

FINANCE AND INVESTMENT COMMITTEE

TERMS OF REFERENCE

1 Authority and Scope

The Committee will operate as a sub-committee of the Trust Board and is Chaired by a Non-Executive Director.

The Committee has delegated authority from the Trust Board to oversee financial strategy and planning, financial policy, investment and treasury matters and reviewing and recommending for approval major financial transactions. The Committee will also maintain an oversight of the Trust's financial position, and relevant activity data and productivity metrics.

2 Membership

2.1 Chair

The Board will nominate a Non-Executive Director to act as Chair of the Committee. In their absence, the Chair will nominate one of the other Non-Executive Directors to act as Chair.

2.2 Regular members

- Three Non-Executive Directors [one of whom shall be the Chair]
- Chief Executive
- Chief Operating Officer
- Chief Finance Officer

2.3 In attendance

- Director of Built Environment
- Director of Transformation
- Director of Operational Performance and Information
- Head of Financial Management

Committee members may ask any other Executive Director, senior manager or external advisers to attend and address meetings of the Committee, regularly or by invitation. Invitees have no right of regular attendance.

2.4 Quorum

For a quorum, there must be the Chair (or nominated deputy NED) plus one other NED (if not acting in the capacity of nominated deputy) and two Executive Directors (one of which must be the Chief Finance Officer, or if absent, the Head of Financial Management).

3 Meeting

3.1 Frequency of Meetings

The Committee will meet not less than four times a year. Meetings will be scheduled to take into account external and internal financial submission deadlines.

3.2 Work plan and conduct

The Committee will develop an annual work plan. The plan will be reviewed on a regular basis to ensure that it supports the aims of Committee as specified above.

The effectiveness of the Committee will be assessed annually.

The Agendas, papers and minutes will be distributed not less than three working days prior to meetings.

Papers can be tabled in exceptional circumstances.

Any other business to be notified to the Chair of the meeting in advance.

3.3 Secretariat

Secretarial support shall be provided to the Committee by the Corporate Affairs Team who will take minutes of the meeting and give appropriate support to the Chair and Committee members

4 Purpose of Committee

4.1 Financial

Review the Annual and Medium Term financial plans for revenue and capital, and make recommendations to the Board.

Review progress against key financial and operational targets, including monthly and year end finance and activity reports (including cash flow and balance sheet information) and financial performance ratings (e.g. NHSI metrics).

Review trends in workforce numbers and costs including temporary staffing costs, in order to ensure resource levels remain within the levels prescribed by the financial plan.

Review capacity utilisation, productivity and efficiency measures and progress in delivery of the Trust's targets

Receive reports on the annual commissioner contracting arrangements and review overall performance on contracts.

Review progress on Service Line Reporting, Patient Level Costing and the Trust's Reference Costs

Oversee the Trust's Treasury management strategy and borrowings arrangements

All other matters included in the Trust's scheme of delegation. These include changes in the Trust's corporate structures, investments or acquisitions including significant transactions, material contracts in the ordinary course of business, other contracts not in the ordinary course of business, and transactions which would lead to an increase in the Trust's non NHS income by more than 5%.

4.2 Capital and revenue investments and service developments

Oversight on the financial implications of all major investments and business developments including the Redevelopment programme

Advise the Board on all proposals/business cases for major capital expenditure over £1 million

Review the Estates and IT strategies and delivery of those strategies

Review the Trust's Procurement policies, processes and performance

5 Information requirements

The Committee will receive regular reports on financial performance, workforce and staff costs, delivery of P&E targets, capital investment and relevant productivity metrics

6 Reporting

The Committee will present a summary of business conducted at each meetings to the Trust Board, the Council of Governors and share the summary with the Quality Safety and Experience Assurance Committee.

The Committee will share the minutes of its meetings with the Audit Committee.

The Committee will prepare and submit an annual report on its activities and its effectiveness to the Trust Board.

7 Monitoring

The Committee is responsible for reviewing the Treasury Management Policy.

The Committee will review its Terms of Reference in March on an annual basis.

The Committee shall review its effectiveness in March on an annual basis.

DATE AMENDED : 23 March 2020

NEXT REVIEW DATE : XX March 2021