

Finance, Performance and Estates Committee Terms of Reference

1. Delegation of powers

The Finance, Performance and Estates Committee is appointed by the Trust Board in line with the powers set out in the Trust Standing Orders.

The Finance, Performance and Estates Committee holds only those powers as delegated in these Terms of Reference as determined by the Trust Board.

The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply to the Committee and any of its established groups.

2. Purpose of the Committee

The Finance, Performance and Estates Committee exists to scrutinise the robustness of and provide assurance to the Trust Board that there is an effective system of governance and internal control across the financial and operational performance of the organisation that supports the United Lincolnshire Hospitals NHS Trust to deliver its strategic objectives and provide high quality care.

The relevant strategic objectives assigned to the Finance, Performance and Estates Committee for 2018/19 are:

- Objective 1c Initiate the implementation of e-prescribing
- Objective 2b Preparing for a comprehensive Electronic Patient Record
- Objective 2c Delivering the trajectories to achieve operational performance targets in 2018/19 planning guidance
- Objective 2d Deliver financial target agreed by Trust Board
- Objective 2e Development of estates strategy and investment programme to reduce backlog maintenance and eradicate critical infrastructure risk.
- Objective 2f Delivering the ULH related elements of the Lincolnshire Single System Plan
- Objective 2h Deliver inpatient ward reconfiguration at Pilgrim Hospital Boston

3. Duties and Responsibilities

The Finance, Performance and Estates Committee will:

1. Be assured that there are robust processes in place for the effective management of Finance, Performance and Estates
2. Scrutinise structures in place to support finance, performance and estates to be assured that the structures operate effectively and action is taken to address areas of concern.
3. Oversee and monitor delivery of the Financial Strategy
4. Oversee and monitor delivery of the Operational Capacity and Delivery Annual -Plan
5. Oversee and monitor the delivery of the Estates Strategy
6. Oversee and monitor the implementation of the following 2021 enabling strategies:

- Digital Strategy
 - Environmental Strategy
7. Review and monitor those risks on the Corporate Risk Register and high risk operational risks which relate to finance, performance and estates and ensure the Board is kept informed of significant risks and mitigation plans, in a timely manner.
 8. Oversee and scrutinise the Trust's response to all relevant (as applicable to finance, performance and estates) Directives, Regulations, national standard, policies, reports, reviews and best practice as issued by the Department of Health, NHS Improvement and other regulatory bodies / external agencies to gain assurance that they are appropriately reviewed and actions are being undertaken and embedded.
 9. Oversee and seek assurance on delivery of the Trust's Financial Recovery Plan
 10. Ensure that mechanisms are in place to review and monitor capital investment plans and delivery.
 11. Receive assurance that the Trust has effective and transparent mechanisms in place to deliver the Trust financial duties.
 12. Receive assurance that the Trust has effective and transparent mechanisms in place to monitor operational performance.
 - ~~13. To be assured that the views of users and carers are systematically and effectively engaged in clinical quality activities.~~
 - ~~14.~~13. Scrutinise the robustness of the arrangements for and assure compliance with the Trust's statutory responsibilities for health and safety.
 - ~~15.~~14. Scrutinise the robustness of the arrangements for and assure compliance with the Trust's statutory responsibilities for information governance.
 - ~~16.~~15. Scrutinise the robustness of the arrangements for and assure compliance with the Trust's statutory responsibilities for emergency planning.
 - ~~17.~~16. Scrutinise the robustness of the arrangements for and assure compliance with the Trust's statutory responsibilities for its estate.
 - ~~18.~~17. Have oversight of and approve the terms of reference and work programmes for the Estates Group, Health and Safety Group, Emergency Planning Group, Information Governance Group, Digital Group and Financial Turnaround Group.

4. Membership

The members of Committee are:

- Non-Executive Director (Chair)
- Non-Executive Director (Deputy Chair)
- Non-Executive Director
- Director of Finance
- Chief Operating Officer
- ~~Director of Estates and Facilities~~
- Deputy Chief Executive

The following roles will be routine attendees at the committee:

- Deputy Trust Secretary

All Board members are able to attend meetings of the Committee but will be recorded as "in attendance".

No other person shall routinely attend the committee unless at the specific invitation of the Chair / Committee members to ensure the Committee has sufficient expertise to enable it to deal with its agenda.

5. Quorum

The Committee will be quorate when four of the membership are present if this includes one non-executive director and one executive director.

Where members are unable to attend they should ensure that a deputy is in attendance who is able to participate on their behalf.

6. Frequency

The Committee will meet monthly.

7. Accountability and Reporting

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.

The Committee will advise the Audit and Risk Committee on the adequacy of assurances available and contribute to the Annual Governance Statement.

8. Conduct of Business

The Committee will operate using a work plan to inform its core agenda. The agenda will be agreed with the Chair prior to the meeting.

Agendas and supporting papers will be circulated no later than 7 ~~working~~ days in advance of meetings

Any items to be placed on the agenda are to be sent to the secretary no later than 8 ~~working~~ days in advance of the meeting. Items which miss the deadline for inclusion on the agenda may be added exceptionally on receipt of permission from the Chair.

Minutes will be taken at all meetings, presented according the corporate style, circulated within 7 days to members and ratified by agreement of members at the following meeting.

8. Review

The Terms of reference for the committee will be reviewed annually by the Committee and submitted to the Trust Board for approval.

The Committee will complete an annual review of its effectiveness and complete an annual report which it will submit to the Board.

The Committee will on an annual basis review and approve the terms of reference and work programmes of all of its reporting groups.

Reviewed and approved by	Date
Finance, Performance and Estates Committee	
Trust Board	

Next review of ToR Required	April 2019
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