

## **FINANCE, PROCUREMENT AND PERFORMANCE COMMITTEE - TERMS OF REFERENCE**

### **1. Remit**

- 1.1 The NHS National Services Scotland (NSS) Finance, Procurement and Performance Committee (FPPC) is established, as a committee of the Board.
- 1.2 The purpose of the Committee is to provide an independent and objective view and keep under review the financial position of NSS, procurement and sustainability activity and performance management, and provide assurance to the NSS Board that suitable arrangements are in place to secure economy, efficiency, and effectiveness in the use of all resources, and that the arrangements are working effectively.
- 1.3 The Committee will work within the principles of the Blueprint for Good Governance – Second Edition, to ensure effective management, improved performance, and good outcomes for all stakeholders.
- 1.4 The NSS Board Standing Orders have informed these Terms of Reference and the relevant paragraphs of the Standing Orders pertain to this Committee.

### **2. Membership**

#### Membership

- 2.1 Membership shall comprise six non-executive members of the Board, including the Board Chair. A Committee Chair shall be nominated by the Board Chair and thereafter confirmed by the Board. The Committee will then select a Vice-Chair from among the membership to deputise for the Committee Chair as required.

#### Attendees

- 2.2 The Director of Finance, Corporate Governance and Legal Services shall be the lead executive officer to the Committee and will arrange for such other officers to attend as required by the business of the committee.
- 2.3 The Chief Executive and Directors of National Procurement (NP), Strategy, Performance, and Service Transformation (SPST) and NHSScotland Assure will also be in attendance.

### **3. Quorum**

- 3.1 The Committee is quorate when there are three non-executive Board members present.

## **4. Meetings**

### Frequency of Meetings

4.1 The Committee shall meet as required but not less than four times a year.

### Minutes of Meetings

4.2 Minutes of the proceedings of the Committee shall be drawn up by or on behalf of the Board Secretary and submitted for approval to the next meeting of the Committee.

4.3 The Minutes of the Committee will be presented for information to the next scheduled meeting of the NSS Board, in either approved or draft format, as the means of updating the Board on the work of the Committee.

### Private Meetings

4.4 The Committee may agree to meet in private to consider certain items of business without any non-members present.

4.5 The minutes of the meeting will reflect when the Committee has resolved to meet in private.

## **5. Reporting**

5.1 The FPPC is to report activities and progress annually to the NSS Board as described in these terms of reference. The FPPC is to determine the style and content of these reports, subject to guidance and direction by the NSS Board.

5.2 The FPPC will produce an Annual Report of the Committee's activities to provide assurance as set out in remit at 1. This report will be timed to support the preparation of the Annual Governance Statement within the Annual Report and Accounts.

## **6 Delegated Functions**

6.1 The delegated functions of the Committee are:

6.1.1 To scrutinise and recommend to the Board for approval:

**6.1.1a** Annual, 3-year or 5-year (as required) Delivery Plan and Financial Plans prepared consistent with statutory financial responsibilities.

**6.1.1b** Draft annual NSS Delivery Plan for submission to the Scottish Government.



to the Scottish Government for approval. All business cases shall comply with the Scottish Capital Investment Manual.

Appendix 1 – Reports specifically required by SFIs.

<b>SFI Reference</b>	<b>Requirement</b>	<b>Frequency</b>	<b>Lead officer as per Scheme of Delegation</b>
6.07	Family Health Services Payments – payments and performance	Regular Reported to ARC via Service Audit	Director of Practitioner and Counter Fraud Services
6.07	Family Health Services – financial governance and control	Regular Reported to ARC via Service Audit	Director of Finance, Corporate Governance and Legal Services
6.12	Exceptions to procurement guidelines.	Quarterly	Director of Finance, Corporate Governance and Legal Services
6.28	Advance payment (non-contractual) for goods/services.	Annual	Director of Finance, Corporate Governance and Legal Services
8.04	Procurement staff/CLO advice not accepted	Quarterly	Director of National Procurement
8.12/9.14	Sole Source Justification report.	Annual	Director of Finance, Corporate Governance and Legal Services
9.13	Supplier management activity.	Annual	Director of National Procurement