

Terms of Reference

Finance and Performance Subcommittee

1. Purpose of the Subcommittee

The subcommittee has been formed to undertake the defined responsibilities in-line with the delegated authority as outlined below.

2. Role of Members

Members of the subcommittee are jointly accountable to Community Pharmacy West Yorkshire.

3. Delegated Authority

The Finance and Performance Subcommittee has been granted authority by Community Pharmacy West Yorkshire to make decisions in line with the responsibilities shown below in section 4.

4. Responsibilities of the Subcommittee

- Financial Control - Tracking performance against the Community Pharmacy West Yorkshire budget and taking action to rectify any problems. Setting of the budget for approval of the full committee.
- Governance procedures.
- LPC Self Evaluation - