




NHS South East London ICB Engagement Assurance Committee Review of Effectiveness – South East London year to 31 March 2025

Issue	Score	Rationale for score	Evidence
Composition, Establishment and Duties			
Does the Committee have adequate membership, authority, and resources to perform its role effectively as identified within its terms of reference?	4	Membership comprises representative members of the public from all six boroughs in SEL together with SEL and ICB officer reps. Members have a range of experiences.	Outcome from committee effectiveness review questionnaire, committee ToR, notes from meetings.
Is the skill mix of Committee members adequate to cover the full scope of the Committees responsibilities?	4	Membership comprises representative members of the public from all six boroughs in SEL together with SEL and ICB officer reps. Members have a range of experiences.	Outcome from committee effectiveness review questionnaire, committee ToR, notes from meetings. Two respondents “strongly agreed” with this statement.
Is the mix of Committee members adequate to ensure representation from all relevant partners?	4	Membership comprises representative members of the public from all six boroughs in SEL together with SEL and ICB officer reps. Members have a range of experiences.	Outcome from committee effectiveness review questionnaire, committee ToR, notes from meetings.
Does the Committee receive the appropriate level of input from its members?	4	All members contribute to discussions.	Minutes of meetings.
Have all members attended meetings on a regular basis and is the level of attendance satisfactory?	3	Quoracy has been achieved for 5 of the 6 meetings in the year and all members have attended. Of the 15 members, 5 have attended 100% of the meetings they were eligible to attend and 3 more have missed only 1 meeting.	Minutes of meetings.
Is a succession plan in place to ensure continuity of membership?	2	Membership is dependent on expressions of interest to join. The AD for Engagement maintains good contact with the members to ensure an early indication of any members who are considering standing down.	
Is the Committee clear on its responsibilities and accountabilities?	2	Most committee members who responded felt clear on responsibilities. One member neither agree or disagreed stating they found it difficult to be sure effective engagement had taken place.	Outcome from committee effectiveness review questionnaire, ToR exist.
Is there clarity within the members around the scope of the Committees responsibilities in terms of ICB vs system?	3	ToR requires committee to have a system-wide view of engagement, for which it provides assurance to the ICB Board.	Terms of reference.
SECTION SCORE	3	RESULTANT RAG RATING NB: 0-1 = red, 2 = amber, 3 = yellow, 4 = green	

How the Committee meetings operate			
Has the Committee met the minimum number of times this year per its ToR?	4	ToR require meetings at least bi-monthly. Six meetings have taken place in the year being reported.	
Have all Committee meetings been quorate?	3	5 of 6 meetings in the year.	
Do the Committee members work well as a team?	4	Committee members report working well – 2 respondents stated they strongly agreed with the statement.	Outcome from committee effectiveness review questionnaire.
Is there a sufficient level of genuine challenge between the Committee members?	4	Committee members report working well – 2 respondents stated they strongly agreed with the statement.	Outcome from committee effectiveness review questionnaire.
Is each agenda item “closed off” appropriately so there is a clear conclusion, next steps and responsible officers identified.	3	Action log is maintained. Assurance presentations are usually one-offs to report on engagement activity that has taken place. Follow up reports provided at subsequent committees as needed.	Papers and minutes of meetings.
SECTION SCORE	4	RESULTANT RAG RATING  NB: 0-1 = red, 2 = amber, 3 = yellow, 4 = green	

Governance, Scrutiny and Assurance			
Has the Committee reviewed its terms of reference in the year?	4	Yes terms of reference last amended May 2024.	
Does the Committee have sufficient time to give appropriate consideration and scrutiny to its business and agenda?	2	Mixed responses from members to this question. Concerns raised around the length of the presentations leaving too little time for discussion and questions.	Outcome from committee effectiveness review questionnaire
Does the Committee get the right balance in the time it spends on operational and strategic issues?	2	Mixed responses ranging from neither agree or disagree through to strongly agree. Understanding that committee is for assurance not management of operational or strategic issues. One respondent requested more consideration of patient experience of care and benchmarking against other organisations.	Outcome from committee effectiveness review questionnaire

Does the Committee get the right balance in the time it spends between assurance and decision-making?	2	Mixed responses ranging from neither agree or disagree through to strongly agree. Understanding that committee is for assurance not management of operational or strategic issues.	Outcome from committee effectiveness review questionnaire
Is information in the right form to enable the Board to make sound decisions?	3	Generally members indicate they are happy with the format but one commented the information could be summarised for quicker and more informed reading. Chair called out for being willing to additional information requests where needed.	Outcome from committee effectiveness review questionnaire
Are the reports presented to the Committee of sufficient standard and breadth to support robust decision making?	4	Members agree on content of reports but would appreciate consideration of an executive summary for reference in the meeting.	Outcome from committee effectiveness review questionnaire
Has the Committee effectively managed any arising conflicts of interest in line with the ICBs Conflict of Interest Policy?	4	No COI issues identified in the year.	Minutes of meetings.
Are the activities and key issues of the Committee sufficiently reported at the Board meetings held in public?	4	Activities of the EAC are fully reported in the ICBs annual report to meet the engagement standards set by NHSE. Reports on activity are fed into the CCPL group as the reporting committee of the Board.	
Are reports to the Board delivered in a balanced and insightful way which highlights key issues whilst not simply repeating the discussions at the Committee?	n/a	N/a as this is a sub-committee that does not report directly to the Board	
SECTION SCORE	3	RESULTANT RAG RATING  NB: 0-1 = red, 2 = amber, 3 = yellow, 4 = green	

Work Plan			
Has the Committee established a workplan for the year and has it been adhered to?	3	Workplan discussed at beginning of year but maintained flexibly to respond to projects as they arise in the year.	
Does the Work Plan reflect all the duties and responsibilities set out in the Terms of Reference?	3	ToR requires committee to receive reports and monitor engagement activities, which is evidenced in its meeting content, and to liaise with the equalities group, from which it receives a report at each meeting.	Meeting minutes.
SECTION SCORE	3	RESULTANT RAG RATING  NB: 0-1 = red, 2 = amber, 3 = yellow, 4 = green	

Administrative Arrangements				
Are agendas and reports circulated in good time for Members to give them due consideration?	4	Reports circulated a week in advance of the meeting in accordance with the ICBs standing orders.		
Are the minutes and actions circulated in good time for Members to give them due consideration?	4	Meeting minutes and actions circulated following approval by chair. No issues raised by members. One member suggested an executive summary should be provided the following day.	Outcome from committee effectiveness review questionnaire.	
Does the action log accurately reflect actions agreed, and are responsible officers held to account to close off actions in a timely manner?	4	Action log is reviewed at each meeting and signed off as part of the minutes approval process.		
SECTION SCORE	4	RESULTANT RAG RATING	<div></div>	NB: 0-1 = red, 2 = amber, 3 = yellow, 4 = green

There is clear feedback from members that they see high value in the work of the committee and promote the importance of it being retained due the current reshaping of the ICBs function.

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