

Terms of reference

CQHHS Finance and Performance Committee

Date:	Developed 27/01/2012	Reviewed September 2023	Next Review Date Before End 2024
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Purpose

The role of the Hospital and Health Board Finance and Performance Committee ("The Committee") is to provide independent assurance and assistance to the Central Queensland Hospital and Health Board (Board), through oversighting of the financial and performance position of CQHHS

The Committee will provide prompt and constructive reports on its findings directly to the Board highlighting issues it considers are not being adequately addressed by management.

The Finance and Performance Committee is an advisory group of the Board and has no executive powers.

Membership

The Committee shall have at least three members.

The members shall be members of CQHH Board, or where additional skills are required by the Committee an external adviser may be appointed, as determined by the Board from time to time.

Attendance:

The following members of CQHHS Executive are invited to, and expected to attend each meeting:

- Health Service Chief Executive
- Chief Finance Officer
- Chief Operating Officer.

Other members of the CQHHS may be called upon to attend meetings as determined by the business before the Committee.

Proxies:

Proxies are not permitted if the member is unable to attend meetings.

Quorum:

A quorum for Committee meetings will consist of two members.

Ethical Practices:

Members are required to declare any interests that could constitute a real, potential, or apparent conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

Members of the Committee may from time to time be in receipt of information that is regarded as "commercial in confidence", clinically confidential or have privacy implications. Members

acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain. Members will maintain the Committee papers in a confidential manner from any other business or responsibilities of the members.

Governance, Duties and Responsibilities

Having regard to the duties and responsibilities to provide oversight and advice on matters relating to finance and performance as detailed in s32 of the *Health and Hospital Boards Regulation 2012* the Committee's annual work plan will extend across three main indicators:

- Financial Reporting:
 - Budget setting
 - Monitoring funding, revenue, and expenditure against the Service Agreement and budget
 - Financial impacts of capital and Infrastructure Projects
- Performance Reporting
 - Activity performance
 - Access issues
- Human Resources
 - Health, Safety and Wellbeing Management System issues
- Issues as specifically referred from the Board including:

The committee is required to reference and be guided by legislative requirements and frameworks listed below:

- *The Hospital and Health Boards Act 2011*
- *Public Service Act 2008*
- *Financial Accountability Act 2009*
- *Human Rights Act 2019.*
- *Clinical Governance Framework*
- *Destination 2030*
- *Health Equity Statement*
- *Service Agreement*

Principles of Operation

- The Committee may co-opt other members from appropriate Departments/Services/Facilities or professional groups, to attend for specific items relating to their expertise
- The Committee may access external professional specialist advice on specific items relating to the work of the Committee
- The Committee will meet at least 4 times per year.
- The Committee Chair may call such additional meetings as may be necessary to address any matters referred to the Committee or in respect of matters the Committee wishes to pursue.
- The Committee meetings will abide by normal meeting procedure, will be minuted and an agenda will be distributed 5 days before each meeting. Secretariat support will be provided to the Committee.
- Reporting Committees will obtain feedback from this committee by receiving a copy of the relevant minutes of the meeting at which their business is discussed.

This committee operates in accordance with the CQHHS Clinical Governance Framework and incorporates the intent of NSQHS Standard One: Clinical Governance and Standard Two: Partnering with Consumers with acknowledgement of linkages between all National Standards in business decision making.

Reporting Relationships

The Committee will develop two-way communications through formal and ad hoc reporting to the Board.

Escalation Methodology

From Committee to Board

Issues, recommendations, or escalations are to be sent to the Secretariat of the Board.

Evaluation/Communication

The Terms of Reference are to be reviewed and evaluated on an annual basis to ensure that it remains consistent with the Committee's authority, objectives, and responsibilities.

The Committee will undertake an annual self-assessment of its performance, for the previous twelve months.

The Terms of Reference are endorsed by the Chair of the Committee and approved by the Chair of the Board.

Endorsement

Next Review Date: By end of 2024.

Document Control

Date	Nature of Amendment
27/1/2012	Nik Fokas (v0.1)
4/6/2012	L Riddell – Author (Version 0.2)
27/6/2012	Nik Fokas (v0.3)
18/11/13	Finance and Resource Committee (v0.4)
26/9/14	CQHH Board (v1.0)
17/11/14	Finance and Resource Committee (v1.1) – no change
19/8/2015	Finance and Resource Committee (v1.2) – change to distribution of agenda – 5 days prior to meeting
4/9/15	CQHQB (v2.0)
21/6/2017	Finance and Resource Committee – changes to executive attendance, reports received and objective of the Committee
30/6/2017	CQHQB – changes approved

21/09/2018	Finance and Resource Committee – annual review
26/10/2018	CQHQB – Approved
November 2019	Finance and Resource Committee – annual review
November 2019	CQHQB – Approved
November 2021	<p>Committee annual review:</p> <ul style="list-style-type: none"> - Change of name to “Finance and Performance Committee” - Check whether references to “resource” can be changed to “performance” or “activity” where appropriate in the context - No further changes made subject to revision of Board Charter and incorporation of relevant matters associated with implementation of the Health Equity Framework prescribed by the <i>Hospital and Health Boards Regulation 2011</i>
December 2021	CQHQB – Approved
October 2022	<p>Committee annual review:</p> <ul style="list-style-type: none"> - Consider membership based on new organisational structure - Check roles and responsibilities and reporting to reflect current arrangements
November 2022	CQHQB – Approved (7.0)
September	Reviewed TOR to streamline the purpose, roles and responsibility and changed the membership from two to three Board Committee members.
October 2023	Finance and Performance Committee – reviewed and realigned to be consistent with other Committees
November 2023	CQHQB - Approved (v8.0)