

Performance Governance Committee Constitution

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Identifier:

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March 2019	Sept 2017	To reflect revised organisational structures	

* Changes marked should detail the section(s) of the document that have been amended i.e. page number and section heading.

Document approved by:

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Signature:

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Designation:

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Date:

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PERFORMANCE GOVERNANCE COMMITTEE

1. BACKGROUND

The Committee was formed to monitor and review the effectiveness of system-wide performance management.

Performance Management is a key function of the NHS Board. The Performance Governance Committee provides assurance to the NHS Board on the effectiveness of the performance review arrangements across NHS Grampian and that appropriate action is being taken to address areas of under performance.

ROLE AND REMIT OF THE COMMITTEE

- 2.1 To monitor and support dynamic performance monitoring, assessment and management arrangements across NHS Grampian.
- 2.2 To report regularly to the NHS Board on the effectiveness of the performance management arrangements
- 2.3 To assure the NHS Board that action is being taken by management to address areas of underperformance based on the outputs from operational performance review processes.
- 2.4 To oversee and monitor all aspects required for the Annual Review.
- 2.5 To oversee preparation of and review the NHS Grampian Annual Performance Report as incorporated within the Annual Report and Accounts.
- 2.6 To promote a culture of continuous, system wide performance improvement.

- 2.7 To oversee the development and maintenance of an Assurance Framework.
- 2.8 Reporting of key strategic risks to the NHS Board in liaison with other Governance Committees to ensure delivery of strategic objectives.
- 2.9 Overall responsibility for ensuring that risks are identified and managed effectively across the organisation. It should regularly review the strategic risk register.
- 2.10 To assure the NHS Board that preventable inequalities in health outcomes due to deprivation are addressed across Grampian.
- 2.11 To monitor on behalf of the NHS Board the System Leadership Team's (SLT) management of system performance issues. The Performance Governance Committee will expect that the SLT will:
 - a) Utilise regular performance reports and cross system intelligence to ensure performance is managed and monitored in accordance with the tiered intelligence approach.
 - b) Ensure effective linkage with regional planning, clinical networks, local authorities and other partners relating to performance issues.
 - c) Identify and ensure appropriate action is taken in areas of under performance.
 - d) Ensure clear accountabilities for delivery and reporting.

RELATIONSHIP WITH THE NHS BOARD AND OTHER COMMITTEES

The Committee operates in order to assure the NHS Board on the effectiveness of system-wide performance management. The Committee is empowered to commission ad-hoc reviews of areas within the system where performance has varied significantly.

The Chair of the Committee reports to the NHS Board both on the monitoring of system output and on the effective management of performance.

As an NHS Board Committee with system-wide performance assurance responsibilities, there is a requirement that it works across the whole operating system in order to review, monitor and report on all aspects of performance in accordance with the Board's Assurance Framework.

The Committee will receive risk based exception reports from other governance committees and Boards established to oversee specific topics. Reports will also be provided from Community Planning Partnerships

4. MEMBERSHIP

(Chairperson) - Non-Executive Board Member
4 Non-Executive Board Members

5. ATTENDANCE

The Director of Finance acts as a key advisor between the Performance Governance committee and the SLT in order to support each group to deliver their respective roles. Other staff may be invited to attend Committee meetings to inform and/or report on specific matters.

The Chief Executive, Director of Finance, the Medical Director and Director of Nursing, Midwifery and Allied Health Professionals are expected to attend all meetings of the Committee.

All NHS Board Members have a right to attend as observers. Other members of NHS staff in Grampian may also attend as observers by prior arrangement.

6. QUORUM

At least three members of the Committee must be present in order to form a quorum

7. DEPUTIES

The Chair can appoint a Meeting Deputy (to cover unavoidable absence) from the members.

8. MEETINGS

There will be 6 meetings per annum with provision for additional meetings as required.

9. MINUTES/REPORTS

The minutes of meetings are submitted to the NHS Board.

The Committee chairman makes a formal report, to the NHS Board after each meeting.

All minutes are publicly available online under the terms of the Freedom of Information (Scotland) Act 2002.

10. STANDING ORDERS

The provisions of the NHS Grampian Standing Orders for Board meetings shall apply to this Committee as far as is practicable and appropriate.

Decisions reached by the Committee are by consensus with all members agreeing to abide by such decisions (to the extent that they are in accordance with the constitution of the Performance Governance Committee).

11. SUB-COMMITTEES

There may be other informal working groups dependent on programme of work of the Committee.