

Integrated Performance Committee Item 6.2.4

terms of reference

Authors Name & Title: David Jago, Chief Finance Officer and Lucy Lavan, Associate Director of Corporate Affairs	
Scope: Trust Wide	Classification: Terms of Reference
Replaces: New document	
To be read in conjunction with the following documents: Governance Manual, Monitor licence, Monitor Risk Assessment Framework Board Assurance Framework	
Document for public display? Yes	

Unique Identifier: TOR/TB/10(09)	Review Date: July 2015	
Issue Status: APPROVED	Issue No: 1.0	Issue Date: 1/7/14
Authorised by: Board of Directors	Authorisation Date: 27/5/14	
After this document is withdrawn from use it must be kept in an archive for 6 years		
Archive: Document Control	Date added to Archive:	
Officer responsible for archive: Document Control Administrator		

1. Constitution and Remit

This Committee is established as an Assurance Committee of the Board of Directors of Liverpool Heart and Chest Hospital NHS Foundation Trust in order to provide the Board with assurances in respect of the Trust's current and forecast performance and its operations in relation to compliance with the licence, regulatory requirements and statutory obligations. This is a Non Executive Committee.

2. Authority

The Integrated Performance Committee is authorised by the Board of Directors to investigate any activity within its terms of reference. It is authorised to seek information it requires of any employee (or contractor acting on behalf of the Trust) and all employees (or contractors acting on behalf of the Trust) are directed to co-operate with any request made by the Committee.

The Committee is authorised by the Board to obtain legal advice or other independent professional advice.

The Committee is authorised to request the attendance of individuals and authorities from inside or outside of the Trust with relevant experience and expertise, where it considers this is necessary or expedient to the carrying out of its functions.

Trust Standing Orders and Standing Financial Instructions apply to the operation of the Committee.

3. Main Priority and Objective

The Integrated Performance Committee shall provide the Board of Directors with a means of independent and objective review and assurance to the Board of the Trust's current and forecast performance. The Committee's main priority is to review and scrutinise assurances that the Trust is operating and will continue to operate within the terms of its licence, regulatory requirements and statutory obligations. In particular, it shall :

- Ensure that appropriate data quality standards are set and compliance with these standards is monitored

4. Duties and Responsibilities

The Committee will focus on the current and forecast performance against all regulatory and statutory targets.

Specifically, the Committee will:

i) **Annual Plan and in-year Monitor Returns** : review the integrity of data prior to submission

ii) **Integrated Governance** : Receive assurance from the Operational Board in relation to:

- Current and forecast financial and operational performance against annual plan submitted to Monitor (Monitor targets)
- CIP progress
- Contract performance
- Financial and operational performance at directorate and service line level
- Capital planning
- Productivity
- Workforce metrics and delivery of People Strategy

iii) **Regulatory and statutory guidance:**

- Receive a report which summarises new and emerging guidance from regulators and external agencies
- Receive external assurance reports from regulatory bodies and external agencies on matters falling within the remit of the Committee
- Receive assurance relating to compliance with Health and Safety Executive standards
- Receive assurance relating to emergency preparedness
- Receive assurance relating to business continuity
- Receive assurance on the effectiveness of systems and processes for deploying and managing staff

	Integrated Performance Committee Current Version is held on the Intranet Check with Intranet that this printed copy is the latest issue	Page 2 of 4
--	---	-------------

- Receive assurance relating to pre-employment checks, fitness to practice and medical revalidation

iv) Consider urgent or material matters referred to the Committee by the Operational Board, Audit Committee or Board of Directors

5. Equality and Diversity

Ensure that equality and diversity and due consideration to the Human Rights Act are regarded in all aspects of the committee's work. This will include review of any equity analyses that are commissioned against the Trusts clinical services portfolio.

In addition the Committee will have regard for NHS constitution in delivering its objectives.

6. Integration

The committee will support the integration of clinical, organisational and financial governance across the Trust.

7. Membership

Three nominated Non Executive Directors, one of whom will be the Chair and one the Vice Chair.

In attendance at all meetings:

Chief Finance Officer

Chief Operating Officer

Director of Strategy and Organisational Development

All of the above to appoint a nominated Deputy who will attend in his / her absence

The Committee may invite other officers to attend meetings as required.

All Board Members have a right to attend any meeting of the Committee.

8. Quorum and Frequency

In order for decisions taken by the Committee to be valid, the meeting must be quorate. The Chair or Vice Chair plus one other member of the Committee must be present at the point when any business is transacted.

The Committee will meet quarterly (4 times per year) with an additional meeting in March each year to deal with receipt of assurances relating to the submission of the operational plan to Monitor.

The Chair may at any time call an extraordinary meeting to deal with urgent matters.

9. Reporting

The Committee Chair will provide a BAF Key Issues Report to the Board of Directors following each meeting, along with approved minutes and an annual report, which will include a review of the Committee's Terms of Reference.

The Chair of the Committee will escalate urgent matters and exceptions to the Board and / or Audit Committee in-between meetings as deemed appropriate.

	<p>Integrated Performance Committee Current Version is held on the Intranet Check with Intranet that this printed copy is the latest issue</p>	Page 3 of 4
--	--	-------------

The Committee will receive assurance on the work of and reports from the Operational Board in respect of matters set out within this terms of reference.

The Committee will receive the minutes of the Operational Board.

10. Conduct of Committee Meetings

The Chair of the committee will be supported by a lead Executive Director who will ensure that the appropriate processes are followed:

- Minutes and action log are accurate, comprehensive and timely
- The agenda and supporting papers are sent out to committee members 5 working days prior to the meeting, unless authorised by the Chair for exceptional circumstances
- Authors of papers presented must use the required template and adhere to BAF Policy.
- Presenters of papers can expect all committee members to have read the papers and should keep to a summary that outlines the purpose of their paper/report and key issues.
- Committee members and those in regular attendance should actively participate in discussions pertaining to the agenda, ensuring that solutions and action plans have multidisciplinary perspectives and consideration of Trust-wide impact