PWYLLGOR CYNLLUNIO BUSNES A SICRHAU PERFFORMIAD
BUSINESS PLANNING AND PERFORMANCE ASSURANCE COMMITTEE

DYDDIAD Y CYFARFOD: **DATE OF MEETING:**	13 March 2020
TEITL YR ADRODDIAD: **TITLE OF REPORT:**	Finance Committee Self-Assessment of Performance 2019/20
CYFARWYDDWR ARWEINIOL: **LEAD DIRECTOR:**	Michael Hearty, Chair Huw Thomas, Executive Director of Finance
SWYDDOG ADRODD: **REPORTING OFFICER:**	Sonja Wright, Committee Services Officer

Pwrpas yr Adroddiad (dewiswch fel yn addas)
Purpose of the Report (select as appropriate)

Ar Gyfer Trafodaeth/For Discussion

ADRODDIAD SCAA
SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to present the Finance Committee (FC) Self-Assessment of Performance Questionnaire template, intended for use in the assessment of the Committee's effectiveness, requesting Members to consider any omissions or amendments required to ensure that the questionnaire remains fit for purpose for the Committee's annual self-assessment exercise for 2019/20.

Cefndir/ Background

In line with all Board-level Committees' Terms of Reference, Members and 'In Attendance' Members of the Finance Committee are required to complete an annual questionnaire to consider the Committee's effectiveness in providing assurance to the Board throughout the preceding year, and also to consider their individual understanding of their role and contribution to the Committee.

Asesiad/ Assessment

For the 2019/20 FC self-assessment of Committee effectiveness exercise, it is intended to use the Self-Assessment of Performance Questionnaire template attached at Appendix 1, and once again to make use of *Survey Monkey*, an online survey development tool, to capture responses.

As well as requesting that Members and 'In Attendance' Members score each of their responses on a 6 point scale, from 'Strongly Agree' to 'Strongly Disagree', comments are sought in relation to any responses categorised under 'Somewhat Agree' or below, highlighting any areas of concern or suggestions for improvement. The questionnaire has been designed to invite free text comments regarding suggested improvements, either in terms of requesting future training and/ or development, or in changes to Committee processes and procedures. These will assist the Committee in drawing up its own plan for improvement.

In addition, the full outcome from the Committee self-assessment exercise undertaken in 2018/19 is attached at Appendix 2. This identifies those questions which previously elicited a 'Somewhat Agree' response or below, and identifies the proposed actions to make the further improvements required.

Argymhelliad / Recommendation

The Finance Committee is requested to consider the proposed Self-Assessment of Committee Effectiveness Questionnaire template and support its use for 2019/20.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	10.5 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation, including that of any sub committees established.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	FC Self-Assessment Questionnaire 2019/20 FC Terms of Reference
Rhestr Termau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cynllunio Busnes a Sicrhau Perfformiad: Parties / Committees consulted prior to Business Planning and Performance Assurance Committee:	FC Members

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not Applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

COMMITTEE EFFECTIVENESS REVIEW – FINANCE COMMITTEE (FC)

To be completed by the Membership (Member and 'In Attendance' Member), as specified in the Committee's Terms of Reference.

My role is (please delete as appropriate):

- Member of FC
- 'In Attendance' Member of FC

Question	Please mark your score in the relevant box below							If a score of "3" or below is given, your comments regarding any areas of concern and suggestions for improvement would be appreciated.
	1 Strongly disagree	2 Disagree	3 Somewhat disagree	4 Somewhat agree	5 Agree	6 Strongly agree	U Unable to assess/ don't know	
The Role/ Purpose of the Committee								
The role of the Committee is understood and clearly defined in its Terms of Reference.								
Committee Members understand their individual role and what is expected of them.								
The Committee has clear mechanisms in place to keep it aware of topical, legal and regulatory issues, particularly in relation to external NHS and Welsh Government planning and commissioning requirements.								
The Committee is aware of the areas in which it can take decisions under the Scheme of Delegation.								

Question	Please mark your score in the relevant box below							If a score of "3" or below is given, your comments regarding any areas of concern and suggestions for improvement would be appreciated.
	1 Strongly disagree	2 Disagree	3 Somewhat disagree	4 Somewhat agree	5 Agree	6 Strongly agree	U Unable to assess/ don't know	
The frequency and scheduling of Committee meetings are sufficient to enable it to carry out its functions and responsibilities.								
The Committee has established and follows an agreed plan for the year.								
Overall, the Committee is effectively fulfilling its Terms of Reference.								
Scope of Work								
The Committee receives sufficient and timely information to review, understand and assess the issues for discussion, on which to base its decisions.								
The quality of presentations made to the Committee is appropriate.								
The Committee understands the issues which are on the horizon for the Health Board which may impact on its areas of work.								
The work of the Committee culminates in appropriate recommendations to the Board.								

