

## Resources Committee

## Terms of Reference

<b>Document details:</b>	Terms of Reference for the Resources Committee
<b>Version:</b>	4
<b>Approved by:</b>	Trust Board
<b>Date approved:</b>	24 November 2011
<b>Ratified by:</b>	Trust Board
<b>Date ratified:</b>	24 November 2011
<b>Title of originator / author:</b>	Trust Secretary
<b>Title of responsible Director:</b>	Non Executive Chair of Resources Committee and Director of Business Planning & Compliance
<b>Date issued:</b>	1 January 2012
<b>Review date:</b>	1 January 2013
<b>Frequency of review:</b>	Annual
<b>Where is previous copy archived: (if applicable)</b>	Committee Support Officer
<b>Amendment Summary (changes highlighted in red):</b>	<p><b>Section C</b> now reflects the proposed changes to the work programme and enhanced performance dashboard.</p> <p><b>Section E</b> includes reference to Deputy Director roles within Committees.</p>

## Terms of Reference for the Resources Committee

### A. Overall aim or purpose:

The Trust Board hereby resolves to establish a Committee of the Board to be known as the Resources Committee. The overall aim of the Committee is to provide assurances to the Trust Board on the development and implementation of key strategies and plans that impact of the use of resources available across the Trust.

### B. Key objectives:

The Resources Committee's key objectives are to:

- monitor, review and report to the Trust Board on the effective and efficient use of resources at a strategic level in delivering high quality, value for money services;
- maintain a focus on the critical risks and financial issues monitored by the Committee; and
- seek assurances that systems and processes are in place and are effective.

### C. Specific areas of responsibility:

The Resources 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 employee and all employees are directed to co-operate with any request made by the Committee.

In particular the Committee shall review the adequacy of:

- assurance relating to non-clinical risk management;
- the Trust's financial management (including its capital programme, CRES, introduction of service line reporting, development of information to drive productivity and appropriate business planning processes)
- systems and processes underpinning human resources management linked to service delivery structures;
- the Trust's workforce and OD strategies and associated targets (such as ROAD, leadership development and mandatory training);
- compliance against relevant legislation applied across the organisation (e.g. health and safety);
- the Trust's estate strategy ensuring it is integrated with service delivery planning;
- implementation of IT strategies including the new RiO system;
- information governance arrangements;
- controls in place for those elements of the Assurance Framework and other key business risks which identify the Resources Committee as having a lead responsibility;
- the Trust's investment policy and decision-making criteria on business cases (in line with the Board's Scheme of Delegation and SFIs); and
- other non-clinical Trust policies, approving policies on behalf of the Trust Board.

These areas will be scrutinised through papers focusing on strategies and plans for improving and assuring future performance, with an enhanced performance dashboard to reflect key regulatory standards relating to resources.

#### **D. Chair:**

The Resources Committee shall be chaired by a Non Executive Director appointed by the Trust Board. A second Non Executive Director shall be identified to act as Deputy Chair.

#### **E. Members:**

The membership of the Committee will consist of three Non Executive Directors (which may include Special Advisers to the Board), one of whom will act as Chair and one as Deputy Chair plus:

- Director of Finance, Contracting and Facilities;
- Director of Human Resources and Organisational Development; and
- Director of Business, Planning and Compliance (who will be the nominated lead Director for Resources Committee); and
- Deputy Director of Business, Planning and Compliance (who will also act as coordinator of the Committee's work programme).

NB. The Chief Executive is invited / reserves the right to attend and contribute to Committee meetings.

For the avoidance of doubt, BDCT employees who serve as members of a Board Committee do not do so to represent or advocate for their respective department or service area but to act in the interests of the Trust as a whole and as part of the Trust-wide governance structure.

#### **F. Accountable to:**

The Resources Committee is accountable to the Board. The minutes of the Resources Committee shall be formally recorded and submitted to the Trust Board. In addition, minutes of the Resources Committee will be submitted to the Audit Committee for information.

#### **G. Accountable for:**

There are no formal lines of accountability between the Resources Committee and other Trust Committees. The Resources Committee interacts with other Trust Committees through cross attendance.

#### **H. Roles**

The role of the Chair is undertaken via a nominated Non Executive Director. Minutes and administration of the meeting is undertaken through the Trust Secretary.

#### **I. Frequency of Meetings:**

Meetings will be held at least quarterly. There will be separate meetings if required by the Trust Board.

**J. Frequency of Attendance:**

All Committee members will be expected to attend the meeting at least three times annually. Attendance will be monitored by the Trust Secretary.

**K. Quorum:**

The Committee will be considered quorate where two Non Executive Directors and two of the following, are in attendance:

- Director of Finance, Contracting and Facilities;
- Director of Human Resources and Organisational Development; and
- **Director of Business, Planning and Compliance.**

**L. Record Keeping:**

Archives of minutes and papers relating to the Resources Committee are **maintained by the Committee Support Officer.**

**M. Lifespan of meeting:**

The Resources Committee is a standing committee of the Trust Board. It will continue to meet in accordance with these Terms of Reference until the Trust Board determines otherwise.

**N. Other matters: attendance**

Deputy Directors or Heads of Operations who have specific accountability for Trust services, programmes or budgets within the Trust will be required to regularly attend and provide assurance on these items. The Committee may choose to invite external organisations and individuals to present issues and reports from time to time.

**O. Monitoring arrangements**

All elements of the Resources Committee Terms of Reference will be monitored by the Trust Secretary, reviewed annually by the Committee and reported in its Annual Report to the Board. The Deputy Director of Business, Planning and Compliance will be responsible for coordinating the work of the Committee.