

Performance Committee – Committee Self-Assessment January 2020

Establishment, Composition, Organisation, Resources, Duties		Strong	Adequate	Needs Improvement	Comments
1	The Performance 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 approved by Committee January 2019 and Board in March 2019.
2	The Board was active in its consideration of Performance Committee composition.	X			The Board has reviewed the Committee membership in year following new NED appointments.
3	The Performance Committee's actions reflect independence, ethical behavior, adherence to good practice guidance and the best interests of the Trust and its stakeholders.	X			<i>Previous NHSI Board observation (October 2018) identified areas of good practice including authentic and respectful challenge NED to ED and ED to ED along with a focus on QI.</i>
4	The Performance 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			Minutes and the Chair's report to Board are reviewed by the Board on a monthly basis 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 annually. Committee remit/planning processes allow for links with other committees. NED membership reviewed following new appointments to allow cover across Board Committees.
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. It also receives tenders for

				approval within its delegated powers >£500k.
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 Performance Committee.		X		<p>The Committee receives performance data from varying sources including the Access and Data Quality sourced from the Trusts' access and data quality dashboard. This provided an independent informatics report to judge data quality.</p> <p>It receives independent reports on procurements (e.g. MTS for the Mindray system)</p> <p>NHSI observation also provided independent assurance and feedback that has been acted upon.</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:

- Attendance by clinical leads was identified as a priority in the 2018/19 review and this has improved. There have been a number of clinically led presentations to Committee in response to planned items.
- The assessment of oversight of Trust processes (10) was discussed and the committee explored why this was rated as adequate. This scoring was moderated as the Committee had limited external reports providing assurance. This rating was considered appropriate.
- That the draft scoring for the overall evaluation (11) did not feel to reflect the wider assessment of Committee performance and the Committee would self-assess this as strong.

Actions for 2020/21:

- Proposed that clinical and operational leads for each Division should attend Committee at least once a year.
- That the Committee should always have input from the operational/clinical level below Executive Directors

Agreed that the Committee Forward Planner would be updated to ensure that all key departments are scheduled to attend over the year.