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| Audit and Assurance Committee Meeting | |
| Date of Meeting | 14 January 2020 |
| Paper Title | Annual Review of Committee Effectiveness |
| Agenda Item | 15 |
| Paper Number | AC2-J |
| Responsible Officer | Penny Davis, Board Secretary |
| Status | Disclosable |
| Action | For discussion |

1. Report Purpose
   1. To facilitate the Committee’s annual review of its effectiveness during the past year.
2. Recommendations
   1. With reference to the Committee Annual Report paper, Members are invited to:

* consider how well the Committee has fulfilled its terms of reference and identify any changes to the terms of reference it may wish to recommend to the Board; and
* discuss and agree feedback on the performance of the Committee Chair.

1. Annual Review of Committee Effectiveness
   1. The Committee annual report is provided as a separate paper. Having reflected on its membership, attendance, activity and key decisions made during the past year, the Committee is invited to consider:
      * whether its activity and decision-making reflect its remit as set out in its Terms of Reference (which are appended to this paper);
      * whether there are areas where it might do more, or do things differently, or otherwise improve its effectiveness;
      * whether there are any changes to its terms of reference that the Committee would recommend to the Board.
2. Evaluation of Committee Chair
   1. To inform the GCRB Chair’s appraisal of members who are Committee chairs, in compliance with the Code of Good Governance, the following arrangements were put in place by the Board.

* As part of its annual self-evaluation, each committee will hold a discussion without its Chair present to allow for consideration of the Committee Chair’s performance and agreement on feedback to be given.
* A non-executive member of the Committee will then feed back to the Committee Chair either in the meeting or subsequently.
* The non-executive member will also share agreed feedback on the Committee’s discussion with the Board Chair, to allow feedback to inform the Committee Chair’s one-to-one appraisal.

1. Risk Analysis
   1. Effective evaluation procedures help to mitigate risk 012, The capacity and capability of the Board is inadequate and standards of governance fall below the level required, and risk 013, There is a breach of legislation/guidance/code of practice and this results in a failure of governance.
2. Legal Implications
   1. There are no specific legal implications associated with this paper.
3. Resource Implications
   1. There are no resource implications associated with this paper.
4. Strategic Implications
   1. There are no specific implications for the Regional Outcome Agreement or Strategic Plan associated with this paper.
5. Equalities Implications
   1. The Committee’s annual review process includes consideration of gender balance.