

## East Suffolk and North Essex NHS Foundation Trust

### Performance Assurance Committee

#### Terms of Reference

#### 1. Committee name and purpose

- 1.1. The Committee is named as the 'Performance Assurance Committee'.
- 1.2. The Committee is formed to-
  - 1.2.1. Have oversight of the Trust's performance against key performance metrics, as set nationally; and against the key performance indicators set by the Board;
  - 1.2.2. Have oversight of the Trust's financial performance during the course of each financial year;
  - 1.2.3. Consider the developing strategies and key policies for the Trust, and make recommendations to the Board;
  - 1.2.4. Consider the annual financial planning round for the Trust, and make recommendations to the Board;
  - 1.2.5. Have oversight of strategic risks within the Board Assurance Framework that are referred to the Committee by the Board.
- 1.3. The *General Orders for Committees* form part of these Terms of Reference.

#### 2. Membership

- 2.1. The Committee is formed of-
  - 2.1.1. Four Non-Executive Directors;
  - 2.1.2. The Managing Director
  - 2.1.3. The Director of Finance
  - 2.1.4. The Chief Nurse
  - 2.1.5. The Chief Medical Officer
- 2.2. The following are expected to regularly attend meetings of the Committee-
  - 2.2.1. The Director of Governance
  - 2.2.2. The Directors of Operations
  - 2.2.3. The Director of People and Organisational Development
  - 2.2.4. The Director of Estates
- 2.3. The Board may appoint Associate Non-Executive Directors to attend the meeting.
- 2.4. The Managing Director will be the lead Executive Director for the Committee.
- 2.5. The Committee has the right to exclude some or all non-members from its meetings should it judge that to be convenient.

### **3. Meetings**

- 3.1. The Committee shall meet monthly, to a schedule agreed in advance as part of the annual calendar of meetings. No months shall be scheduled to be without a meeting of the Committee.

### **4. Specific duties and responsibilities**

- 4.1. Overseeing the development and implementation of the financial and performance strategy, to ensure delivery of service objectives, financial and performance targets.
- 4.2. Monitoring delivery of the Trust's cost improvement plans, and the development of efficiency and productivity processes.
- 4.3. Overseeing the investment and borrowing strategy and policy, reviewing performance against treasury management benchmarks and targets, and monitoring compliance with Trust policies and procedures in respect of limits, approved counterparties and types of investment
- 4.4. Receiving and monitoring monthly reports on quality performance, noting any trends, exceptions and variances against plans on a Trust-wide and divisional basis and reviewing in detail any major performance variations, providing constructive challenge as appropriate.
- 4.5. Receiving and monitoring monthly reports on financial performance, including cost improvement programmes and use of resources, noting any trends, exceptions and variances against plans on a Trust-wide and divisional basis and reviewing in detail any major performance variations as appropriate
- 4.6. Receiving and monitoring monthly reports on operational performance, noting any trends, exceptions and variances against plans on a Trust-wide and divisional basis and reviewing in detail any major performance variations, providing constructive challenge as appropriate
- 4.7. Receiving and monitoring monthly reports on workforce performance, noting any trends, exceptions and variances against plans on a Trust-wide and divisional basis and reviewing in detail any major performance variations, providing constructive challenge as appropriate.
- 4.8. Overseeing the contracting and planning mechanisms in place with commissioners of healthcare to agree annual or longer term contracts as may be appropriate, seeking to ensure that any financial or operational risks arising from those contracts are identified and mitigated as appropriate.
- 4.9. Advising the Board of key strategic risks relating to performance and considering plans for mitigation.
- 4.10. Advising the Board on the Trust's disclosure statement confirming compliance with national guidance relating to reference costs and the underlying process.
- 4.11. Overseeing arrangements for coding and ensuring coding quality.