

## Finance and Planning Committee

Appointed by Trust Board

Reports and accountable to the Trust Board

*(Statutory)*

Approved by the Trust Board on [...]

### Overview

The Finance and Planning Committee (the Committee) is a formally constituted Committee of the Board of Directors (Trust Board).

### Summary of purpose and objectives

The Committee shall provide assurance to the Board that the Trust's financial, performance and business development arrangements are sufficiently and effectively managed and controlled.

### Role and duties

#### Strategy and planning

- To oversee the development and implementation of the Annual Operating Plan to meet business objectives, statutory and regulatory obligations.
- To oversee the development of Trust plans for changes to the financial regime.
- To consider and, if agreed, endorse any financial/procurement/planning/business development strategy and recommend to the Board for acceptance.

#### Capability and culture

- To scrutinise capital and revenue business cases.
- To scrutinise proposed business partnering arrangements, investments and possible tenders, and to assure itself that any Human Resources issues associated with any proposed external partnership opportunities and plans have been appropriately and fully considered and consulted upon.
- To scrutinise the implementation of improvements associated with Improvement Action Plans

#### Process and structure

- To assure itself that the Trust has established and effectively implemented systems and/or processes for effective financial decision-making, management and control (including but not restricted to appropriate systems and/or processes to ensure the Licensee's ability to continue as a going concern) (FT4 5(d))
- To assure itself that the Trust has established and effectively implemented systems and/or processes to generate and monitor delivery of business plans (including any changes to such plans) and to receive internal and where appropriate external assurance on such plans and their delivery (FT4 5(g))
- To satisfy itself that systems and/or processes are established and effectively implemented to obtain and disseminate accurate, comprehensive, timely and up to date information for Board and Committee decision-making. (FT4 5(e))

#### Measurement

## Terms of Reference

- To scrutinise delivery of performance and activity and its impact on the Trust finances and business.
- To assure itself of the efficacy and quality of performance monitoring of workforce and Organisational Development indicators.

### Responsibility/delegated authority

The Committee is authorised by the Board to investigate any activity within its terms of reference.

The Committee is authorised to seek any information it requires from any officer of the Trust, and all officers are directed to co-operate with any request made by the Committee.

### Limitations of authority

Save as is expressly provided in the Terms of Reference, the Group shall have no further power or authority to exercise, on behalf of the Board, any of its functions or duties.

### Accountability / reporting requirements

- This Committee is accountable to the Trust Board.
- Minutes will be prepared after each meeting of this Committee and circulated to members of the Committee and others as necessary.
- The key issues of the Committee will be included in the Board of Directors agenda and papers in the Chair's Report. The draft minutes of the Committee meeting will be included in the agenda and papers of the following Board meeting.
- The Chair of the Committee shall draw to the attention of Trust Board any issues that require disclosure to the full Board, or require Executive action, or otherwise require the Board's attention.
- The Committee will report to Trust Board annually on its work.
- The Committee will draw to the attention to any other Committee or the Board, any issues which it believes requires that committee's consideration.
- The Committee will draw to the immediate attention of the Board and or its individual members any issue which, in its view, requires urgent consideration.

### Membership

The membership will comprise 3 Non-Executive Directors, appointed by the Board, and 2 Executive Directors being the Executive Director of Resources and the Executive Director of Operations.

The Trust Board will appoint the Chair of the Committee who shall be a Non-Executive Director.

### Meeting requirements

#### Quorum

The quorum for meetings of the Committee shall be two members, ensuring compliance with the Trust Standing Orders.

#### Substitutes/Deputies

Any Non-Executive Director of the Trust may act as nominated substitute / deputy in the unavoidable absence of any Non-Executive and this attendance will count towards the quorum.

#### Invitees

Local and Specialised Business Unit Managing Directors or equivalent, are expected to attend.

The Company Secretary is invited to attend.

## Terms of Reference

Any member of the Trust Board may be in attendance at any meeting. However, they will be recorded as 'in attendance' and not as being 'present', unless they are substituting for a substantive member of the Committee.

The Committee may call other officers of the Trust to attend as appropriate. The Committee may invite Governors to attend, where required.

No other party may attend without the specific invitation of the Chair of the Committee.

The Committee may invite to attend on a regular or ad hoc basis as it wishes, service users and carers to provide their own perspective into the Committee.

### Frequency of Meetings

The Committee will meet twelve times per year.

### Administration of Committee

The Corporate Affairs directorate shall provide appropriate administrative support, guidance and advice to the Chair and Committee members.

### Notice of meetings

unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be available to each member of the Committee and other persons required to attend no later than 5 working days before the date of the meeting, unless it is deemed inappropriate to wait until the next meeting.

### Support

The work of this Committee will be supported by the Executive Director of Resources who will ensure appropriate representation from Executive Directors and other officers.

### Agendas

The format and content of the agenda will be agreed by the Chair of the Committee.

### Lead contact

Executive Director of Resources

### Monitoring effectiveness

The Company Secretary shall, at least once a year, review the performance, constitution and terms of reference of the Committee to ensure it is operating at maximum effectiveness in order to support the continual improvement of governance standards, committees, sub-committees and groups.

The Company Secretary shall produce an annual report to the Board of Directors detailing the results of the Committee Review and recommend any changes considered necessary for approval by the Board.

### Review

The Terms of Reference of this Committee must be reviewed and subsequently approved by the Trust Board at least annually.