



# WA Country Health Service (WACHS) Finance and Performance Executive Sub-Committee - Terms of Reference

## 1. Name

WA Country Health Service (WACHS) Finance and Performance Executive Subcommittee (FPS).

## 2. Purpose

The Finance and Performance Executive Sub-Committee is responsible to the WACHS Executive Committee. Its primary role is to provide oversight of organisational performance including:

- Clinical
- Service
- Financial
- Business

## 3. Background

Performance is critical to assess and manage service delivery and business decisions. Performance must be reviewed and discussed in a timely and organised manner in order for executive members to understand how the service is performing against set indicators and target within the organisation. Assessment of performance should include adequate consideration of the quality impact of non-clinical changes. It is the responsibility of Health Service Providers' to balance quality of care with the availability of resource, both human and financial, and WACHS should expect to be held to account for this.

The Finance and Performance Executive Sub-Committee reports and makes recommendations to the WACHS Executive in line with the WACHS Strategic Directions and Operational Plan. The committee provides governance and assurance over performance and links to the WACHS Finance Board Committee.

## 4. Scope

The Finance and Performance Executive Sub-Committee's responsibilities include:

- identifying and monitoring key system wide finance and performance risks
- initiating and reviewing policies that support the WACHS finance and performance systems or performance in a key clinical/service/business function.
- monitoring compliance with key finance and performance policies including relevant WA Health System Policy Frameworks
- monitoring the delivery of services in line with the Service Agreement, Performance Management Framework, Health Service Performance Report targets and Safety and Quality Indicator Set (SQiS)

- monitoring organisational performance including finance, business, service and clinical
- overseeing the organisational performance strategy (including ABF/M) and plans
- overseeing the development and implementation of strategic system wide finance and performance strategies
- ensuring operational finance and performance strategies are developed and monitor progress
- setting and endorsing annual budget methodology and allocations including finance and activity targets in line with the annual Service Agreement and business strategy
- reviewing material adjustments to budget settings throughout the year
- ensuring the development and use of clinical costing information drives business improvement
- proactively identifying opportunities for efficiency and service improvement
- identifying opportunities to use technology and information to support improved business management and operations
- considering and assessing the financial and clinical outcome implications of reform and reconfiguration initiatives, business cases and other matters referred to the FPS, prior to their implementation.
- oversight of strategic risks and audit

### 5. Membership

The FPS is to consist of:

- Chief Executive Officer
- Chief Operating Officer
- Executive Director, Health Programs
- Executive Director, Innovation and Development
- Executive Director Business Services
- Director Finance
- Executive Director of Nursing and Midwifery
- Executive Director of Medical Services
- Director Business Performance and Improvement
- Manager Budget Strategy
- Manager Planning and Evaluation
- Manager Organisational Performance

Proxies are permitted with the prior approval of the Chair.

Others may be invited to attend meetings of the FPS in relation to a specific agenda item(s) and may be called to give presentations and advice on relevant matters as required. Directors are to seek permission from the Chair for relevant other senior staff members to attend as occasional meeting observers.

## 6. Chair

The Chair of the Finance and Performance Executive Sub-Committee is:

- Chief Executive (CE)

In the Chair's absence, the Chief Operating Officer – Operations (COO) is to chair the meeting.

A quorum is deemed to be at least 50% of the members and proxies including the Chair. A quorum excludes the Executive Officer and any invitees or ex-officio attendees. Should a quorum not be present, the committee may still meet, however all decisions must be approved at the subsequent meeting with a quorum present. Additional invitees are permitted as required and approved by the Chair.

## 7. Secretariat

The Finance and Performance Executive Subcommittee is to be fully supported by the Manager, Organisational Performance. This position is responsible to the Chair for preparing reports, undertaking research and other follow-up matters arising from meetings and communicating with members on relevant matters relating to the business and conduct of the meetings.

Secretarial assistance for the distribution of meeting documents is to be provided by the Business Services Administration Assistant.

## 8. Meeting Frequency

The Finance and Performance Executive Sub-Committee is to meet monthly.

Out of session meetings may be scheduled to deal with urgent issues as required.

## 9. Reporting

The Chair is to make available to the WACHS Executive for noting (via WACHS Executive Secretariat), the draft minutes and actions of meetings of the Finance and Performance Executive Sub-Committee within ten working days of the meeting.

The Chair is to escalate any issues requiring attention of the WACHS Executive.

## 10. Evaluation

The Chair of the Finance and Performance Executive Sub-Committee is to conduct an annual assessment which includes reviewing the Terms of Reference and the role of any panels, networks or working parties established by the Finance and Performance Executive Sub-Committee. Any material changes are to be submitted to the WACHS Executive for approval.

**DOCUMENT CONTROL**

Revision number	Date	Approved by
<b>1.00</b>	1 March 2017	Finance and Performance Subcommittee
<b>2.00</b>	8 June 2017	Finance & Performance Subcommittee 27-06-17
<b>3.00</b>	23 July 2019	Finance and Performance Subcommittee

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