

**PWYLLGOR DATBLYGU STRATEGOL A CHYFLENWI GWEITHREDOL
STRATEGIC DEVELOPMENT AND OPERATIONAL DELIVERY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	21 December 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Strategic, Development and Operational Delivery Committee Self-Assessment Timelines 2023/24
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joanne Wilson, Director of Corporate Governance/ Board Secretary on behalf of Maynard Davies, Strategic, Development and Operational Delivery Committee Chair
SWYDDOG ADRODD: REPORTING OFFICER:	Charlotte Wilmshurst, Assistant Director of Assurance and Risk

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Gwybodaeth/For Information

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

The Strategic, Development and Operational Delivery Committee (SDODC) has previously received a report outlining the revised process to assess the Committee's effectiveness and for annual reporting to Board.

This report provides an update on progress and confirmation of the timelines for the SDODC Self-Assessment 2023/24.

Cefndir / Background

In line with Section 10.2.1 of Standing Orders, the Board is required to introduce a process of regular and rigorous self-assessment and evaluation of its own operations and performance and that of its Committees and Advisory Groups. Section 10.2.2 also states that each Committee and, where appropriate, Advisory Group must also submit an annual report to the Board through the Chair within six weeks of the end of the reporting year setting out its activities during the year and including the review of its performance and that of any sub-Committees it has established.

In line with all Board level Committees' Terms of Reference, Members and In Attendance Members of SDODC are required to participate in a self-assessment process to consider the Committee's effectiveness in providing assurance to the Board throughout the preceding year, and also to consider their individual understanding of, role in and contribution to the Committee.

Asesiad / Assessment

As outlined in the [Revised Annual Report and Self-Assessment Process for 2023-24](#) presented to SDODC on 26 June 2023, a new approach to Committee self-assessment and annual reporting has been developed for 2023/24 and is intended be proportionate, achievable and add value to the organisation's governance capability.

Future Committee Effectiveness Assessment Process

The future Committee Effectiveness Assessment process will link and inform Committee annual reporting in a staggered approach over the year (mindful of the need to comply with Standing Orders), below are the timelines for SDODC:

- Week-commencing 05/02/2024 - all Committee membership and attendees (as per Terms of Reference) will be sent a short digital form to complete within two weeks. Survey responses will be collated, along with feedback captured through the preceding 12 months.
- On 18 March 2024, a facilitated, in-person workshop has been arranged to discuss the feedback from the above and develop a workplan to be taken forward.
- The outcome report will be presented to SDODC on 25 April 2024.

Argymhelliad / Recommendation

The Strategic, Development and Operational Delivery Committee is requested to:

- NOTE the timelines for the SDODC Self-Assessment 2023/24.

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
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	3. Effective 4. Efficient
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	4. Learning, improvement and research
Amcanion Strategol y BIP: UHB Strategic Objectives:	2. Working together to be the best we can be
Amcanion Cynllunio Planning Objectives	Not Applicable

Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable
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Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	SDODC Self-Assessment Questionnaire SDODC Terms of Reference
Rhestr Termau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Datblygu Strategol a Chyflenwi Gweithredol: Parties / Committees consulted prior to Strategic Development and Operational Delivery Committee:	Chair of SDODC Director of Corporate Governance/Board Secretary Committee Chairs

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