South Eastern Health and Social Care Trust

FINANCE COMMITTEE

Terms of Reference

Date:	June~~March~~ 2017~~6~~	**Version:**	2~~1~~.0
Review Date:	June~~March~~ 2018~~7~~		

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1.0 Constitution

The Board hereby resolves to establish a Committee of the Board to be known as the Finance Committee (the Committee). The Committee is a non-executive committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference.

2.0 Membership of the Committee

- Chair of Finance Committee (Non-Executive Director);
- 2 Non-Executive Directors

In attendance:

- Director of Finance & Estates;
- Assistant Director of Financial Management

Attendance will be open to all other Non-Executive and Executive Directors.

Other staff may be required to attend from time to time, as the agenda requires.

A Non-Executive shall be the Chairman of the Committee. If the Chairman is absent a second Non-Executive Director will act as the Chair.

3.0 Quorum

A quorum shall be two Non-Executive Directors. The Director of Finance & Estates (or nominee) should attend.

4.0 Frequency of Meetings

The committee shall meet on a bi-monthly or more frequently as required.

5.0 Authority

The Committee is authorised by the Board to undertake any activity within its terms of reference. In particular, it may seek advice from whatever source it deems to be appropriate in order to fulfil its function.

6.0 Functions of the Committee

The Finance Committee is the delegated committee of the Trust Board with overall responsibility to ensure that the Trust Board delivers its statutory responsibility to "break-even".

The **main functions of the Committee** are:

6.1 To review in detail the financial strategy, so as to be able to confirm to the Trust Board the basis of acceptance.

6.2 To review the financial monitoring information in sufficient detail to advise the Trust Board, with confidence, concerning the financial performance of the Trust.

6.3 To keep Directors up to date regarding the financial outlook for the Trust, and to review the key financial assumptions used in estimating the projected position.

6.4 To review the activity and other performance monitoring information relevant to financial performance.

6.5 To review achievement of cost improvements and income generation activities in line with the Trust Delivery Plan.

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6.6 To review financial reporting (ongoing on a regular basis).

6.7 To receive regular updates on actions taken by the Director of Finance & Estates to ensure the provision of effective and sound financial management and information.

6.8 To ensure the Director of Finance & Estates provides assurance that adequate training is delivered on an on-going basis to budget holders to enable them to manage their responsibilities.

6.9 To review and approve Capital Business Cases over £0.5m (£0.250m ICT). ~~being approved prior to submission to Trust Board~~.

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7.0 Operational arrangements for meetings

7.1 Administrative support to the committee

The Committee shall be supported administratively by the Director of Finance & Estates (or nominee) whose duties in this respect include:

- Preparation and issue of agenda on behalf of the Chairman;
- Collation and distribution of papers sufficiently in advance of each meting to facilitate their full consideration and discussion at the meeting;
- Ensuring appropriate arrangements are in place for the servicing of the committee including the taking of minutes and keeping a record of matters arising and issues to be carried forward;
- Advising the committee on pertinent issues.

7.2 Conduct of meeting

All questions arising will be decided by a simple majority of those present. In the case of equal votes, the Chair will have a casting vote. It is intended that meetings will not last more than 2 hours.

7.3 Agenda items and papers for meetings

Agenda items should be submitted to the Director of Finance & Estates 10 days in advance of the meeting. He/she will agree the content of the agenda prior to issue with the Chair of the committee.

The Director of Finance & Estates Committee (or nominee) will issue the agenda/papers for the meeting approximately 7 days in advance of the meeting.

Should an item need to be raised on the day, this can be covered under Any Other Business, subject to there being available time for discussion. If separate papers require circulation, these should, wherever possible, be issued with the agenda. This is intended to enable the members to have the opportunity to read information in advance.

7.4 Minutes of Meetings

The Office of the Chief Executive will arrange the secretariat for the meeting. Minutes of meetings will be produced and agreed with the chair prior to issue. These will be circulated as soon as possible after the meeting listing topics discussed, actions agreed and individuals responsible for undertaking those actions.

7.5 Sub committee reporting arrangements

The Committee shall establish sub-committees, as and when required.

7.6 Review of terms of reference

The Committee will review its terms of reference on an annual basis. The Trust Board should endorse these.

8.0 Reporting arrangements

The minutes of the Committee shall be formally recorded and distributed to the members of the Committee in advance of the next meeting. The Trust Board shall also formally adopt the minutes of the meeting as soon as possible after each meeting

List of Finance Committee members – JuneMarch 20176

~~Mr D O'Hara, Non-Executive Director (Chairman) – ceased membership on 31/12/15~~
~~Mr N Mansley, Non-Executive Director (Chairman from February to June 2016; revert to member on 9 June 2016)~~
~~Miss F Graham, Non-Executive Director~~
~~Mr P Davison, Non-Executive Director – ceased membership on 31/12/15~~
~~Mr J Trethowan, Non-Executive Director (attended x 1 meeting in February 2016)~~
Mr M Mawhinney, Non-Executive Director (Chairman – 9 June 2016)
Mr N Brady, Non-Executive Director
Ms L O'Neill, Non-Executive Director

In attendance

Mr N Guckian, Director of Finance & Estates
~~Mrs W Thompson, Assistant Director, Financial Management (up to 31 April 2016)~~
Mr P Morgan, Assistant Director, Financial Management (wef 1 May 2016)