



<b>MEETING TITLE</b> Trust Board		<b>MEETING DATE</b> 22/07/2014	
<b>TITLE of PAPER</b>	<b>For Approval: Committee Terms of Reference Updated: Audit Committee; Finance &amp; Investment Committee; Quality Committee</b>	<b>PAPER REF</b>	5.6
<b>STRATEGIC OBJECTIVE</b>	All		
<b>PURPOSE OF THE PAPER</b>	<p>That the Trust Board:</p> <ol style="list-style-type: none"> <li>1. approves each of the updated Terms of Reference for:             <ol style="list-style-type: none"> <li>i Audit Committee;</li> <li>ii Finance &amp; Investment Committee;</li> <li>iii Quality Committee; and</li> </ol> </li> <li>2. notes the Charitable Funds Committee Terms of Reference will be presented for Trust Board approval on 25 November; and</li> <li>3. notes the Remuneration and Terms of Service Committee Terms of Reference will be presented for Trust Board approval on 25 November.</li> </ol>		
<b>For Approval</b>	<input checked="" type="checkbox"/>	<b>For Assurance</b>	<input type="checkbox"/>
<b>For Decision</b>	<input type="checkbox"/>	<b>Discussion/Information</b>	<input type="checkbox"/>
<b>AUTHOR / LEAD</b>	Anne Allen, Trust Secretary	<b>ACCOUNTABLE DIRECTOR</b>	Chief Executive
<p><b>DISCUSSED AT / INFORMED BY – include date(s) as appropriate (free text – i.e. please provide an audit trail of the development(s)/proposal(s) subject of this paper):</b></p> <ol style="list-style-type: none"> <li>i Audit Committee (6 March 2014) agreed to recommend to the Trust Board its updated Terms of Reference subject to final amendments to be emailed to the Audit Committee Chairman (now incorporated);</li> <li>ii Finance &amp; Investment Committee (12 June 2014) agreed to recommend to the Trust Board its updated Terms of Reference;</li> <li>iii Quality Committee (12 June 2014) agreed to recommend to the Trust Board its updated Terms of Reference.</li> </ol>			

<b>PREVIOUSLY AGREED AT:</b>	<b>Committee/Group:</b> Audit Committee Finance & Investment Committee Quality Committee	<b>Date:</b> 06/03/2014 12/06/2014 12/06/2014	
<b>RECOMMENDATION</b>	1. That the Trust Board approves each of the updated Terms of Reference for: i Audit Committee; ii Finance & Investment Committee; iii Quality Committee.		
<b>RISK ASSESSMENT</b>		<b>Yes</b>	<b>No</b>
<b>Corporate Risk Register and/or Board Assurance Framework amended</b> <i>If 'Yes' – expand in Section 4. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resource Implications (Financial, Workforce, other - specify)</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Legal implications/Regulatory requirements</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Equality and Diversity Implications</b> <i>If 'Yes' – please attach to the back of this paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ASSURANCE/COMPLIANCE</b>			
<b>Care Quality Commission Registration Outcome(s)</b>		16: Assessing and monitoring the quality of service provision 21: Records	
<b>NHSLA Risk Management Standards for Ambulance Trusts</b>		1: Governance	

## **Committee Terms of Reference Updated: Audit Committee; Finance & Investment Committee; Quality Committee**

### **1. PURPOSE/AIM**

1.1 That the Trust Board:

1. approves each of the updated Terms of Reference for:
  - i Audit Committee;
  - ii Finance & Investment Committee;
  - iii Quality Committee; and
2. notes the Charitable Funds Committee Terms of Reference will be presented for Trust Board approval on 25 November; and
3. notes the Remuneration and Terms of Service Committee Terms of Reference will be presented for Trust Board approval on 25 November.

### **2. BACKGROUND/CONTEXT**

- 2.1 If the Trust Board is to be assured by the reports received from each of its key Committees, it is essential that the relevant Terms of Reference are kept under review to ensure their validity and effectiveness.
- 2.2 The Audit Committee (6 March 2014) agreed to recommend to the Trust Board its updated Terms of Reference (attached) subject to final amendments to be emailed to the Audit Committee Chairman which are now incorporated.
- 2.3 The Finance & Investment Committee (12 June 2014) agreed to recommend to the Trust Board its updated Terms of Reference (attached).
- 2.4 The Quality Committee (12 June 2014) agreed to recommend to the Trust Board its updated Terms of Reference (attached).
- 2.5 The Terms of Reference for the Charitable Funds Committee, of which the Trust Board is custodian of the funds, will be reviewed at its meeting (2 October 2014) and submitted to the Trust Board for approval on 25 November.
- 2.6 **The Terms of Reference of the Remuneration and Terms of Service Committee were reviewed at its meeting in February 2014 and will be submitted to the Trust Board for approval on 25 November.**

### **3. PROPOSALS/NEXT STEPS**

- 3.1 That the Terms of Reference of each of the Trust Board Committees are kept under regular review and receive Board approval at least annually.

### **4. RISK ASSESSMENT**

- 4.1 If the Trust Board is to be assured by the reports received from each of its key Committees, it is essential that the relevant Terms of Reference are kept under review to ensure their validity and effectiveness.

### **5. RECOMMENDATIONS**

1. That the Trust Board approves each of the updated Terms of Reference for:
- i Audit Committee;
  - ii Finance & Investment Committee;
  - iii Quality Committee.

### **6. APPENDICES/BACKGROUND INFORMATION**

Terms of Reference for each of:

- i Audit Committee;
- ii Finance & Investment Committee;
- iii Quality Committee.