

**'You matter, we care'**

Trust Board Meeting (Part 1)	Date: 28 May 2014
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Title:	Annual Report of the Finance and Planning Committee
Item:	BD/14/050

Lead and presenter	Sue Hall, Director of Resources
Report author(s)	Hannah Dennis, Corporate Governance and Risk Manager

History:	<i>Executive Team, 20 May 2014</i>
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This report is for:	
Decision	X
Discussion	
To Note	X

**Executive Summary**

This report summarises the work of the Committee during 2013-14. The Board should **note** the report and **approve** the attached Terms of Reference for the Committee.

**This report addresses these Strategic Priorities:**

We will deliver the best care	X
We will support and develop our staff	X
We will continually improve what we do	X
We will use our resources wisely	X
We will be future focussed	X

## Annual Report of Finance and Planning Committee to Trust Board

### 1. Purpose

The purpose of this report is to advise the Board of the work undertaken by the Committee during 2013/14, informed by outcomes of the Committee self-evaluation and subsequent recommendations for improvement made, based on best practice.

### 2. Attendance during 2013/14

#### 2.1. Member attendance

The Committee met on the following dates during 2013/14:

- 23rd April 2013
- 20<sup>th</sup> May 2013
- 17<sup>th</sup> June 2013
- 2<sup>nd</sup> 18th July 2013
- 20<sup>th</sup> August 2013
- 16th September 2013
- 29<sup>th</sup> October 2013
- 20<sup>th</sup> November 2013
- 16<sup>th</sup> December 2013
- 21st January 2014
- 19<sup>th</sup> February 2014
- 21st March 2014

The attendance of members throughout the year was recorded as follows, with a total of 12 meetings held:

Name	Role	Attendance
Alison Paine	Chair, from 1 April 2013 to 30 April 2013	1/1 meetings
	Non-Executive member, from 1 May 2013 to 31 May 2013	1/1 meetings
Tony Gallagher	Chair, from 1 May 2013 to 31 May 2013	1/1 meetings
	In attendance, as Chair of the Trust	10/10 meetings
Lee O'Bryan	Chair, from 1 June 2013 to present	10/10 meetings
Paul Miller	Director of Finance & Commerce, until 28 February 2014	9/11 meetings
Sue Hall	Director of Business Development	11/12 meetings
Kristin Dominy	Director of Operations, Executive member	10/12 meetings
Tony McNiff	Non-Executive member, from 1 April 2014 to 30 April 2014	1/1 meeting
Emma Roberts	Company Secretary	6/12 meetings
Peter Greensmith	Non-Executive member, from April to July 2013	1/4 meetings
Iain Tulley	Chief Executive	3/12 meetings
Ruth Brunt	Non-Executive member, from March 2014	5/12 meetings

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Rachel Clarke	Programme Director, Development (in attendance), from September 2013	1/12 meetings
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### 3. Summary of Business

The Committee has undertaken its core business throughout 2013/14, maintaining oversight of the following:

- Financial Plan
- Integrated Business Plan development and approval
- Financial performance and management
- Cost Improvement Planning
- Tendering, including Bristol tender
- Information Management and Technology (IM&T)
- Data Quality
- Capital expenditure and bid processes
- Payment by Results (PbR)
- IQ metrics via Quality and Performance report
- NTDA Oversight return

### 4. Committee Self-Evaluation

#### 4.1. The Role of the Committee

Responses in this area identified concerns that the Committee is addressing the right issues, although the Committee may not always be aware of all issues necessary. The timeliness of information received can be an issue. Actions identified through minutes were noted to be accurate, but feedback indicated that a more proactive approach to completing actions is required. The Committee can be seen to be driving the taking of actions rather than monitoring the progress of these.

#### 4.2. Membership, Independence, Objectivity & Understanding

Some positive comments were made confirming that members and attendees feel the Committee delivers its Terms of Reference. It was agreed the Committee has clear objectives, but that it does not always receive the information it requires to foresee future issues.

Responses in this area of the evaluation found that the membership (two Non-Executive Directors and two Executive Directors) was appropriate for the Committee but it was underlined that the role of Committee members is not defined in any written guidance. Concern was also expressed at the lack of succession planning in place, although it is recognised this is somewhat related to the limited number of Non-Executive Director members on the Trust Board. Succession planning and deputising could be better supported by attendance of deputies and locality staff.

Terms of appointment to the Committee are not currently defined in a letter to members. This is good practice and should be provided to all Committee members throughout the Trust's governance structures.

#### 4.3. Skills

The Committee was not seen to actively provide recommendations to the Board on training needs.

## **Annual Report of Finance and Planning Committee to Trust Board**

### **4.4. Committee Support**

Feedback on minutes of meetings was that these were at an appropriate level of detail, and accurately reflected discussions taking place. Committee discussion was felt to be robust and members were effectively challenging attendees through discussion.

## **5. Recommendations**

### **5.1. Evaluation recommendations**

All Committee members, both Non-Executive and Executive Directors, will be provided with a letter summarising the terms of their role within the Committee. This is good practice and should be provided to all Committee members throughout the Trust's governance structures. This has been completed for Non-Executive Directors and will be complete by the end of May 2014 for Executive Directors.

The Governance Team will distribute meeting actions as soon as possible following the Committee meeting and will support the Executive Lead to oversee the completion of these actions through collation of updates on action taken. The Executive Lead and Chair must take an active role in ensuring these actions are completed, holding individuals to account through the Committee.

Agenda setting meetings will take place for all Committees, with the presence of the Chair and Executive Lead required. The Governance Team will take this action and, if required, will facilitate teleconferencing to ensure this can take place.

Declaration of Interests has been added as a standing item on all Committee agendas.

Where a training need is identified in relation to the responsibilities of the Committee, the Committee will proactively recommend this to the Board.

### **5.2. Terms of Reference**

The Terms of Reference of the Committee have been updated to reflect changes to membership, and to make clearer the working relationship the Committee has with the Quality and Standards Committee. The Terms of Reference are provided as Appendix 1 to this report for the approval of the Trust Board.