Airedale NHS Foundation Trust
Finance, Performance and Digital Committee
Terms of Reference

Document Control

Version:	5.0
Status	For approval – Board of Directors
Executive lead:	Interim Head of Corporate Governance and Chair of Finance, Performance and Digital Committee
Approved in line with Terms of Reference by:	Finance, Performance and Digital Committee – 24 February 2026 Trust Board of Directors – 4 March 2026
Date approved:	4 March 2026
Date issued:	4 March 2026
Frequency of review	Annually
Next review date:	February 2027

1. Constitution

The Trust Board hereby resolves to establish a committee of the Board to be known as the Finance, Performance and Digital Committee (the committee).

The Committee will adhere to and be cognisant of the Trust values at all times.

2. Membership & Quorum

The Committee shall comprise at least three Non-Executive Directors and at least three Executive Director members who will have the roles of Director of Finance, Chief Operating Officer and Chief Digital and Information Officer.

The Trust Chair will appoint a Non-Executive Director to act as Committee Chair. In their absence, one of the other Non-Executive Directors present shall be nominated and appointed as acting Chair for the meeting.

Deputies may attend the meeting in the absence of a member. However, prior permission must be sought from the Committee Chair before attendance is permitted. Deputies will not count towards the quorum.

For decisions taken by the Committee to be valid, the meeting must be quorate. The quorum necessary for the transaction of business shall be three members, of which two are Non-Executive Directors and one Executive Director.

The membership shall be disclosed in the Trust's Annual Report.

3. Attendance at meetings

The Director of Strategy, Planning and Partnerships and Deputy Director of Finance will be expected to attend each meeting. Others may be invited to attend all or part of any meeting depending upon issues under discussion.

All other members of the Board of Directors shall be entitled to attend and receive papers to be considered by the Committee.

A Governor may attend the Committee in an observer capacity to gain a better understanding of the work of the Trust and to observe Non-Executive Directors in their role of holding the Executive Directors to account for the operational performance of the Trust. The Governor will be required to declare any interest they may have in respect of the items being discussed.

4. Frequency of meetings

The Committee shall meet monthly with the exception of August and December. Additional meetings may be called at the request of the Committee Chair.

To assist in the management of business over the year an annual workplan will be maintained, capturing the main items of business at each scheduled meeting.

5. Authority

The committee is constituted as a standing committee of the Trust Board. Its constitution and Terms of Reference are subject to amendment by the Trust Board.

The committee is authorised by the Trust 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 cooperate with any request made by the committee. The committee is authorised by the Trust Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

6. Purpose and Responsibilities

The committee's purpose can be detailed as:

- Overseeing, coordinating, reviewing and assessing the financial, performance and digital management arrangements; including monitoring the delivery of the Ten-Year Plan, supporting annual planning decisions on investment and business cases.
- Providing the Board with an independent and objective review of, and assurances, in relation to significant financial, performance and digital risks which may impact on the financial viability and sustainability of the Trust.
- Providing detailed scrutiny of financial, performance and digital matters to provide assurance and raise concerns (if appropriate) to the Board.
- Assessing and identifying risks within the finance, performance and digital portfolio and escalating this as appropriate.
- Making recommendations, as appropriate, on financial, performance and digital matters to the Board.
- Determining those matters delegated to the committee in accordance with the Scheme of Delegation and Standing Financial Instructions as set out in the Trust's Standing Orders.

The objectives of the committee are:

- To advise the Board on all aspects of key performance, financial and investment issues to enable sound decision-making.
- To provide assurance in respect of financial, performance and digital related matters along with business planning.
- To ensure corrective action has been initiated and managed where gaps are identified in relation to risks.
- To develop an understanding of the Trust's financial, performance and digital position in the context of the wider place and ICS in order to support the direction of the Financial, Performance and Digital strategy.

It will operate in line with the principles of good governance, financial accountability, internal control and risk management.

The committee will understand and ensure alignment to the work of other committees of the Board and seek to work with them as appropriate. It will also operate in line with the Trust Corporate Governance Framework including Scheme of Delegation and Standing Financial Instructions.

Responsibilities

Finance and Financial Performance

- Undertake detailed scrutiny of financial and performance information, including performance against the waste reduction programme and the capital investment programme and cashflow, through detailed review of the Board Integrated Board Report.
- Review delivery against the control total including forward projections and the delivery of any recovery plan.
- Provide oversight of delivery of major capital projects as and when instructed by the Board.
- Benchmark Trust performance against the various external benchmarking initiatives e.g. GIRFT, Model Hospital, PLICS.
- Support the development of the Trust's operational plan, with clear assumptions on allocations, activity and investment.
- Ensure appropriate capacity and capability is available to support decision making within the Trust, and the effective delivery of the Trust's Financial Plan.
- Ensure that financial performance against the identified performance measures is adequately reflected in the risk register and Board Assurance Framework and related action plans.
- Review the activities undertaken at the reporting groups, including in relation to the Cash Committee, any borrowing arrangements and the Trust Treasury Management Policy.
- Receive an Annual Report on Treasury Management ensuring compliance with Trust Strategy.
- Review the activities undertaken by Procurement and the contributions made along with performance against key national metrics.
- Review and approve business cases in accordance with the Scheme of Delegation.

