

TERMS OF REFERENCE



RESOURCES COMMITTEE

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1. COMPOSITION

Role and purpose

The Resources Committee has been established as a formal Committee of the Board of Directors. The Resources Committee (hereinafter referred to as 'the Committee') has no executive powers.

The purpose of the Committee is to provide assurance relating to all aspects of Trust business, and financial, digital and workforce plans are viable and that risks have been identified and mitigated. The Committee will monitor governance arrangements established to address internal and external service developments and will seek assurance on the delivery of corporate projects. The Committee will also seek assurance and advise the Board accordingly on subjects relating to employees and volunteers.

The Chair of the Committee will provide a report to the Board of Directors after each meeting based on the 3A model.

Membership

- Three Non-Executive Directors – one of whom shall be the nominated Chair.
- Director of Finance
- Director of Operations
- Director of People
- Director of Strategy, Partnerships & Transformation

The following officers shall be invited to attend meetings of the Committee in an advisory capacity when agenda items require them to be present. They are not routinely required to attend.

- Deputy Director of Finance
- Deputy Director of People
- Chief Information Officer
- Head of Strategy, Planning & Transformation
- Head of Estates / Head of Fleet and Logistics
- Head of Procurement



Quoracy

The required quorum for the transaction of business shall be five, which is to include at least two Non-Executive Directors, which may include an Associate Non-Executive Director.

Meeting frequency

The Committee will meet bi-monthly.

Meeting Support

The Committee will be supported administratively by a member of the Corporate Governance Team, who will agree the agenda with the Chair, collate the papers and produce minutes within 48 hours of the meeting.

2. REMIT OF THE COMMITTEE

The Committee will:

- ❖ Inform the development and provide assurance against the following Trust strategies, associated policies, action plans and annual reports:
 - Our Strategy
 - Digital Strategic Plans
 - Estates, and Fleet strategic plans
 - People Strategy
 - Procurement compliance
 - 3 Year Implementation Roadmap
 - Long Term Financial Model
 - Financial Plan
 - Annual Plan (incl. financial and operational plans)

- ❖ Monitor and consider the Strategic Risks within the Board Assurance Framework that are relevant to the Committee’s remit, including the control and mitigation of high-level related risks and provide assurance to the Board that such risks are being effectively controlled and managed.

- ❖ Receive external assurance reports from regulatory/statutory bodies in relation to the finance and workforce agenda and ensure that management responses/actions plans are robust.

Finance, Investment and Planning

- ❖ Review the financial elements of the Trust’s Business Plan and ensure that key assumptions are both realistic and achievable (the Board of Directors will remain responsible for approval of the Business Plan).

- ❖ Monitor the ongoing financial performance of the Trust, the financial forecast, and the key financial risks.



- ❖ Monitor delivery of the Capital Expenditure programmes and seek assurance on the preparation of comprehensive programmes for subsequent years. Recommend the Capital Expenditure programme to the Board of Directors for approval and review Capital and Revenue investment proposals over £1,000,000.
- ❖ Monitor delivery of efficiency programmes and seek assurance on the preparation of comprehensive programmes for subsequent years.
- ❖ Review tender bids in relation to Patient Transport Services, 111 Service and any other clinical or commercial venture under consideration by the Board and assess the financial implications of performance against the Trust's statutory purpose.
- ❖ Review contract award proposals (in line with the Scheme of Delegation and Standing Financial Instructions) and make appropriate recommendations to the Board of Directors
- ❖ Recommend projects over £1,000,000 to the Board of Directors for approval.
- ❖ Seek assurance in relation to fleet activity including vehicle servicing and inspections, insurance, vehicle replacement programme, carbon reduction strategy and waste assurance.
- ❖ Receive assurance in relation to estates including NHS sites, progress against Net Zero Strategy and Benchmark measures utilising the "Model Ambulance".
- ❖ Review business and commercial development proposals, for recommendation to the Board of Directors.

Digital

- ❖ Review the Digital and Information Management and Technology (IM&T) programme of work to ensure it aligns with the Trust's strategic plans and monitor progress on major schemes.
- ❖ Review the recommendations from any external reviews in relation to digital and monitor progress on major schemes.

Workforce

- ❖ Seek assurance on the development and delivery of comprehensive workforce plans.
- ❖ Receive assurance relating to performance against key workforce indicators such as: sickness absence, appraisal review, mandatory training, and turnover.
- ❖ Seek assurance on the development of the recruitment, training, and management of volunteers.
- ❖ Monitor progress against equality and diversity goals arising from the Equality Delivery System,



WRES, WDES, gender pay gap reporting and other regulatory requirements to ensure compliance with the Equality Act 2010.

- ❖ Receive assurance that there is an effective Learning Needs Analysis process in place across the Trust and monitor its effectiveness.
- ❖ Provide assurance to the Board on compliance with relevant HR legislation and best practice including paramedic, doctors, and nursing revalidation.
- ❖ To monitor any action plans relating to the staff survey and seek assurance that satisfaction levels are improving.

Strategy, Planning and Transformation

- ❖ To seek assurance against and have oversight of the Trust’s -
 - 3 Year Strategy implementation/transformation roadmap.
 - Supporting Strategies including development, alignment, and implementation.
 - Annual Planning Cycle including –
 - Development of trust-level annual plan and directorate business plans
 - Alignment between strategy and strategic risk management
 - Alignment between strategy and operational planning (incl. any external submissions)
 - Quarterly assurance against objectives (incl. achievements and learning)
 - Partnership working and system working.

The Chair of the Committee shall maintain an effective relationship with the Chair of the Audit Committee and may, from time to time, refer matters to the Audit Committee and / or other Board Committees as appropriate for consideration.