

Terms of Reference

Resources Committee

1. Accountable to: Board of Directors

2. Purpose

The Resources Committee is a committee of the Board of Directors of Harrogate and District NHS Foundation Trust, with oversight of the development and delivery of the financial plan of the organisation.

3. Responsibilities

The key responsibilities are:

Scrutiny and Efficiency

- Support the Board by scrutinising the Trust's monthly financial position including operational activity levels (excluding performance against operational standards) and the workforce plan.
- Scrutinise financial performance against the annual Cost Improvement Programme and the impact on the Trust
- Scrutinise the Trust budget prior to approval by the Board.
- Scrutinise and ensure appropriate due diligence is undertaken in relation to any significant transactions, as defined by NHS Improvement.
- Scrutinise and endorse assumptions in significant business cases prior to consideration by the Board
- Scrutinise significant business cases one year after Board approval, carrying out post-evaluation and providing relevant assurance to the Board on the outcome

Financial Strategy

- Scrutinise the development of the Trust's financial and commercial strategy, both revenue and capital.
- Scrutinise the assumptions and methodology used in developing the financial strategy, including activity modelling and efficiency assumptions.
- Ensure that the annual financial plan is consistent with the financial strategy
- Review the capital programme in line with the financial plan.
- To make recommendations to the Board of Directors on the Trust's financial plan prior to submission to NHS Improvement.

Financial Performance

- Review the activity plans in line with the financial planning assumptions
- Review the monthly financial performance submitted to NHS Improvement
- Assess the impact of financial performance on the Use of Resources Risk Rating
- Oversee how initiatives highlighted by use of the Model Hospital benchmarking are being implemented within the Trust.
- Scrutinise proposals for significant projects prior to formulation of business cases and business plans.
- Undertake any relevant matter as requested by the Board of Directors

4. Audit Committee

The Audit Committee will maintain full oversight of the Annual Accounts process and Treasury Management policy, as well as areas such as Standing Financial Instructions (SFIs) which are part of the Trust's system of control.

5. Membership

The membership comprises:

- Non-Executive Director (Chair)
- Non-Executive Director
- Non-Executive Director
- Chief Executive
- Director of Finance
- Chief Operating Officer
- Director of Workforce and Organisational Development
- Trust Chairman

The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any member of staff and all members of staff are directed to co-operate with any request may by the Committee.

The Committee is authorised by the Board to obtain outside legal or other independent professional advice and may request the attendance of individuals from outside the Trust with relevant experience and expertise if it considers this necessary or expedient to carrying out its functions.

The Non-Executive Director who serves as Chair of the Audit Committee will be a standing observer to the Resources Committee.

A Trust Governor may be in attendance as an observer. The Deputy Director of Performance and Informatics, Deputy Director of Finance and Company Secretary will be in attendance at meetings of the Resources Committee.

6. Quorum

Quorum will be three members of the Committee, with at least two Non-Executive and one Executive Director at each meeting.

7. Administrative support

Administrative support to the Resources Committee will be provided by the Corporate Support team.

8. Frequency of meetings

The Committee will meet 12 times per year.

Additional meetings may be scheduled if necessary and agreed by the Chair of the Committee.

The Chair of the Resources Committee will submit a summary report to the next meeting in public of the Board of Directors and the approved Minutes of meetings will be submitted to the subsequent meeting in private.

9. Date terms of reference approved

These Terms of Reference will be approved by the Board of Directors and reviewed at least annually.

Date of Last Review: March 2020