

Meeting the Finance & Workforce Committee Terms of Reference

Term of Reference	Source of Assurance	Internal Control Framework
<u>1. Business Planning</u>	IBP Supporting strategies LTFM incl Capital Programme Annual Operating Plan Annual Budget Plan Service Efficiency Programme Business Planning Timetable Communication Strategy	B4 Business Planning B11 Performance Management
<u>2. Investment Decisions</u>	Capital & Revenue Business Cases about £1m Track Business Case above £2m	H1 Estates Project Management H2 IT Project Management H3 Equipment
<u>3. Financial Performance</u>	Monthly Finance Report Forecasts CIP Financial Policies & Procedures Market Development performance	A5 Sustainability A7 Asset Sale / Purchase
<u>4. Workforce and Organisational Development Performance</u>	Strategy & Plan Monthly Report Reports from Management Board and sub groups	F1 Recruitment F2 Training F3 Appraisal F4 Absence Management F6 Temporary Staff F7 Staff Opinion F9 Disciplinary F10 Severance / Exit
<u>5. Monitor Big Investments</u>	IT Monthly Report Estates & Capital Report	
<u>6. Self Review</u>	Annual Report to the Board	