

# **FINANCE & PERFORMANCE COMMITTEE**

## **Terms of Reference**

**Date:** June 2024  
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## **1.0 ESTABLISHMENT**

The Board of the South Eastern Health & Social Care Trust has established a Committee to be known as the **Finance & Performance Committee**.

The Committee has no executive powers other than those specifically delegated and detailed within these Terms of Reference for information purposes.

## **2.0 MEMBERSHIP**

The membership of the Committee shall be determined by Trust Board and appointments made from amongst its membership.

The Committee shall comprise of two Directors of the Executive Management Team (Director of Finance & Estates and the Director of Planning Performance & Informatics) and no fewer than three Non-Executive Directors appointed by the Chair of the Trust Board. A full list of Members as of the date of these Terms of Reference can be found at the end of this document.

A quorum shall be three Members including at least two Non-Executive Members appointed to the Committee and present.

The Chair of the Committee shall be a Non-Executive Director appointed by the Chair of Trust Board and will hold office for a term specified on appointment or until such time as the Chair of Trust Board determines otherwise.

The Chair of the Committee will cease to as a Chair if they are no longer a Non-Executive Director or they notify the Chair of Trust Board in writing that they no longer wish to continue.

If the Chair of the Committee is absent, a Non-Executive Director present may act as Chair for the duration of the meeting.

## **3.0 ATTENDANCE**

The Assistant Director, Risk Management & Governance/Board Secretary (or their nominee) will be in attendance at Committee meetings.

In the event of a Member of the Executive Management Team is unavailable to attend, he/she can nominate a senior manager to attend in their absence by recording an apology in advance with the Board Secretary and confirming the identity of the intended substitute no later than three working days prior to the date of the scheduled meeting.

Other members of staff may be required to attend meetings/s as the Committee considers necessary. Attendance is open to all other Non-Executive and Executive Directors.

The Assistant Director of Financial Management and the Assistant Director of Performance & Improvement will attend the meeting as required.

#### **4.0 FREQUENCY OF MEETINGS**

The Committee shall meet at least five times annually. Members are requested to attend a minimum of two meetings during the course of the year.

#### **5.0 AUTHORITY (including Escalation to Trust Board)**

The Committee is authorised by the Board to undertake any activity stated within these Terms of Reference. The Committee is further authorised to secure the attendance of relevant external parties necessary in order to fulfil its remit.

The Chair of the Committee shall draw to the attention of Trust Board any issues that require disclosure to the full Board or may require executive action by the Chief Executive and/or wider Executive Management Team. In addition, the Committee has authority to formally escalate any issues Members judge require notification and/or further consideration by Trust Board.

#### **6.0 REMIT**

The Committee shall embed the Trust's vision and values in conducting its business.

The Committee holds overall responsibility to ensure Trust Board delivers its statutory responsibility to "break-even".

Performance Reports will be presented to enable a more detailed conversation with testing and assurance provided on Trust performance compared to the Service Budget Agreement (SBA) and associated targets, key performance indicators and trajectories for a specific service area.

The Committee will undertake:-

- 6.1 To review in detail the financial strategy so as to be able to confirm to Trust Board the basis of acceptance;
- 6.2 To review the financial monitoring information in sufficient detail to advise Trust Board, with confidence, concerning the financial performance of the Trust;
- 6.3 To keep Trust Board 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 monitoring information relevant to performance of the Trust;
- 6.5 To review the progress of any savings plans in line with the Trust Delivery Plan;
- 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 consider and approve Capital Business Cases over £0.5m (£0.250m ICT);
- 6.10 To ensure that the Director of Planning and Performance provides assurance that suitable plans are in place to monitor performance against agreed targets;
- 6.11 Performance reports on specific service areas will be presented and provide a holistic overview of challenges/relevant mitigating actions;
- 6.12 To monitor progress against performance improvement actions noted at previous meetings.

## **7.0 OPERATIONAL ARRANGEMENTS**

### **Administrative Support to the Committee**

The Committee shall be supported administratively by the Board Secretary (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 meeting 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;
- Assist the Chair in ensuring the effective operation of the Committee;
- Arranging the attendance of appropriate staff at meetings;
- Ensuring the annual review of these Terms of Reference and the making of recommendations for updating;
- Development and maintenance of the Committee's Meeting Schedule.

### **Conduct of Meetings**

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

Should an item of business need to be raised on the day of the meeting, this can be covered under Any Other Business subject to there being available time for discussion.

### **Agenda Items and Papers for Meetings**

The Board Secretary (or nominee) will issue the agenda and associated papers for each meeting no later than five days prior to the date of the scheduled meeting.

If separate papers require circulation, these should, wherever possible, be issued with the agenda. This is intended to enable Members to have the opportunity to read information in advance.

### **Minutes of Meetings**

The minutes of the Committee shall be formally recorded by the Board Secretary (or nominee) and agreed with the Chair of the Committee prior to issue in advance of the next meeting.

Minutes will be circulated as soon as possible after the meeting listing topics discussed, actions agreed and individuals responsible for undertaking those actions. Once approved by the Committee at its subsequent meeting, the minutes will be submitted to Trust Board for noting.

## **8.0 DECLARATION OF INTEREST**

The Chair of the Committee shall ask Members to declare any action or potential conflict of interest on any matter listed on the agenda for consideration at the outset of each meeting.

Where a conflict arises during the course of the meeting, any Member so conflicted should declare their interest immediately and withdraw. It is the responsibility of individual Members to ensure they declare any interest in a timely manner.

All stated declarations of interest made during each meeting shall be formally recorded in the minutes.

**List of Members of the Finance & Performance Committee – June 2024**

<b><u>Non-Executive Directors</u></b>	
<b>Chair of Committee</b>	Mrs Helen Minford
	Mr Noel Brady
	Mr Kieran Donaghy
	Mr Norman McKinley

<b><u>Executive Management Team</u></b>	
<b>Deputy Chief Executive, Director of Finance &amp; Estates</b>	Ms Wendy Thompson
<b>Director of Planning, Performance &amp; Informatics</b>	Mrs Helen Moore

**In Attendance:**

<b>Board Secretary:</b>	Mrs Martine McNally (or nominee)
<b>Assistant Director, Financial Management</b>	Mrs Jennifer Dunlop
<b>Assistant Director, Performance</b>	Ms Emma Hannaway