



Finance and Performance Committee - TOR

Authority	<p>The Finance and Performance Committee is a formal committee of the board and is authorised to provide assurance to the board and carry out delegated functions on its behalf.</p> <p>These terms of reference have been approved by the board and are subject to annual review.</p>
Purpose	<p>The purpose of the committee is to gain assurance, on behalf of the board, of the following key areas:</p> <ul style="list-style-type: none"> • Financial performance and delivery of the Trust's budget • Financial policies • Operational performance • Performance management principles and processes • Estates (business as usual)
Membership	<p>The members of the committee will be appointed by the board so that there is a majority of non-executive directors over voting executive directors, as follows:</p> <ul style="list-style-type: none"> • Up to four non-executive directors, one of whom shall be nominated as Committee Chair • Chief Financial Officer • Chief Operating Officer <p>The Committee Chair will have a casting vote, if needed.</p> <p>Others expected to be in attendance in full or part of the meeting, at the discretion of the Committee Chair, include:</p> <ul style="list-style-type: none"> • Chief Executive • Trust Chair • Director of Estates and Major Projects • Deputy Chief Financial Officer <p>The Committee Chair may also invite others to attend where needed.</p>
Quorum	<p>The quorum will be three, including at least two non-executive directors</p>
Frequency of meetings	<p>The committee will meet at least four times per year and members are expected to attend at least 75% of meetings in any year.</p>
Duties	<p>The committee can only carry out functions authorised by the board, as referenced in these terms of reference.</p> <p>Assurance Functions</p> <p>The committee will review the following to provide assurance to the board:</p> <p>Financial policies</p> <ul style="list-style-type: none"> • Financial and accounting policies and relevant processes • Methodologies used to assess business cases and other investments <p>Financial planning</p>

- The financial aspects of the trust’s annual business plans and the annual plan prior to submission to the board for approval;
- The assumptions underlying budgets and plans
- Scenario planning and stress testing of plans
- Financial forecasts, including outturn and cash flow

Financial performance

- Financial performance, including in depth analysis of income, expenditure, capital and cash
- Overall financial performance of the trust’s portfolio of investments (individual committees responsible for assuring the specific investment performance of the decisions they take and the business cases they assure)
- Development, management and delivery of cost improvement schemes
- ensure that financial performance monitoring across the organisation is effective and sufficiently granular

Financial Stewardship

- Financial stewardship of assets and liabilities, including contingent liabilities
- Conduct deep dives to determine value for money and adequate return on investment for projects as appropriate

Operational Performance

- Seek assurance that performance management principles and processes are embedded throughout the Trust
- Seek assurance operational performance is in line with agreed plans in order to drive service improvements
- Ensure the Board is briefed on emerging performance management requirements, taking into account local and national policy
- Seek assurance that the procurement performance is optimal and providing value for money

Estates

- Assurance on items relating to business as usual activities of Estates function as required.

Other

- all finance category risks on the Trust risk register and Board Assurance Framework

Other duties as agreed by the Board

- Exceptional items explicitly requested by the board that fall outside the terms of reference

<p>Reporting and review</p>	<p>Following each meeting of the committee, an update will be provided to the board, in a standard format, showing progress made and highlighting any issues for escalation or dissemination.</p> <p>Minutes of meetings will be available for any board member on request.</p> <p>The committee will carry out an annual deep dive review of its effectiveness against these terms of reference, including setting the forward plan for the next year. Dedicated time will be held at the last meeting of the FY for this</p>
------------------------------------	--

	review. This will be reported to the board via the committee's annual report, at the first available meeting after 1 April of each year.		
Meeting administration	<p>The lead executive for the committee will be the chief financial officer and the secretary for the committee will be the company secretary.</p> <p>The secretary's role will be to;</p> <ul style="list-style-type: none"> • Agree the agenda with the chair • Ensure the agenda and papers are despatched five clear days before the meeting, in line with the board's standing orders • Maintain a forward plan of items for the committee • Be responsible for the production and quality of the minutes (even if taken by a separate minute taker) • Ensure minutes are issued to the chair for review within one week of the meeting, and to committee members within two weeks of the meeting. • Ensure actions are captured, notified to relevant staff and followed up <p>Any other administrative arrangements not listed here will be as shown in the standing orders of the board of directors</p>		
Date approved by the board	TBC	Date of next review	TBC

Standing financial instructions and scheme of delegation

<https://eyeq.moorfields.nhs.uk/download.cfm?doc=docm93ijjm4n815.pdf&ver=8492>