Question	Please mark your score in the relevant box below							If a score of "3" or below is given, your comments regarding any areas of concern and suggestions for improvement would be appreciated.
	1 Strongly disagree	2 Disagree	3 Somewhat disagree	4 Somewhat agree	5 Agree	6 Strongly agree	U Unable to assess/ don't know	
The Board takes due regard of the recommendations from the Committee.								
The Committee has effective escalation arrangements in place to alert relevant individuals and committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the Health Board.								
Assurance								
The Committee works effectively with its designated Sub-Committees.								
The Committee is effective in establishing evidence and providing timely advice to the Board in relation to developing Health Board commissioning plans to meet identified population health needs.								
The Committee is effective in establishing evidence and providing timely advice to the Board in relation to developing the Health Board's integrated annual and medium-term delivery plans.								

Question	Please mark your score in the relevant box below							If a score of "3" or below is given, your comments regarding any areas of concern and suggestions for improvement would be appreciated.
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The Committee is effective in establishing evidence and providing timely advice to the Board in relation to determining a suite of performance and assurance measures to assess delivery against integrated plans and objectives.								
The Committee is effective in establishing evidence and providing timely advice to the Board in relation to reviewing, monitoring and improving Health Board performance against specific performance measures, as determined by the Board.								
The Committee is effective in establishing evidence and providing timely advice to the Board in relation to ensuring alignment of the Health Board's plans with partnership plans developed with Local Authorities, Universities and other public sector organisations.								
The Committee is effective in providing assurance to the Board regarding the Health Board's arrangements for planning and commissioning citizen-centred health and health-care, in accordance with the health needs of the population.								

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The Committee is effective in providing assurance to the Board regarding the strength of Health Board performance management and accountability arrangements.								
The Committee is effective in providing assurance to the Board regarding achievement against the Health Board's plans and objectives determined by the Board.								
When areas of good practice emerge from the Committee's deliberations, there are effective arrangements in place for them to be shared with other committees/executives as appropriate.								
Meetings								
Committee meetings are scheduled with sufficient time to cover all agenda items, including discussion and answering questions.								
Committee meetings are managed and controlled effectively, and conducted in a business-like manner.								
The Committee meeting dynamic encourages full participation and open communications.								

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Meeting time is used well with issues getting the time and attention proportionate to their importance.								
The length of the Committee's meetings is appropriate in relation to the agenda.								
Membership								
Committee Members receive induction, advice and ongoing development opportunities to support them in their role.								
Committee Members have the collective skills, knowledge and expertise to fulfil its Terms of Reference and to advise and assure the Board.								
Committee Members have a good understanding of the Health Board's planning and commissioning activities e.g. health needs assessment, prioritisation, design, delivery and performance management.								
The Committee is the right size and sufficiently diverse.								

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Committee Members come to meetings prepared and ready to contribute.								
There is consistent attendance and timely arrival by Members at Committee meetings.								
Attendance at Committee meetings is evaluated as a criterion for continued membership on the Committee.								
Support for the Committee								
An appropriate agenda is set before Committee meetings and is followed.								
The Committee receives clear and concise papers which focus on the key issues and priorities								
The agenda and papers are received in a timely manner in advance of the meetings to allow time for appropriate review and preparation.								
The Committee receives appropriate advice from or via the Executive Team and staff.								

Question	Please mark your score in the relevant box below							If a score of "3" or below is given, your comments regarding any areas of concern and suggestions for improvement would be appreciated.
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The Committee enjoys a good working relationship with management and significant issues are reviewed with the Chief Executive Officer or the relevant Lead Executive Director.								
The minutes of the meetings are accurate and reflect the discussion, next steps and/or action articulated by Members.								

General Comments
The Committee's key successes in the past year were:
The Committee's major shortcomings in the past year were:
What could be improved at the Committee's meetings, and how:
What training would help you perform your Committee role more effectively:

Attachment 1.6

Question	Please mark your score in the relevant box below							If a score of "3" or below is given, your comments regarding any areas of concern and suggestions for improvement would be appreciated.
	1 Strongly disagree	2 Disagree	3 Somewhat disagree	4 Somewhat agree	5 Agree	6 Strongly agree	U Unable to assess/ don't know	
What areas should the Committee focus on in future:								