



## **FINANCE & INVESTMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

- 1.1 The Finance and Investment Committee will undertake objective scrutiny of the Trust's financial performance, financial and commercial plans, investment policy and major investment decisions.

#### **2. CONSTITUTION**

- 2.1 The Finance and Investment Committee is constituted as a standing Committee of the Trust Board.
- 2.2 The Committee in its workings will be required to adhere to the Constitution of Yorkshire Ambulance Service NHS Foundation Trust when this is established and to the Terms of Authorisation and Code of Governance issued by the Independent Regulator for NHS Foundation Trusts.
- 2.3 As a Committee of the Board of Directors, the Standing Orders of the Trust shall apply to the conduct of the working of the Finance and Investment Committee.

#### **3. RELATIONSHIPS**

- 3.1 The Committee will seek the views of Executive Directors, specialist managers, management groups, Internal and external Audit as required to inform its scrutiny.
- 3.2 The Committee may establish working groups or sub-committees to support its function as required.

#### **4. MEMBERSHIP**

- 4.1 The membership of the Committee shall comprise:-

- A minimum of 3 Non Executive Directors (one of whom will chair the meeting)
- Director of Finance
- Chief Executive
- Operations Director

## 5. AUTHORITY

- 5.1 The Committee is authorised by the Board to investigate any activity within its Terms of Reference. Any decisions of the Committee shall be taken on a majority basis. The Chairperson shall have a casting vote in the event of equality of voting.
- 5.2 The Committee is authorised to seek external legal or professional advice as appropriate to support its function.

## 6. RESPONSIBILITIES

### Financial Policy, Management and Reporting

- 6.1 To consider the Trust's medium term financial strategy, in relation to both revenue and capital.
- 6.2 To review the setting of annual budgets including the capital programme.
- 6.3 To monitor in-year financial performance and in particular to scrutinise any significant variances from budget.
- 6.4 To review proposals for all major business cases and tenders between £250k and £500k and recommend for approval at the Trust Board agree those in excess of £500k and their respective funding sources.
- 6.5 To receive and consider as appropriate, reports on "commercial" activities of the Trust.

### Investment Policy, Management and Reporting

- 6.6 To approve and keep under review the Trust's Investment Policy.
- 6.7 To receive and consider major Trust Business and Investment Plans and maintain an oversight of the Trust's investments, ensuring compliance with the Trust's policy and Monitor's requirements.

- 6.8 To review and make recommendations to the Board about any innovative, commercial strategy or investment activity e.g. proposed joint ventures.
- 6.9 To monitor compliance with treasury procedures.

#### **Other Duties**

- 6.10 To monitor and make recommendations as necessary on the adequacy of the Trust's financial performance reporting.
- 6.11 To scrutinise the content and delivery of the Trust cost improvement and CQUINS programmes.
- 6.12 To make arrangements as necessary, to ensure that all members of the Board and senior officers of the trust maintain an appropriate level of knowledge and understanding of key financial issues affecting the Trust.
- 6.13 To examine any other matter referred to the Committee by the Board of Directors or Council of Governors.
- 6.14 To review performance indicators relevant to the remit of the Committee.

### **7. ATTENDANCE**

- 7.1 The members of the Committee are expected to attend each meeting unless prior agreement is obtained from the Chair of the Committee.
- 7.2 The Director of Finance is the Executive Director lead. Other members of the Trust Board shall be entitled to attend and to receive papers to be considered by the Committee.
- 7.3 Other managers/staff may be invited to attend meetings depending upon issues under discussion.
- 7.4 A quorum shall be three members, two of whom must be Non Executive Directors.

## **8. REPORTING**

- 8.1 The Finance and Investment Committee will report to the Board of Directors following each meeting and approved minutes of the Committee will be circulated to all Trust Board members for information.
- 8.2 The Chair of the Committee will draw to the attention of the Board any issues which require disclosure to the full Board, including those that affect the financial strategy of the Trust or require executive action.
- 8.3 To scrutinise key financial risks and mitigations for the organisation. To report to the Audit Committee and provide assurance to the Trust Board the adequacy of control and mitigation against such risks.

## **9. ADMINISTRATION**

- 9.1 The Personal Assistant to the Director of Finance and Performance will support the administrative function of the Committee, including:
- Agreement of the Agenda with the Chair and attendees and collation of papers.
  - Ensuring support for minute taking and for tracking of actions and issues to be taken forward.
  - Advising the committee on pertinent areas.
- 9.2 The Trust Secretary shall, upon request, provide advice and support to the Chairman and Committee members.

## **10. FREQUENCY**

- 10.1 The Finance and Investment Committee will meet bi-monthly.
- 10.2 Additional meetings will be convened by the Committee Chair as necessary.

## **11. MONITORING AND REVIEW**

- 11.1 The Committee will review its compliance with these terms of reference through its annual report to the Board and annual self evaluation workshop.
- 11.2 The Terms of Reference of the Committee shall be reviewed by the Committee and submitted for approval by the Board of Directors annually.

Author: Director of Standards and Compliance

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Updated by Executive Director of Finance & Performance and Elaine Bond, Non-Executive Director

Date approved at Trust Board meeting:

Date of next review: March 2013