



**Far West LHD Board Finance, Performance and Workforce Committee
TERMS OF REFERENCE**

Name of meeting	FWLHD Finance, Performance and Workforce Board Sub Committee
Reference	NSW Health Corporate Governance and Accountability Compendium
TERMS OF REFERENCE	
Date of endorsement	29 May 2023
Date to be reviewed	Annually
PURPOSE AND RESPONSIBILITIES OF COMMITTEE	
<p>Purpose</p> <p>The primary purpose of the Finance, Performance and Workforce Committee is to support and monitor that the operating funds, capital works funds and service outputs required of the Far West Local Health District (FWLHD) by the Ministry of Health (MoH) are being managed in an appropriate and efficient manner. The Committee will play a key role in addressing workforce strategies and potential workforce issues for FWLHD.</p> <p>Local Health District Executives, as part of their roles and responsibilities, are to ensure the requirements and provisions of the Accounts and Audit Determination issued by the MoH are properly observed throughout the organisation.</p> <p>Scope and Function</p> <p>The format of the Finance, Workforce and Performance Committee agenda and report need to comply, as a minimum, with the best practice principles as issued from time to time by the NSW Ministry of Health.</p> <p>The Finance, Performance and Workforce Committee must:</p> <ul style="list-style-type: none"> • discuss and decide on the papers placed before it; • ensure the structure of the agenda and the Finance, Performance and Workforce Committee report is consistent with the better practice principles issued from time to time by the NSW Ministry of Health and is consistent with FWLHD needs; • the key principle of financial reporting is that the view presented should be true and fair; and • the Chief Executive should aim to ensure the integrity and consistency of financial reports, which should also meet the spirit as well as the letter of reporting standards; • To commission and review information and data to facilitate comprehensive understanding of workforce issues across the FWLHD. • To provide advice and recommendations regarding workforce strategy, development, industrial relations and culture to the FWLHD Board. • To oversee and monitor the work of the FWLHD in the development, implementation and evaluation of a comprehensive workforce strategy. • To ensure compliance with the strategic plans of the FWLHD in respect of workforce development. • And any other matter the FWLHD Board delegates. 	

COMMITTEE MEMBERSHIP	
Board Members	
Title	Representative
FWLHD Board Member/Chair	Mr Wincen Cuy
FWLHD Board Member	Ms Pam Tucker
FWLHD Board Member	Ms Mariette Curcuruto
FWLHD Board Member	Ms Sally Pearce
FWLHD Staff	
Chief Executive	
Director Finance & Corporate Services	
Executive Director Clinical Operations	
Director People & Culture	
Director Aboriginal Health & Community Relations	
Manager, Risk Management Unit	
IN ATTENDANCE	
<i>Board, Committees and Policy Officer (minutes)</i>	Ms Hannah Everuss
COMMITTEE QUORUM	
The quorum for meetings shall be one half of the membership plus one with at least one Board member required.	

ATTENDANCE
Other members of the FWLHD Executive Team, and any other persons will attend, at the discretion of the Chair. These people would not be voting members, but could provide advice and participate in discussion.

AGENDA	
Set agenda items	<ol style="list-style-type: none"> 1. Acknowledgement of Country 2. Apologies 3. Declaration of Interests 4. Confirmation of minutes from previous meeting 5. Action items from previous meeting 6. Finance Reports 7. Workforce Reports 8. Other Business 9. Correspondence 10. Next Meeting
Distribution	<p>One week prior to the meeting date.</p> <p>Following a call for agenda items, they and any papers needing to be distributed with the agenda must be received before this date.</p> <p>Agenda items may come from any Committee member.</p>

RECORD OF MEETING	
Chair	The Nominated Board Member will chair the Finance, Performance and Workforce Committee Meeting
Format	Include actions table

Record taker	Board, Committees and Policy Officer
Central File maintained by, and kept at	Far West Executive Far West Local Health District
Distribution	Within 10 working days of the meeting date
Distribution list	All current members and the FWLHD Board, Committees and Policy Officer

MEETING VENUE
Board Room, First Floor, Broken Hill Community Health Centre
Face to Face, Videoconference and Teleconference via Microsoft Teams

MEETING DATES/TIMES
Meetings of the Finance, Performance and Workforce Committee are held on the Monday prior to the Board meeting. The Board meeting is held on the last Monday of each month, except December, with that meeting to be convened at the discretion of the Committee Chair. Meetings are not scheduled in January unless determined by the Committee Chair.

REPORTING RESPONSIBILITY
The Committee will report to the Far West LHD Board

CONFIDENTIALITY
Matters discussed at this meeting may be of a confidential nature and must be treated as such by the Committee. All data presented will be de-identified.

REPORTING
<p>Financial reports each month are to include as a minimum:</p> <ul style="list-style-type: none"> • An executive summary • General Fund Income and Expense Statement • Rigorous Program Management (RPM) • Location Summary YTD • General Fund Balance Sheet • Capital Expenditure Report • MoH Service Agreement Budget Variations and Letters • KPI Dashboard Report • MoH Narrative • Health Performance Report <p>Financial Reports each quarter are to include as a minimum:</p> <ul style="list-style-type: none"> • Information relating to issues of concern and relevant strategy/corrective action • Position of Restricted Financial Assets • Consolidated Income and Expense Statement • Consolidated Balance Sheet • Letters from Auditor General, Minister for Health, Internal Audit and NSW Ministry of Health relating to significant financial matters.

Financial Reports are to include when available for the March and June hard close:

- Financial statements
- Any matters requiring Performance and Strategy Committee recommendations for Board approval
- Management recommended debtor write offs for review and recommendation to the Board for noting
- Any issues raised by external audit.

Workforce Reports each month are to include as a minimum:

- An executive summary
- Staffing Profiles
- Staff Movement
- Leave Management
- Industrial Relations
- Workforce Risks and Mitigations

Workforce Reports each quarter are to include as a minimum:

- Workplace Culture- Staff Survey and Exit Survey
- Aboriginal Workforce Plan

Matters for review annually and endorsement by the Board:

- Budget Management Strategy