

Finance Service Improvement and Delivery Assurance Committee Terms of Reference

1. Strategic Statement

The Finance Service Improvement and Delivery Assurance Committee is accountable to the Trust Board. The Committee is responsible for providing assurances to the Trust Board on financial and operational performance and service transformation. In particular ensuring the strategic objectives and trust ambitions are being delivered i.e.

- Services shaped around patient needs
- Performance improvement
- Financial stability and recovery

2. Constitution

The Finance Service Improvement and Delivery Assurance Committee is a formal committee of the Board and holds only those executive powers as delegated in these Terms of Reference.

3. Relationships

The Committee is the primary Board committee for providing assurance and raising any concerns to the Trust Board about delivery of the annual integrated planning process. It also provides assurance and raises any concerns to the Trust Board in relation to the delivery of the Trust statutory financial duties.

It is chaired by a Non-Executive Director of the Board. It receives regularly updates about Trust wide development of long term strategy, medium term financial plan and clinical strategy.

Subject to such directions as may be given by the Trust Board, it may establish sub-committees as appropriate and determine the membership and terms of reference of such.

The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply to the Committee and its sub-committees. In which case the term “Chairman” is to be read as a reference to the Chairman of the committee as the context permits, and the term “member” is to be read as a reference to a member of the committee also as the context permits.

4. Membership

The membership of the committee shall comprise the following:

Voting Members

Non-Executive Director (Chair)
Non-Executive Director (Deputy Chair)
Non-Executive Director

Director of Finance, Procurement and Corporate Affairs (Executive Lead)
Deputy Chief Executive
Chief Operating Officer
Director of Estates and Facilities
Medical Director

In attendance

Trust Secretary

Co-opted Members (to attend as required)

Director of HR and OD (as requested)

If any voting member is unable to attend a meeting, they are to designate another suitable officer to attend as an alternate in their place. These alternates to have the quoracy and voting rights of the member they are attending for.

5. Attendance

A quorum shall be three of the voting members, including at least two Non Executive and one Executive member. Members will be required to attend at least 60% of all scheduled meetings within each year.

6. Administration

The Trust Secretary will ensure appropriate support is afforded the Committee.

7. Frequency

The Committee will meet monthly.

8. Authority

The Committee shall be accountable to the Trust Board. The minutes of meetings shall be formally recorded. The Chair of the Committee shall report to the Board after each meeting and provide a report on assurances received, escalating any concerns where necessary. It will also advise the Audit Committee on the adequacy of assurances available. It is authorised to seek clarification and further investigation as necessary.

9. Core Duties

The core duties of the committee will be as follows:

1. Review and provide assurance on those elements of the Board Assurance Framework identified as the responsibility of the committee seeking where necessary further action/ assurance. The detail of this review should be upwardly reported to the Trust Board.

Services shaped around patient needs (SO3)

- 2. Assurance on delivery of long term strategy, medium term financial plan and clinical strategy.
- 3. Assurance on the development and delivery of the annual plan and objectives.
- 4. Provide assurance on major business cases and thematic strategies (Estates Strategy/ Digital Strategy)

Performance Improvement (SO5)

- 5. Review the Trust operational performance against its annual plan and constitutional standards and monitor any corrective actions.

Financial Stability (SO6)

- 6. Provide assurance on the delivery of the Trust financial duties.
- 7. Seek assurance on the delivery of the efficiency plans.
- 8. Agree and monitor progress of Capital investment plans and delivery.

10. Terms of Reference

To be reviewed annually by the Committee and approved by the Board. Committee to undertake an annual appraisal and to produce an Annual Report, both of which to be presented to the Board.

11. Committee relationships

