on the consent agenda with any questions arising regarding main agenda items being taken during the meeting.
- Through the development of the new Committee Cycle of Business, meetings are scheduled to align with activity where decisions may need to be made.

Positive  
Assurance



	<p><b>3. Behaviour, Culture and Values</b> There was a clear consensus that Members/Attendees considered that the behaviours at meetings were courteous, professional and conducive to open and productive debate.</p> <p><b>4. Training &amp; Development</b></p> <ul style="list-style-type: none"> <li>There was a clear consensus that Members/Attendees considered that they had sufficient training and support to fulfil their role, however for new and external members felt it was good to offer support. An action has been added at 1D below.</li> </ul> <p><b>5. Welsh Language</b></p> <ul style="list-style-type: none"> <li>Welsh Language is supported if it was the preferred language of any of the Members/Attendees. Advanced notice of this would be required in order to allow time to secure simultaneous translation facilities in order that the meeting could be conducted in both languages to ensure equity.</li> </ul>
Areas Requiring Further Assurance	<ul style="list-style-type: none"> <li>See Areas Requiring Further Action</li> </ul>
Areas Requiring Further Action	<p><b>Committee Effectiveness</b></p> <ul style="list-style-type: none"> <li>The Committee felt that it was adequately supported by Executive Directors in terms of attendance, reports and responses provided to challenges/questions. Although some felt that occasionally information that should be sent to Members as a follow-up outside of the meeting was not always received. Please see Action 1A in response to this matter.</li> <li>Boundaries between this committee and other committees are clearly defined with cross-referral processes having been devised when such instances arise. However, it was felt that there could be better alignment of performance measures to be monitored by the relevant Committees, e.g. some performance data was received in this Committee but also in others i.e. Statutory &amp; Mandatory Training is also reviewed in People &amp; Culture and Quality &amp; Safety Committee. Please see Action 1C in response to this matter.</li> <li></li> </ul>
Action Plan	<p><b>1. Committee Business</b></p> <p><b>A.</b> The Action Log is now being robustly monitored on a regular basis to ensure that all Executive Leads are aware of any outstanding actions outside of the meeting.</p>



	<p><b>B.</b> The quality of reports is a consistent theme across all Board and Committees. The Director of Corporate Governance is currently undertaking 'Report Writing' training that is being offered to all Health Board Officers and staff involved in producing reports for meetings.</p> <p><b>C.</b> The referral process has been improved by adding defined questions for the Chair to ask in his brief if there was a proposed suggestion of a referral to another Committee.</p>
<b>Appendices</b>	None.

## 2. Recommendation

- 2.1 The Committee are asked to **CONSIDER** the report and **CONFIRM** that the actions set out in this report accurately reflect the further improvements needed in response to the analysis of the survey.