



AGENDA ITEM

2.1.5

PLANNING, PERFORMANCE & FINANCE COMMITTEE

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

DATE OF MEETING

25 October 2022

PUBLIC OR PRIVATE REPORT

PUBLIC

**IF PRIVATE PLEASE INDICATE
REASON**

Not Applicable - Public Report

PREPARED BY

Kathrine Davies, Corporate Governance
Manager

PRESENTED BY

Georgina Galletly, Director of
Governance/Board Secretary

**EXECUTIVE SPONSOR
APPROVED**

Director of Governance / Board Secretary

REPORT PURPOSE

FOR NOTING

ACRONYMS

1. PURPOSE

- 1.1 The Chair of the Planning, Performance and Finance Committee is required to present an annual report to the Board outlining the Committee's business through the financial year to provide an assurance. As part of this process, the Committee are required to undertake an annual self-assessment questionnaire.
- 1.2 Members of the Committee are asked to discuss and review the feedback set out in this report which relating to its activities and performance during 2021/22.



AGENDA ITEM

2.1.5

1.3 Members should note nine responses were received.

2. SUMMARY REPORT

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| Positive Assurance | <p>1. Committee Effectiveness:</p> <p>Members/Attendees:</p> <ul style="list-style-type: none"> • In the main were aware that the Committee had approved Terms of Reference in place defining the role of the Committee. Although some new members were unsure as they had not been through a whole year's cycle of business at the time of the survey. • Acknowledged that the Committee had an approved a Cycle of Business. • In the main it was recognised that the Committee approved an Annual Report on its work and performance for each previous year. Although as indicated above new members were unsure as they had not been through a whole year's cycle of business at the time of the survey. <p>2. Committee Business</p> <ul style="list-style-type: none"> • It was considered that the Committee are adequately supported by the meeting secretariat. • The Committee was chaired effectively with clarity of purpose and outcome. <p>3. Behaviour, Culture and Values</p> <ul style="list-style-type: none"> • The meeting behaviours of Members/Attendees were considered courteous and professional. • The Committee felt that the atmosphere at the meeting was conducive to open and productive debate. <p>4. Training & Development</p> <ul style="list-style-type: none"> • There was clear consensus that Members/Attendees considered that they had the skills and knowledge to carry out their role in respect of this Committee. |
| | Areas of Note |



AGENDA ITEM

2.1.5

- The Terms of Reference were reviewed at its May 2022 meeting as part of the annual review basis and approved by the Health Board in July 2022.
- The Committee received and approved its Annual Report for 2021-22 at its August 2022 meeting and it was subsequently submitted to the Board in September 2022.
- A Committee Cycle of Business has been implemented to further complement the Forward Work Programme and was approved by the Committee at their February 2022 meeting. This Cycle of Business is routinely updated as required.

2. Committee Business

- The Committee operates the Consent Agenda for routine business consideration. Members are aware that should they consider that any item on the consent agenda requires further assurance and scrutiny, it can be moved to the main agenda for discussion. As with all Board Committees, the Committee, where sufficiently urgent can consider any item 'Out of Committee' via 'Chairs Urgent Action'.
- The Committee has held 'In Committee' private meetings when the subject matter has been commercially sensitive. The minutes of those meetings are published in the 'public' Committee papers to demonstrate the Health Board's commitment to openness and transparency.
- Highlight reports are produced following each meeting so that the Board is kept informed of the nature of the issues considered and any decisions reached. These reports are also available as part of the 'public' papers to demonstrate the Health Board's commitment to openness and transparency.

**Areas
Requiring
Further
Consideration**

Committee Effectiveness - Areas for action/improvement were identified as follows:

- The Committee considered whether it met sufficiently frequently to deal with planned matters and if enough time was allowed for questions and discussions. It was recognised in the feedback that the agenda can sometimes be very busy and therefore time afforded to items can be impacted.
- Members of the Committee felt that whilst virtual meetings have been a positive experience overall and that it provided flexibility,



AGENDA ITEM

2.1.5

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| | <p>feedback reflected that the virtual approach did restrict the opportunity for networking and relationship building.</p> <ul style="list-style-type: none">• The Committee considered whether the boundaries between this Committee and other Committees were clearly defined with adequate cross-referral if required. It was recognised in the feedback that there could be duplication between Committees where the same item is discussed e.g. the Integrated Performance Report, which, on occasion, prompts detailed questions on areas where the relevant Executive Lead is not present and/or where the detail may have already been scrutinised at a more appropriate Committee.• The Committee considered whether they were adequately supported by Executive Directors in terms of attendance, quality and length of papers and responses to challenges and questions. Feedback reflected that on the whole the support was very good but could be improved upon by ensuring robust preparedness in advance of meetings. |
| Action Plan | <p>In response to the areas of improvement identified the following actions are proposed:</p> <ul style="list-style-type: none">• The Chair in conjunction with the Committee Executive Leads will continue to use the Risk Register and Cycle of Business to aid agenda setting ensuring that sufficient time is allocated to allow for robust discussion and items proposed are in alignment with the terms of reference and operating arrangements. This will also help reduce the risk of duplication across Committees.• The Committee could consider meeting face to face during the year to allow for networking and relationship building which is sometimes lost when utilising a virtual format.• In recognising the potential duplication particularly with the Integrated Performance Report, Health Board Officers have agreed that the report received in this Committee will focus primarily on activity and finance as the other areas such as Quality and Workforce continue to be scrutinised at the other Board Committees. The Integrated Performance Dashboard will be brought together in its entirety at the Board meetings with assurance sought from Committee Highlight Reports on the scrutiny that has already been afforded. |



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AGENDA ITEM

2.1.5

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| | <ul style="list-style-type: none">The Independent Member (IM) Scrutiny Toolkit is a helpful reference point for IM's and Executive Leads in clarifying their roles in terms of Board Committee meetings and this is attached as an appendix to this report should it be helpful to revisit. |
| Appendices | Independent Member Scrutiny Toolkit. |

3. Recommendation

3.1 The Committee is asked to **NOTE** the report.