Performance Delivery and Assurance

- Provide assurance that the performance reporting systems of the organisation are robust through detailed review of the regulatory performance and other KPIs through the Integrated Board Report.
- Keep the content of the Trust's Integrated Performance Report under review, ensuring that it includes appropriate performance metrics and detail of exceptions to provide assurance to the Board on all aspects of organisational performance against its Strategic Objectives.
- Seek assurance from the executive that any appropriate management action has been taken to return the trust performance to plan and that any such actions or recovery plans are in place are adequately resourced, implemented and monitored.
- Provide assurance to the Board that the performance of Clinical Divisions and corporate teams are in line with agreed annual plans and receive escalation where recovery plans do not resolve any adverse variance

- Provide assurance to the Board regarding performance against nationally set standards and receive escalation where recovery plans do not resolve any adverse variance.
- Identify and manage risks within the committee's remit on the high-level risk register and the Board Assurance Framework (BAF) by performing detailed reviews of those risks aligned to the committee and provide the Trust Board with the relevant assurance on mitigations, controls and assurances for those risks.

Business and Commercial Development

- Ensure compliance with the Regulator's Risk Evaluation for Investment Decisions (REID) guidance and Treasury Management guidance, as appropriate.
- Understand and agree revenue consequences of schemes and monitor cash flow implications.
- Review the establishment/winding up of joint ventures or other commercial partnerships/ relationships including the incorporation of start-up companies.
- Make recommendations to the Trust Board in relation to any due diligence, warranties, assignments, investment agreements, etc. related to joint ventures, commercial partnerships or incorporation of start-up companies.
- Agree investment/dis-investment in services (with full understanding of financial and service implications of these decisions e.g. overheads).
- Review performance of business development and commercial developments.

Planning

- Approve and seek assurance that the capital plan is deliverable within the set control limit for capital
- Review the Trust's Medium-Term Plan, 5 Year Capital Plan and Financial Model and recommend to the Board for approval.

Digital Strategy & Delivery

- Provide assurance that the IT systems of the organisation are robust, focusing on standards of service management and ensuring IT support aligns with the needs of the business.
- Develop and systematically review, appropriate performance metrics to provide assurance to the Board on all aspects of performance of IT systems through the Integrated Board Report.
- Provide assurance to the Board regarding delivery of the Trust Digital Strategy and its link to the wider place based and ICS Digital Programmes.
- Receive the Annual IG/DPO Report and approve for sign-off, the Annual IG Security and Protection Toolkit.

Governance and Risk

- Receive and review financial, performance and digital risks on the high-level register and Board Assurance Framework.
- Oversee any procedural or policy documents which fall within the remit of the Committee are appropriately written, ratified and monitored for compliance in accordance with the Policy for Development and Management of Procedural Documents (Policy for Policies) and any key national standards and best practice.
- Ensure that any matters requiring the attention of Board or other committees are presented at the earliest opportunity.
- Ensure that any matters referred to it by the Board or other committee are actioned in accordance with those instructions.

- Remain cognisant of the wider partnership arrangements at System and Place level in relation to finance, performance and digital matters, and ensure appropriate oversight of matters requiring escalation to the Board of Directors and/or onward reporting to partners.
- Receive highlight reports of the reporting groups and approve any changes to their terms of reference (except the Emergency Care Strategic Oversight Group terms of reference).

Where there is a perceived overlap of responsibilities between the Trust's Other Assurance Committees - Securing the Future, Quality and Safety, and People - the respective Committee Chair shall have the discretion to agree the most appropriate Committee to fulfil any obligation.

7. Behaviours and conduct

Trust values
Members will be expected to conduct business in line with the trust values and objectives.

Members of, and those attending, the committee shall behave in accordance with the trust's constitution, standing orders, standards of business conduct and conflicts of interest policy.

Equality and diversity
Members must demonstrably consider the equality and diversity implications of decisions they make.

8. Accountability and reporting

The committee shall report to the Trust Board on how it discharges its responsibilities.

The Head of Corporate Governance has responsibility for ensuring that meetings are formally recorded by the nominated secretariat and available for the Trust Board. The chair of the committee shall draw to the attention of the Board any issues that require disclosure to the full Board or require executive action and a Committee Chair's Report will be presented to the next Trust Board meeting.

The committee will report to the Board at least annually to describe how the committee has fulfilled its Terms of Reference and the delivery against its workplan, reports will specifically comment on assurance of delivery against key timelines set out in the overall project plan, risks, mitigations and deviation from plans. And.

An annual committee effectiveness evaluation will be undertaken and reported to the committee and the Trust Board.

The Finance, Performance and Digital Committee will review these Terms of Reference, at least annually as part of the annual committee effectiveness review and recommend any changes to the Trust Board.

Members unable to attend a committee meeting should inform the Corporate Governance Office as soon as possible in advance of the meeting except in extenuating circumstances.

A register of attendance will be maintained, and the Chair of the committee will follow up any issues related to the unexplained non-attendance of members. Should continuing non-attendance of a member jeopardise the functioning of the committee, the Chair will discuss the matter with the member and, if necessary, seek a substitute or replacement

9. Meetings

Items for the agenda must be sent to the Corporate Governance Office a minimum of ten working days prior to the meeting; urgent items may be raised under any other business.

The agenda will be sent out to the committee members at least five working days prior to the meeting date, together with the updated action schedule and other associated papers.

Meetings, other than those regularly scheduled as above, shall be called by the committee secretary at the request of the Chair.

10. Review

The committee will review its effectiveness at least annually.

Noting the nature of the programme of work, the Committee may also take a phased approach to the review of its Terms of Reference to ensure it is aligned and remains effective in delivering its responsibility and duties, in relation to the requirements of the New Hospital Programme.