

Finance & Performance Committee

Terms of Reference

Purpose	To seek assurance, learn and drive improvement in relation to all aspects of finance and performance within the Trust.
Responsible to	Board of Directors
Delegated authority	<p>The Committee is authorised to investigate any activity within its terms of reference. It is further authorised to seek any information it requires from any employee of the Trust and invite them to attend the Committee to contribute to a discussion or to enable the ‘lived experience’ to be captured as part of the debate.</p> <p>The Committee may make a request to the executive management team for legal or independent professional advice. The Committee may request the attendance of external advisers with relevant experience and expertise if it considers this necessary to either contribute to an agenda item or to run development sessions for its members.</p>
Duties	<ul style="list-style-type: none"> • Review, challenge and assess the identification and management of risks within the Committee’s remit on the High Level Risk Register and the BAF, to provide assurance to the Board that all relevant risks are appropriately recognised and recorded, and that all appropriate actions are being taken within appropriate timescales where risks are not appropriately controlled. • Seek assurance regarding the development and maintenance of the Foundation Trust’s medium- and long-term financial strategy Seek assurance regarding the development and delivery of the Foundation Trust’s annual operational and financial plan and capital plan. • Review and monitor financial plans, including the capital plan, and the Bradford District and Craven and ICS financial position, and their link to operational performance. • Review the budget setting process and timetable prior to approval by the Board of Directors. • Approve the Budgetary Management Framework. • Seek assurance regarding the Trust’s compliance with NHS contracting arrangements • Seek assurance regarding post implementation reviews of approved business cases. • Review the performance of the Foundation Trust in achieving National Standards, Contractual Indicators (National and Local) and Trust–defined indicators. • Receive, consider and approve the national cost collection

	<p>ensuring appropriate application of costing methodologies.</p> <ul style="list-style-type: none"> • Approve and seek assurance regarding the Trust’s investment policy in relation to treasury management (to include cash investments and all other elements of working capital). • Make recommendations to the Audit Committee concerning the annual programme of Internal Audit work and work with the Audit Committee to ensure effective scrutiny of the risks and systems of internal control related to finance and performance matters. • Consideration of relevant internal audit reports. • Seek assurance regarding the operational and financial performance of the Pathology Joint Venture. • Seek assurance regarding the delivery of the Trust’s procurement strategy. • Seek assurance regarding the Trust’s compliance with Emergency Preparedness, Resilience and Response (EPRR) requirements. • Review the Trust’s Winter Plan and seek assurance that appropriate arrangements are in place. • Seek assurance regarding the delivery of the Estates and Facilities function (including the completion of the Premises Assurance Model (PAM) self-assessment and Estates Return Information Collection (ERIC)). • Seek assurance regarding the Trust’s performance in relation to environmental sustainability and delivery of the Green Plan. • Review and monitor the delivery of the Closing the Gap and Delivering Operational Excellence programmes. • Review programme updates from the Bradford District and Craven Health and Care Partnership, WYAAT and the ICS to ensure that any related improvements are exploited within the Trust. • Seek assurance regarding the action taken by the Trust to address health inequalities and access to care.
<p>Sub-Groups</p>	<p>Capital Strategy Group Cancer Board</p>
<p>Chairing arrangements</p>	<p>The Committee will be chaired by a Non-Executive Director.</p>
<p>Membership</p>	<ul style="list-style-type: none"> • Up to three Non-Executive Directors (including the Chair) • Chief Operating Officer • Chief Finance Officer • Director of Strategy and Transformation • Director of Estates and Facilities

	Members are normally expected to attend at least 70% of meetings (7) during the year.
In attendance	<ul style="list-style-type: none"> • Deputy Directors of Finance • Associate Director of Performance • Medical Director of Operations • Deputy Chief Operating Officer • Director of Operations • Deputy Director of Operations - Planned Services • Deputy Director of Operations - Unplanned Services • Deputy Director of Operations – Diagnostics and Corporate Operational Services • Deputy Chief Nurse / Directors of Nursing (Operations) (at least one to attend each meeting) • Associate Director of Corporate Governance/Board Secretary • Head of Corporate Governance • The Committee may invite other employees or external advisors to attend as appropriate • Any non-member NED
Secretary	Secretarial support will be provided by the Executive Assistant to the Chief Finance Officer/Chief Operating Officer.
Quorum	A minimum of three members, including two NEDs and at least one Executive Director.
Frequency of meetings	<p>Monthly (except August and December)</p> <p>At the request of the Chair, the Committee may hold meetings by telephone, video link or by email exchange. Normal rules relating to quoracy will apply to such meetings. These meetings will be deemed as standard meetings of the Committee.</p>
Circulation of papers	Papers will be distributed a minimum of four clear working days in advance of the meeting.
Reporting	The Chair of the Committee is responsible for reporting to the Trust Board on those matters covered by these terms of reference through a regular written report. The minutes of the Committee shall also be submitted to the Trust Board for information and assurance. The Chair of the Committee shall draw to the attention of the Trust Board any

	issues that require disclosure or may require executive action. The Committee will present a written annual report to the Trust Board summarising the work carried out during the financial year and outlining its work plan for the future year.
Date agreed by the Committee:	14 July 2024
Date approved by the Trust Board:	25 September 2024
Review date:	September 2025