

TERMS OF REFERENCE

FINANCE, PERFORMANCE AND WORKFORCE COMMITTEE

1. PURPOSE

- 1.1 The Finance, Performance and Workforce Committee is a formal committee established by the Board of Directors (along with the Healthcare Governance, Audit and Remuneration Committees).
- 1.2 The Finance, Performance and Workforce Committee will interface with the other Board Committees and the Trust Executive Group.
- 1.3 It will also have particular regard to the work of the Business Planning Team, the Capital Investment Team, Chief Executive Efficiency Programme PMO and the Staff Engagement Executive Group meetings.

2. DUTIES/RESPONSIBILITIES

- 2.1 On behalf of the Board of Directors, to give detailed consideration to the Trust's financial, performance and workforce issues in order to provide the Board with reassurance, information on key issues and clear decision points.

In doing so the Finance, Performance and Workforce Committee will review in detail and propose action on:

- (a) The Trust's financial plans and strategies (revenue, capital and working capital).
 - (b) The Trust's service plans and performance in delivering service targets.
 - (c) The Trust's efficiency/productivity plans and processes.
 - (d) The Trust's workforce strategies and plans.
 - (e) The Trust's in-year financial and service performance, and plans for corrective action.
 - (f) The content of financial, service and workforce performance reports to the Board.
- 2.2 To give early strategic consideration to significant business cases/capital investment proposals to ensure that they are developed in an appropriate way.

- 2.3 To consider key financial policies, issues and developments to ensure that they are shaped, developed and implemented in an appropriate way.
- 2.4 To give early strategic consideration to key service and operational issues and developments.
- 2.5 To provide assurance to the Board that the HR/Organisational Development strategy supports the corporate aims of the Trust and that the strategy is being implemented with appropriate results.

3. ACCOUNTABLE TO

Board of Directors

4. REPORTS TO AND METHOD (INCLUDING MINUTES CIRCULATION)

Provides Minutes of Meetings to the Board of Directors.

Circulation: - To Members of the Finance, Performance and Workforce Committee and Board of Directors

5. MEMBERSHIP - NAME/DESIGNATION/CHAIR OR DEPUTY

➤ Members

NAME	DESIGNATION	CHAIR/DEPUTY
Andrew Cash	Chief Executive	
John Donnelly	Non Executive Director	
Mark Gwilliam	Director of Human Resources	
Kirsten Major	Director of Strategy and Operations	
Vic Powell	Non-Executive Director/Vice Chairman	Chair
Tony Pedder	Chairman	Deputy
Neil Priestley	Director of Finance	
Martin Temple	Non Executive Director	

➤ In attendance

NAME	DESIGNATION
Rob Wilson	Deputy Director of Finance

➤ Standing Invitation

NAME	DESIGNATION
Hilary Chapman (re Infection Control Targets)	Chief Nurse

➤ Serviced by

NAME	DESIGNATION
Rob Wilson	Deputy Director of Finance

➤ Lead Officer (If applicable)

NAME	DESIGNATION
Mr. Neil Priestley	Director of Finance

6. QUORUM

Four members, of which at least one must be a Non Executive Director.

7. MEETING FREQUENCY (MINIMUM IF APPLICABLE)

7.1 The Finance, Performance and Workforce Committee will meet monthly but may have additional ad hoc meetings as required when certain key issues necessitate.

7.2 The routine meetings will normally take place on the Monday (morning) of the week before the monthly Board of Directors meeting.

8. DATE TERMS OF REFERENCE WERE APPROVED

October 2013

9. REVIEW DATE

April 2015

10. PROCESS FOR REVIEWING EFFECTIVENESS

The effectiveness of the Committee will be monitored on an annual basis via the following:

- Review of the Terms of Reference
- Review of attendance rate of members
- Production of an Annual Report and Work Plan.