

Title	Terms of Reference for Transformation and Financial Recovery Sub Committee		
Meeting	Board of Directors Meeting		
Date	29/03/16		
Executive Summary			
<p>This is the revised Terms of Reference for the Transformation and Financial Recovery Sub Committee. There has been review and challenge of these Terms of Reference and they are now required to be authorised by the Board of Directors.</p>			
Recommendation			
To authorise the Terms of Reference for Transformation and Financial Recovery Sub Committee.			
Report Author	Mrs Michelle Arrowsmith		
Executive Director/ Sponsor	Mrs Michelle Arrowsmith		
Purpose of paper	Information		Discussion
	Decision	X	Assurance
	Specific action	X	
Implications	Staffing		
	Finance		
	Legal		
	Public engagement		
	Partnership		
	Communication		
	Equality & Diversity		
	Clinical		
	Patient Safety		
	Risk assessment and mitigation (include risk register reference if appropriate)		
Link to STFT Business Plan			
Link to CQC outcome			
Link to Board Assurance Framework			
Link to Strategic Risk Register			



DRAFT TERMS OF REFERENCE

TRANSFORMATION AND FINANCIAL RECOVERY SUB COMMITTEE

Policy No:	Transformation and Financial Recovery Sub Committee Terms of Reference
Version No:	2.0
Authorisation:	Transformation and Financial Recovery Sub Committee
Date of this version issued:	24.3.16
Date this version authorised:	
Next review date:	
Pages:	5
Produced by: Author(s) and/or SDU or Department	Amanda Ramsay-Dunn/Michelle Arrowsmith

Document History		
Version	Date	Comments
V1.0	26.1.16	Reviewed as first draft at Sub Committee
V2.0	21.3.16	Reviewed by Programme Director (COO)
V2.1	24.03.16	Reviewed by Programme Director (COO) following comments from Sub Committee members for authorisation at Board of Directors

Terms of Reference

TRANSFORMATION AND FINANCIAL RECOVERY SUB COMMITTEE

AIMS AND OBJECTIVES

1.0 Aims

- 1.1 The aim of the Transformation and Financial Recovery Sub Committee is to ensure that the financial recovery and cost improvement programme delivers high quality and safe services in conjunction with the Sustainable Transformation Plan (STP), to ensure STFT provides clinically viable and sustainable services for South Tyneside.

2.0 Purpose

- 2.1 The Transformation and Financial Recovery Sub Committee is a Committee established by the Trust Board of Directors to support the discharge of the Financial Recovery Plan (FRP), the Cost Improvement Programme (CIP) and the transformation programme responsibilities and for the monitoring of quality and performance, which are to ensure:

- The essential standards of quality and national targets and indicators are at a minimum being met by every service that the organisation provides,
- To ensure that all CIP's are developed, managed and implemented across the Trust in accordance with the Choose Transform Provide (CTP) Programme
- The financial control totals are delivered for the current financial year and in the interests of maintained a going concern that cash flow is managed within agreed levels.
- In conjunction with the Choose Safer Care Sub Committee ensure financial recovery, cost improvement and transformation are aligned to the continuation of good clinical and risk management practices.
- Contribute to the development of plans and initiatives to make savings through increased productivity, removal of barriers in the productivity cycle, and ensure that the plans are managed effectively and deliver of time by establishing effective project management reporting mechanisms.
- The effective management of workforce including productivity, sickness absence and staff development aligned to transformation and change management.

- 2.2 The Transformation and Financial Recovery Sub Committee operates in the context of the South of Tyne Healthcare Group (Alliance with City Hospitals Sunderland).

CONSTITUTION

3.0 Membership

3.1 The membership of the Transformation and Financial Recovery Sub Committee (hereafter referred to as the Committee) will comprise of:

- Trust Vice Chair (Chair)
- Chief Executive (SRO)
- Chief Operating Officer (Programme Director)
- Trust Chairman
- Director of Transformation (Programme Lead)
- Three Non – Executive Directors (Assurance and Challenge)
- Director of Finance (Executive Sponsor)
- Director of Nursing (Executive Sponsor)
- Medical Director (Executive Sponsor)
- Director of Personnel Development (Executive Sponsor)
- Associate Medical Directors (as required)

3.2 The Committee is a Sub-Committee of the Trust Board.

3.3 The Committee will be chaired by the Trust Vice Chair

3.4 Administrative support will be provided by the PA to the Chief Operating Officer, will provide secretariat services to the Committee.

