

## Finance, Planning & Performance Sub Group

**E1**

### Terms of Reference

#### Introduction and purpose

To focus on finance, planning and performance across the Trust.

#### Aims/responsibilities

Members will hold the non-executive directors to account for their actions in planning the Trust's development, prudently managing its finances and delivering service performance that meets the standards required by or agreed with its regulators and other stakeholders (NHS Improvement, CQC, Commissioners and Customers). They will do this by: -

- Representing the views of their constituencies by being involved in the Trust's planning processes e.g. Annual Plan
- Leading the development of the Governors' recommendations for inclusion in the Trust's Annual Plan and responding to proposals from the Board, ensuring all Governors are able to contribute as they wish.
- Scrutinising performance information on a themed basis and cross-checking where possible Trust data with evidence from non-Trust sources.
- Taking an overview of finance, planning and performance monitoring processes within the Trust, including the NEDs' contributions to those processes, to assure the full Council of Governors that the systems in place are robust and effective.
- To scrutinise and contribute views on Estates & IM&T Strategies
- To report to the CoG and Board of Directors (BoD) any observed breach of the NHS constitution;
- Receive and consider assurance from the Performance Committee on planning matters including understanding the effects on service quality;
- Receive and consider assurance from the Performance Committee on performance matters including understanding the effects on service quality;

- Testing out those processes by reviewing their application in selected aspects of the Trust's work
- Work with the Audit Committee in relation to the appointment/re-appointment and/or removal of the external auditors (as delegated by the Council of Governors), mindful of the guidance contained in the GovernWell publication 'appointing the external auditor: a guide for governors' and supporting the recommendation to the Council of Governors from the Audit Committee
- To receive a six monthly assurance report on the work of the appointed external auditors
- To receive a quarterly assurance report on the work of the appointed internal auditors which may include specific audits which have been undertaken
- For relevant items to be brought to the sub groups attention under the Transactions Policy in a timely manner

### **Membership**

The sub-group will elect its Chair and Vice-Chair from its membership bi-annually. If unable to attend a meeting, the Chair will arrange for the Vice-chair to chair it. In the absence of both the Chair and the Vice-chair, those members present will elect a Chair for that meeting.

The quorum for the sub-group will be one third its membership. Apologies for absence should be sent to the Trust Office at least two days before a meeting, except in exceptional circumstances, and will be recorded at the meeting.

### **Meeting frequency**

The sub-group will meet bi-monthly, with timed meetings of two hours. Extra meetings will be arranged in exceptional circumstances.

### **Performance evaluation**

A rolling work-plan will be maintained, updated at each meeting, and shared with the Performance Committee.

These Terms of Reference will be reviewed annually, or earlier at the request of the sub-group.

### **Reporting arrangements**

The Chair or Vice-chair will report to the CoG, BoD and Performance committee as required.

<b>Date of approval:</b>	July 2018
<b>Date of approval by sponsoring group:</b>	Council of Governors July 2018
<b>Date of next review:</b>	July 2019
<b>Executive Lead:</b>	

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