

**THE CLATTERBRIDGE CANCER CENTRE NHS FOUNDATION TRUST
FINANCE & BUSINESS DEVELOPMENT COMMITTEE CYCLE OF BUSINESS**

Activity Number	Item	Item Detail	Lead	Jan	Apr	Jul	Oct
FBD01	Terms of reference and cycle of business	Approve the terms of reference for the Finance Sub-Committee	Chair	X			
		Approve the terms of reference for the Ops Delivery and Service Improvement Sub-Committee					
		Approve the terms of reference for the Infrastructure Sub-Committee					
		Consider the terms of reference and the cycle of business for the Finance & Performance Committee and recommend to the Board of Directors for approval					
		Review and approve the Committee's effectiveness through the development of an Annual Report					
		Receive a report on proposed changes and annual review of effectiveness of terms of reference including review of meeting attendance by members					
FBD02	Chairs Reports	Receive summary outcome reports from the Chairs of the aligned sub-committees		X	X	X	X

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		highlighting areas of success and positive assurance, areas being recommended for further discussion or resolution and issues of concern or where risks are being escalated.					
FBD03	Operational performance	Receive an assurance report that the operational performance is on target or that plans exist to recover the position if required		X	X	X	X
FBD04	Operational delivery of Corporate and Business Plans	Receive an assurance report on the achievement of operational delivery against key milestones		X	X	X	X
FBD05	Productivity improvements inc CIP's	Receive an assurance report on the organisations productivity improvements		X	X	X	X
FBD06	Winter planning	Receive an assurance report that the Trust is fulfilling winter planning requirements set by commissioners				X	
FBD07	Delivering the Strategy	Receive an assurance report that the TCC relating to Estates and IT programmes are realising the benefits intended and that appropriate action plans are in place where they are not		X	X	X	X

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FBD08	Major Infrastructure Programmes Implementation Plans	Receive quarterly updates on the implementation of key infrastructure programmes not covered by TCC reporting.		As required			
FBD09	Business development (Chair Report)	Receive an assurance report on bids and tenders won or lost and plans in place in relation to future bids and tenders and new business leads		X	X	X	X
FBD10	Commissioner contracts (Chair Report)	Receive an assurance report in relation to negotiations on commissioner contracts or escalation of risk where appropriate		X	X	X	X
FBD11	Operating Plan	Receive a proposed operating plan based on guidance provided by the Regulator		As required by the regulator			
FBD12	Finance Plan	Receive a proposed Finance Plan and supporting resource strategies for recommendation to the Board for approval		X			
FBD13	National Tariff	Receive assurance – National Tariff for recommendation to the Board for approval			X		
FBD14	Significant transaction	Recommend significant transaction cases for change and the process for approval by		As required			

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		the Board of Directors and Council of Governors					
FBD15	Banking and investment	Receive a report on changes to banking and investment arrangements by exception		As required			
FBD16	Prop Care	Receive assurance on the delivery of the Property/Estates Strategy and monitor any escalated risks as necessary		X	X	X	X
FBD17	CPL (PharmaC)	Receive assurance on the delivery of the CPL Strategy and monitor any escalated risks as necessary		As required			
FBD18	Capital Programme	Receive assurance on the testing undertaken against progress made against the agreed Capital Programme highlighting any significant risks as necessary		As required			
FBD19	Major Sub Contracts/SLAs	Receive assurance around any significant risks to the effective working relationship between CCC and subsidiary companies / joint ventures or other parties to significant contracts/SLAs and against the testing undertaken against the delivery and		X	X	X	X

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		appropriateness of the relevant contract					
FBD20	IT/Health Informatics Strategy	Receive assurance on the delivery of the IT/Health Informatics Strategy highlighting any significant risks		X	X	X	X
FBD21	Clinical Systems Strategy	Receive assurance on the delivery of the Clinical Systems Strategy highlighting any significant risks		X	X	X	X
FBD22	IT infrastructure	Escalate risks specifically around the benefit realisation of Health Informatics related business cases and the Trust's IT infrastructure		X	X	X	X
FBD23	Risk management	Monitor the action being taken to mitigate against the risks highlighted on the forecast BAF risk register aligned with the Finance & Business Development Committee and consider any impact on risk scoring prior to recommending to the Board of Directors		X	X	X	X
		Consider where additional assurances should be commissioned to support the mitigation of BAF risks aligned to the business of the Finance & Business	Chair				

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		Development Committee					
FBD24	Continuous improvement	Review the outcomes of relevant investigations, audits and reports, including those that highlight good practice, and ensure that appropriate action plans are in place to implement the learning from such reports to improve systems, processes and practice. Monitor the implementation of relevant plans and report outcomes to the Audit Committee by exception		X	X	X	X
FBD25	Value for Money	Receive assurance on the delivery of the value for money programme benefits realised from changes to ways of working, procurement initiatives and other VfM reviews.	Finance Director		X		
FBD26	Committee Reporting	Identify any topics/issues that members wish to raise/escalate with/to the Trust Board or with other Committees or Sub-committees as appropriate in the Chairs Report		X	X	X	X

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FBD27	Modern Slavery Statement	Review the Annual Statement for inclusion in the Trust Annual Report and publishing on Trust Website			X		