4.0 Quorum

4.1 The quorum necessary for the transaction of business shall be five members, one of whom must be the Programme Lead or Programme Director and one of whom must be a Non-Executive Director.

4.2 Committee members may be represented at meetings of the Committee by a duly nominated delegate on no more than two successive occasions.

4.3 A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

5.0 Frequency of meetings

5.1 The Committee will meet monthly.

6.0 Minutes of Meetings

- 6.1 The secretary shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and those in attendance.
- 6.2 Draft minutes of the meetings shall be made available promptly to all members of the Committee and, once agreed, to all other members of the Board, unless a conflict of interest exists.

7.0 Declaration of interests

- 7.1 Members must declare any conflict of interests, should they arise, and exclude themselves from the relevant part of the meeting.

8.0 Notice and Conduct of meetings

- 8.1 Meetings of the Committee shall be called by the secretary of the Committee at the request of the Committee Chairman.
- 8.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be made available to each member of the Committee, any other person required to attend and to all non-executive directors, no later than seven working days before the date of the meeting.
- 8.3 Supporting papers shall be made available to Committee members and to other attendees as appropriate, no later than three working days before the date of the meeting.

DUTIES AND RESPONSIBILITIES

9.0 Duties

- 9.1 The Committee shall undertake the following duties:
- To act as ambassadors and champions of the CTP Programme and to support the development of innovation and communicate learning to the wider health and social care community.
 - To ensure the actions required to deliver the FRP are carried out and aligned to the CIP and STP programmes.
 - Provide strategic direction for the on-going provision and development of Transformation through the development of the CTP Programme and the STP.
 - To ensure that all CTP associated activities are aligned to the strategic direction of the Trust and wider health economy e.g. Acute Care Collaboration with City Hospital Sunderland via South of Tyne Healthcare Group Alliance.

- To receive, monitor and report progress to the Board of Directors an updated summary on all CTP Programme and Cost Improvement activities, with exception reports highlighting slippage on milestones and any impact on risk assessments and recommended remedial action.
- To agree proposed plans for new projects and to ensure that these are progressed through the PMO utilising the agreed methodology and tools.
- To ensure that the projects do not adversely affect service quality or patient safety.
- Receive and critique benefits realisation reviews and proposals to share learning to inform future delivery.
- To agree and subsequently review the programme plan and to receive highlight reports tracking progress against milestones
- Ensure that project leads and clinical champions are appropriately resourced and supported to enable effective project delivery, and where required escalate to the BOARD OF DIRECTORS.

AUTHORITY AND ACCOUNTABILITY

10.0 Accountability

- 10.1 The Committee is established as a sub-Committee of the Trust Board.
- 10.2 Outside of the written reporting mechanism, the Committee chairman should attend Trust Board and be prepared to respond to any questions on the Committee's area of responsibility to provide an additional level of accountability to the organisation.

11.0 Reporting

- 11.1 The Committee chairman shall report formally to the next appropriate meeting of the Trust Board on the activities of the Committee.
- 11.2 The chair of the Committee should make whatever recommendations to the Trust Board s/he deems appropriate on any area within the Committee's remit where disclosure, action or improvement is needed.
- 11.3 The Committee will keep an action log
- 11.4 Receive and call for all relevant reports from the Finance Risk Management Group as required.
- 11.5 The Committee shall make a statement in the annual report about its activities and effectiveness.

12.0 Authority

12.1 The Committee is authorised to investigate any activity within its terms of reference. It is authorised to seek and secure information it requires from any employee. All employees are directed to co-operate with any requests made. The membership can seek external advice from any source if necessary, taking into consideration issues of confidentiality and standing financial instructions.

13.0 Limitations

13.1 Save as is expressly provided in Standing Orders and Standing Financial Instructions the Committee shall have no further power or authority to exercise on behalf of the Trust Board of Directors any of its functions or duties.

MONITORING FOR EFFECTIVENESS

14.0 Monitoring

14.1 In order to monitor the effectiveness of the Transformation and Financial Recovery Sub Committee the following actions will be undertaken:

- Review the terms of reference annually
- Members will reflect on the outputs of the Committee and whether it considers the group remains fit for purpose making adjustments as required
- Complete a self-assessment of the effectiveness of the Committee