

Strategic Projects Committee – Committee Self-Assessment January 2020

Establishment, Composition, Organisation, Resources, Duties		Strong	Adequate	Needs Improvement	Comments
1	The Strategic Projects Committee terms of reference clearly, adequately & realistically set out the Committee's role and nature and scope of its responsibilities and have been approved by the Committee and the Board of Directors.	X			ToR setting out scope & role of Committee last approved by Committee Dec 2019 and Board February 2020.
2	The Board was active in its consideration of Strategic Projects Committee composition.	X			The Board has reviewed the Committee membership and business cycle in year following new NED appointments.
3	The Strategic Projects Committee's actions reflect independence, ethical behavior, adherence to good practice guidance and the best interests of the Trust and its stakeholders.	X			Actions based on review of independent reports & best interests of the Trust in recommendations to the Board.
4	The Strategic Projects Committee reports to the Board of Directors throughout the year demonstrating compliance with its terms of reference and provides the Board of Directors with assurance on the effective operation of systems and procedures within the remit of the Committee.	X			SPC Minutes and the SPC Chair's report are reviewed by the Board at each meeting with key issues escalated to Board.

Establishment, Composition, Organisation, Resources, Duties		Yes	No	Comments
5	Are the terms of reference reviewed annually to take into account governance developments and the remit of other Committees within the organisation?	X		Terms of reference are reviewed at least annually. Committee remit/planning processes allow for links with other committees. The role of the SPC was reviewed following the completion of the move and its remit was redefined in the Terms of Reference.
6	Are changes to the Committee's current and future workload discussed and approved at Board level?	X		Committee membership and business cycle was reviewed by the Board in November 2019. The Board self-assessment considers the overarching work programme across committees (and previously set up the SPC to manage workload.) The Committee is charged oversight of specific elements of the BAF.
7	Are Committee members able to act in the best interests of the Trust?	X		

Agenda Management, Oversight of the Reporting Process, Compliance with the Law and Regulations governing foundation trusts		Yes	No	Comments
8	Is the Committee's role in the scrutiny of the Trust's financial performance clearly defined and complementary to the Board of Directors?	X		Duties and delegated authority set out in ToR.
9	Does the Board of Directors ensure that Committee members have sufficient knowledge of the organisation to identify key risks and to challenge line management on critical and/or sensitive matters?	X		<p>Selection process for NEDs includes assessment of appropriate experience/skills and NEDs are appointed to contribute to through individual portfolios.</p> <p>The Board has established a regular learning together programme to ensure there is development of knowledge across a broad range of areas including BAF, safeguarding and whistleblowing.</p> <p>The NED Buddy programme builds on knowledge of the organisation. Clinical Directors & other staff invited to attend/present on particular areas. (Have NEDs attended external training/development that we can reference here?)</p>

Oversight of Trust Processes		Strong	Adequate	Needs Improvement	Comments
10	There is appropriate consideration of assurance reports (from a variety of sources). The Board of Directors is clearly sighted on the issues that arise which require action by the Strategic Projects Committee.	X			<p>The Committee has received independent assurance reports from a range of sources including:</p> <p>Legal advisers - Bevan Brittan LLP/Mills & Reeve Technical advisers – Northmores Associates Ltd Programme management advisers – Arcadis LLP Equipping advisers – MTS Healthcare PFI Claims Investigators - P2G LLP NHS Digital in relation to our level of Digital maturity. Water systems (Authorising Engineer) - Hydrop Audit and contract management - RSM</p>

Overall Evaluation		Strong	Adequate	Needs Improvement	Comments
11	What is the overall assessment of the performance of the Performance Committee?		X		

Additional Comments:

Review of 2019/20

- A number of the major projects that the Committee oversees are approaching close down and the assessment of historic performance against these was strong.
- The Committee was provided with very detailed plans and monitoring providing assurance on implementation of major projects.
- The Committee felt that the overall evaluation (11) as 'adequate' reflected the nature of Committee risk going forward and would welcome input from those who had been members during the course of the year and so recommended completion of the final evaluation with Board input.

Actions for 2020/21

- To develop reporting to ensure that it provides a balanced overview of performance and assurance on key issues, allowing the Committee to distinguish between 'signal' and 'noise'.
- The Committee felt assured but not expertly positioned assess future delivery. The Committee has a suite of new projects emerging and the membership of the Committee has changed substantially in year and so the overall evaluation (11) as 'adequate' reflects the nature of those risks going forward. It was agreed that the Committee was in a transition and should review the overall assessment again in six months.