

Aneurin Bevan University Health Board

Finance and Performance Committee

Terms of Reference

Draft Revised – July 2019 (Revised September 2019)

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Terms of Reference

1. Purpose and Roles of the Committee:

The Finance and Performance Committee will have the key roles on behalf of Aneurin Bevan University Health Board of:

- considering in detail annual performance and financial matters in relation to all aspects of the business of the Health Board;
- making recommendations for action to continuously improve the performance and the financial position of the organisation;
- closely monitoring progress against agreed annual actions in the Health Board Integrated Medium Term Plan and also targets and requirements set by Welsh Government (this will be linked to the work of the Planning and Strategic Change Committee);
- Advising on aligning service performance, workforce performance and financial performance matters into an integrated whole systems approach (this will be linked to the programmes of work of the Planning and Strategic Change Committee and the People and Culture Committee).

2. Delegation and Authority:

The Committee will, in respect of its provision of advice to the Board, have responsibility on behalf of the Board to continually scrutinise, measure and challenge the Health Board's annual financial and annual service performance. The Committee will work with the Chief Executive and Executive Team to consider the opportunities for implementing change and reallocating resources to support good financial stewardship and performance improvement; in doing so the Committee might also engage with senior clinical leaders and managers to deliver required change and performance improvement.

3. Membership of the Committee:

The Committee shall be established as a committee of the Board and shall comprise a minimum of 4 Independent Members of the Aneurin Bevan University Health Board.

The Committee shall be chaired by an Independent Member and the Vice Chair of the Committee shall also be an Independent Member.

4. Attendees

The Lead Health Board Officer for this Committee will be the Director of Finance and Performance.

The Chief Executive and the Director of Operations will also have standing invitations to the Committee meetings.

The Committee Chair may extend invitations to other officers or clinicians of the Health Board to attend Committee meetings, as required taking account of the matters under consideration at each meeting.

The Committee may also invite (or co-opt) additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise, as required.

5. Committee Member Appointments

The membership of the Committee shall be determined by the Board, based on the recommendation of the Board Chair – taking account of the balance of skills and expertise necessary to deliver the committee's remit and subject to any specific requirements or directions made by the Assembly Government.

Members shall be appointed to hold office for a period of one year at a time, up to a potential maximum of their term of appointment with the Health Board. During this time a member may resign or be removed by the Board and therefore, will be automatically removed from the Committee.

6. Support to Committee Members

The Board Secretary, on behalf of the Committee Chair, shall:

- Arrange the provision of advice and support to Committee members on any aspect related to the conduct of their role; and
- Ensure the provision of a programme of organisational development for Committee members as part of the Board's overall OD programme developed by the Director of Workforce & Organisational Development.

7. Quorum

At least two members must be present to ensure the quorum of the Committee, one of whom should be the Committee Chair or Vice Chair.

8. Frequency of Meetings

Meetings shall be held no less than quarterly, and otherwise, as the Chair of the Committee deems necessary – consistent with the Board’s annual plan of Board Business.

9. Withdrawal of individuals in attendance

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate any confidential discussion of particular matters, if required. In line with the Health Board’s Standing Orders.

10. Relationship with the Board and Other Committees:

The Board retains overall responsibility and accountability for the areas covered by the Committee. However, the Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.

The Committee, through its Chair and members, shall work closely with the Board’s other Committees, in doing so contributing to the Health Board’s overall delivery of its objectives.

The Committee will liaise closely with all other Committees of the Board, but particularly the Planning and Strategic Change Committee, in advising and guiding the organisation’s planning arrangements and implementing major change (one year, medium and longer terms plans) and also the People and Culture Committee with regard to consideration of workforce performance.

11. Reporting Arrangements

The Committee Chair shall:

- Report formally, regularly and on a timely basis to the Board on the Committee’s activities. This includes verbal updates on activity, the submission of committee minutes and written assurance reports, as well as the presentation of an annual report.
- Bring to the Board’s specific attention any significant matters under consideration by the Committee or key risks.

The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation, including that of any sub Committees established.

12. Applicability of Standing Orders to Committee Business

The requirements for the conduct of business as set out in the Health Board Standing Orders are equally applicable to the operation of the Committee.

13. Review of Terms of Reference

These terms of reference and operating arrangements shall be reviewed annually by the Committee with reference to the Board.