Aide memoire for Governors observing Board Committees

Committee meetings vary depending on the purpose of the Committee and the content of the agenda, so you should not expect to see a common set of behaviours at every meeting of every Committee. However, here are some of the things you could look for to help inform the assurance you provide to the Council of Governors:

* How well does the chair manage the Committee’s agenda?
* Do NEDs set out the context for the Committee’s discussions?
* Do NEDs maintain a sense of perspective and prioritise the most important matters?
* Do the NEDs test the assurances given by officers, for example where there is good performance?
* Do Board members (NEDs and Executives) seek and test assurance from other Board members?
* Do Board members demonstrate a collaborative approach to resolving issues?
* Do NEDs look for gaps in assurance?
* Is poor performance reviewed and explanations sought?
* Are remedial action plans put in place and effectively monitored to improve poor performance?
* Do NEDs follow up on the findings of any audit reports to the Committee?
* Do NEDs consider, where relevant, any positive or adverse impact on service users?
* Do NEDs ask for and test assurances about staff and service user or stakeholder engagement, where relevant?
* Do NEDs ask for and test assurance about costs and the sustainability of services?
* Do NEDs encourage openness at the Committee to enable issues to be discussed?
* Do NEDs comment on good performance and recognise the efforts of staff in achieving this?
* Do NEDs cross check the information received at the Committee against other sources of information available to them (eg from other Committee or Board meetings)?
* Do NEDs summarise discussions so that attendees are clear about the actions assigned to them?