



AGENDA ITEM

2.1.2

PEOPLE & CULTURE COMMITTEE

OUTCOME REPORT: PEOPLE & CULTURE COMMITTEE EFFECTIVENESS SURVEY
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DATE OF MEETING

9 November 2022

PUBLIC OR PRIVATE REPORT

PUBLIC

IF PRIVATE PLEASE INDICATE REASON
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Not Applicable - Public Report

PREPARED BY

Kathrine Davies, Corporate Governance Manager
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PRESENTED BY

Georgina Galletly, Director of Governance/Board Secretary
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EXECUTIVE SPONSOR APPROVED

Director of Governance / Board Secretary
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REPORT PURPOSE

FOR NOTING

ACRONYMS

Nil

1. PURPOSE

- 1.1 The Chair of the People & Culture 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.

1.3 Members should note that nine responses were received.

2. SUMMARY REPORT

Positive Assurance

1. Committee Effectiveness:

Members/Attendees:

- In the main the majority of members were aware that the Committee had approved Terms of Reference in place defining the role of the Committee which are reviewed on annual basis and had approved an Annual Report on the activity and performance of the Committee for each previous year.
- Since becoming a regular agenda item Members were fully aware that the Committee had an approved Cycle of Business.

2. Committee Business

- Members of the Committee felt that they **met with sufficient frequency** to deal with planned matters in an **effective manner**.
- **Whilst virtual meetings have been a positive experience overall** and that it had been convenient in that they had enabled scrutiny to continue. Feedback reflected there were also benefits to be gained from some face to face meetings to take place to provide more ability for wider discussion and that sometimes they were less friendly and welcoming than in-person meetings.
- The Committee was felt to be **adequately supported by the meeting secretariat**.
- The Committee felt that the **meetings were effectively Chaired with clarity of purpose and outcome**.

3. Behaviour, Culture and Values

- The meeting behaviours of Members/Attendees were **considered courteous and professional**.

4. Training & Development

- 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	<p>1. Committee Effectiveness</p> <ul style="list-style-type: none">• The Terms of Reference were reviewed and approved at its May 2022 meeting as part of the annual review basis prior to subsequent approval by the Health Board in July 2022.• The Committee received and approved its Annual Report for 2021-22 at its August 2022 meeting and was submitted to the Board in September 2022.• The Committee Cycle of Business has been implemented to further complement the Forward Work Programme and was approved by the Committee at their May 2022 meeting. <p>2. Committee Business</p> <ul style="list-style-type: none">• The People & Culture Committee utilise the Consent Agenda system for routine business consideration. Members are aware that should they consider that any item on consent requires further assurance and scrutiny then it will 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'.• Feedback recognised that the Committee's area of remit extends beyond the work led by the People & Culture Directorate and that this needed to be considered when developing its future work programme / business cycle.• To date the Committee has not yet needed to hold any of its business 'In Committee'. 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 available as part of the 'public' Board papers to demonstrate the Health Board's commitment to openness and transparency.
Areas Requiring Further Consideration	<p>Committee Effectiveness - Areas for action/improvement were identified as follows:</p> <ul style="list-style-type: none">• 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.



	<ul style="list-style-type: none">Feedback reflected that there was a further requirement to focus on medium to long-term strategic issues and ensuring that challenge and scrutiny remains constructive and balanced.
Action Plan	<p>In response to the areas of improvement identified the following actions are proposed:</p> <ul style="list-style-type: none">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.All meeting participants are encouraged to ensure they are fully briefed and prepared for meetings in advance. 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 at Appendix 1 should it be helpful to revisit.It was raised that on certain occasion's officers present were not able to provide detail on some areas of scrutiny that fell outside of their scope of remit. In response the Terms of Reference for the Committee are being reviewed to ensure fuller representation is achieved going forward.
Appendices	Independent Member Scrutiny Toolkit.

3. Recommendation

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