

## **PERFORMANCE COMMITTEE**

### **TERMS OF REFERENCE**

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## **1. CONSTITUTION**

The Board hereby resolves to establish a Committee of the Board to be known as the Performance Committee (The Committee) to assist the Board in exercising one of its key functions of overseeing the delivery of planned results by monitoring performance against objectives and ensuring corrective actions are taken when necessary within agreed timelines. The Committee is a non-executive committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference.

## **2. MEMBERSHIP OF THE COMMITTEE**

The Committee shall be appointed by the Board from amongst the Non-Executive Directors of the Trust following recommendation from the Trust Chair and shall consist of not less than four members. One of the members will be appointed the Chair of the Committee. A quorum shall be two Non-Executive Directors.

## **3. ATTENDANCE**

- Chief Executive
- Director of Performance and Reform
- Executive Directors of Medicine, Social Work, Nursing and Finance
- Director of Human Resources and Organisational Development
- Assistant Director, Performance Improvement

Where a Director is unavailable, a deputy is required.

Other Directors will be requested to attend as and when required.

Other members of Trust staff may be required to attend meetings as the Committee considers necessary.

In the absence of the Chair, a Non-Executive Director shall Chair the Committee.

The Board Assurance Manager, supported by the Committee Secretary, shall be secretary to the Committee and shall attend the meetings and provide appropriate support to the Chair and Committee members.

#### **4. FREQUENCY OF MEETINGS**

Meetings shall be held on a quarterly basis. The Chair can convene a meeting for a special purpose at any time.

#### **5. AUTHORITY**

The Committee is authorised to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, through the relevant Director, and will be given the resources necessary to carry out its role. The Committee will be given full access to any information within the Southern Health and Social Care Trust that it requires to fulfil its function. The Committee is authorised by the Board to obtain external professional advice and to invite external personnel with relevant experience and expertise if it considers this necessary.

#### **6. REMIT**

The remit of the Committee is to:-

- Provide oversight of the Trust's Performance Management Framework ensuring that there are effective and regularly reviewed structures in place to support the effective implementation and continued development of integrated performance management arrangements across the Trust
- Ensure there is sufficient independent and objective assurance as to the robustness of key processes across all areas of performance
- Identify risks and gaps in control and assurance and seek assurance that risks are mitigated and being managed effectively.

- Highlight potential risks that could impact on the Trust's ability to deliver on its strategic direction and bring these to the attention of the Trust Board and the HSCB and PHA
- Review the monitoring information in sufficient detail to advise the Trust Board, with confidence, concerning the performance of the Trust
- Receive reports on significant performance improvement initiatives within the Trust and review progress
- Ensure timely reports are made to the Trust Board, including recommendations and remedial action taken or proposed with timeframes, if there is an internal failing in systems or services
- Ensure recommendations considered appropriate by the Committee are made to the Trust Board

In carrying out its work, the committee will utilise information from:

- Performance Management Framework, including established corporate performance and accountability systems
- Human Resources systems
- Quality & Safety Systems, including Nursing and AHP Quality Indicators and Clinical indicators of performance
- Information Governance systems
- Service User and Carer systems
- External benchmarking

The Committee shall review the findings of other significant assurance functions, both internal and external to the organisation, and consider the implications for the performance of the organisation. These will include, but will not be limited to any reviews by Department of Health, commissioned bodies or professional bodies with responsibility for the performance of staff or functions

## **7. REPORTING**

The minutes of the Performance Committee shall be formally recorded by the Committee Secretary and submitted to the Trust Board on a

following approval of the Performance Committee. The Chair of the Committee shall draw to the attention of the Board all issues that require executive action.

Any business conducted in a confidential session by the Performance Committee will be reported to a confidential session of the Trust Board.

Following each Committee meeting, the Performance Committee Chair will present a written summary report on the meeting to the next Trust Board meeting.

The Committee will report to the Board annually on its work in discharging its responsibilities in support of the annual Governance Statement

## **8. OTHER MATTERS**

The Committee shall be supported administratively by the Board Assurance Manager and the Committee Secretary, whose duties in this respect will include:

- Agreement of agenda with the Chair
- Collation and distribution of papers no less than 5 working days in advance of the meeting
- Ensuring appropriate arrangements are in place for the servicing of the Committee including producing the minutes of the meeting and taking forward matters arising and issues to be carried forward
- Advising the committee on pertinent issues