



Northern Ireland Ambulance Service  
Health and Social Care Trust



# **Strategic Performance and Finance (SPF) Committee**

## **TERMS OF REFERENCE**

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## **1.0 ESTABLISHMENT**

The Board of the Northern Ireland Ambulance Service Health & Social Care Trust (the Trust) has established the Strategic Performance and Finance Committee.

The Committee has no executive powers other than those specifically delegated by the Board and detailed within these Terms of Reference.

## **2.0 MEMBERSHIP**

The membership of the Committee shall be determined by Trust Board and appointments made from amongst its membership.

A full list of Committee Members as of the date of these Terms of Reference can be found in Appendix 1.

The Committee Chair shall be a Non-Executive Director appointed by the Chair of Trust Board and will hold office for a term specified on appointment or until such time as the Chair of Trust Board determines otherwise.

The Committee Chair will cease to act as Chair if they are no longer a Non-Executive Director or if they notify the Chair of Trust Board in writing that they no longer wish to continue in the role as Committee Chair.

A quorum shall be two Non-Executive Directors including the Committee Chair.

In the absence of the Committee Chair, another Non-Executive Member may temporarily act as Chair for a meeting of the Committee by agreement of the other Non-Executive Directors present.

### **3.0 ATTENDANCE**

All Executive Directors may be in attendance at meetings of the Committee (where required).

If an Executive Director who is required is unavailable to attend, he/she can nominate a senior manager to attend in their absence by recording an apology in advance with the Board Secretary and providing details of the proposed substitute no later than three working days prior to the date of the scheduled meeting.

The Assistant Director for Governance, Risk and Assurance/Board Secretary (or nominee) will be in attendance at meetings of the Committee (where required).

### **4.0 FREQUENCY OF MEETINGS**

The Committee shall meet at least three times annually.

Members must attend a minimum of two meetings during the course of the year.

### **5.0 AUTHORITY (including escalation to Trust Board)**

The Committee is authorised by Trust Board to undertake and investigate any activity stated within these Terms of Reference.

The Committee is further authorised to obtain legal or other independent professional advice and to secure the attendance of other relevant external parties if it considers this necessary in order to fulfil its remit.

The Committee Chair shall draw to the attention of Trust Board any issues that require disclosure to the full Board or may require executive action by the Chief Executive and/or wider Senior Leadership Team. In addition, the Committee has authority to formally escalate any issues Members determine require notification to, or further consideration by, Trust Board.

## 6.0 REMIT

The Committee shall embed the Trust's vision and values in conducting its business.

The Committee has delegated oversight responsibility to ensure Trust Board delivers its statutory responsibility to "break-even".

Performance reports will be considered by the Committee to seek assurance about Trust performance against associated targets, key performance indicators and trajectories.

The Committee will:

- Review the Trust's financial strategy in detail to be able to confirm to Trust Board the basis of acceptance.
- Review financial monitoring information and provide Trust Board with an assessment of its confidence in respect of the financial performance of the Trust.
- Keep Trust Board up to date regarding the financial outlook, and to review the key financial assumptions used in estimating projected position(s).
- Review the progress of any cost saving measures in line with submitted plans.
- Ensure that actions and controls are put in place to ensure effective and sound financial management in the Trust.
- Consider and approve all revenue and capital business cases with an expected total value of between £100k and £2m. The Committee will be provided with assurance regarding the completion of Post Project Evaluations for approved business cases within these thresholds.
- Review activity and other monitoring information relevant to performance of the organisation.

- Review performance against delivery of the Trust's Corporate Plan and annual priorities.
- Seek assurance from other Committees of the Board about aspects of Trust performance within their remit.
- Monitor, assess and respond to the information presented to it in respect of the Trust's strategic objectives relating to finance and performance, including external factors and any potential impact on the organisation.
- Ensure that suitable plans are in place to monitor performance against agreed targets.
- Ensure that Trust Board is provided with a holistic view of Trust performance including any specific challenges, mitigating actions and recovery plans.
- Monitor progress against performance improvement plans.
- Seek assurance regarding management of the Trust's Estate, Fleet and environmental and sustainability requirements.

## **7.0 OPERATIONAL ARRANGEMENTS**

### **Administrative Support to the Committee**

The Committee shall be supported administratively by the Board Secretary (or nominees) whose duties in this respect include:

- Preparation and issue of an agenda on behalf of the Chair;
- Collation and distribution of papers to Members in advance of each meeting;
- Taking minutes and keeping a record of matters arising;
- Maintaining a record of attendance at Committee meetings;
- Advising the Committee on pertinent issues;

- Assisting the Chair in ensuring the effective operation of the Committee;
- Arranging attendance of appropriate staff at meetings;
- Ensuring these Terms of Reference are reviewed and updated annually; and
- Developing and maintaining the Committee's meeting schedule.

### **Conduct of Meetings**

All procedural matters in respect of conduct of meetings of the Committee shall be in accordance with the Trust's Standing Orders.

All questions arising will be decided by a simple majority of Members of the Committee. In the case of equal votes, the Chair will have a casting vote.

### **Agenda Items and Papers for Meetings**

The Board Secretary (or nominee) will issue the agenda and associated papers for each meeting no later than five days prior to the date of the scheduled meeting, to provide Members and those in attendance the opportunity to read information in advance.

Papers may be accepted and distributed within five days of the date of scheduled meeting at the discretion of the Committee Chair.

### **Minutes of Meetings**

The minutes of the Committee shall be recorded by the Board Secretary (or nominee) and agreed with the Committee Chair prior to issue in advance of the next meeting. Minutes will be circulated as soon as possible after the meeting.

Once approved by the Committee at its subsequent meeting, the minutes will be submitted to Trust Board for noting.

## **8.0 DECLARATION OF INTEREST**

The Committee Chair shall ask Members to declare any actual or potential conflict of interest on any matter listed on the agenda for consideration at the outset of each meeting.

Where a conflict arises during the course of the meeting, the Member(s) with the conflict should declare their interest immediately and withdraw for the duration of the discussion on the relevant item(s) of business.

All stated declarations of interest made during each meeting shall be recorded in the minutes.