



TERMS OF REFERENCE

FINANCE AND PERFORMANCE COMMITTEE

1. PURPOSE

- 1.1 The Finance and Performance Committee is a formal Committee established by the Board of Directors (along with the Healthcare Governance, Human Resources & Organisational Development, Audit and Remuneration Committees).
- 1.2 The Finance and Performance 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, the Making It Better Programme and the Chief Executive Efficiency Programme PMO.

2. DUTIES/RESPONSIBILITIES

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

In doing so the Finance and Performance Committee will review and, where necessary, 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 in-year financial and service performance, and plans for corrective action.
 - (e) The content of financial, service and performance reports to the Board.
 - (f) Other key financial/service initiatives such as the IT Programme, Procurement, etc.
- 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 consider financial and performance submissions (plans and in-year monitoring returns) to NHS England/Improvement and responses; and to ensure that the relationship with NHSEI is managed appropriately.
- 2.6 To oversee the financial, service, performance and governance issues for the Trust in respect of the South Yorkshire and Bassetlaw Integrated Care System and the Sheffield Accountable Care Partnership.
- 2.7 The Committee does not have any sub groups reporting to it.

3. ACCOUNTABLE TO

Board of Directors

4. REPORTS TO AND METHOD (INCLUDING MINUTES CIRCULATION)

Provides Minutes of Meetings to the Board of Directors.

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

5. MEMBERSHIP - NAME/DESIGNATION/CHAIR OR DEPUTY

➤ Members

NAME	DESIGNATION	CHAIR/DEPUTY
Tony Buckham	Non-Executive Director	Deputy Chair
Anne Gibbs	Director of Strategy & Planning	
Michael Harper	Chief Operating Officer	
Kirsten Major	Chief Executive	
Chris Newman	Non-Executive Director	
Maggie Porteous	Non-Executive Director	
Neil Priestley	Director of Finance	
Martin Temple	Non-Executive Director	Chair

➤ Standing invitation

NAME	DESIGNATION
Annette Laban	Chair

➤ In attendance

NAME	DESIGNATION
Chris Morley (re Infection Control)	Chief Nurse

➤ Serviced by

DESIGNATION
PA to Director of Finance

➤ Lead Officer (If applicable)

NAME	DESIGNATION
Neil Priestley	Director of Finance

6. QUORUM

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

At the discretion of the Chair, business may be transacted through a teleconference or videoconference provided that all Board members present are able to hear all other parties and where an Agenda has been issued in advance. Participation in a meeting via electronic means shall constitute presence in person at the meeting.

7. MEETING FREQUENCY AND PROCEDURES (MINIMUM IF APPLICABLE)

7.1 The Finance and Performance Committee will meet monthly.

7.2 However, it may have additional ad hoc meetings as required when certain key issues necessitate.

8. DATE TERMS OF REFERENCE APPROVED

May 2021

9. REVIEW DATE

May 2022

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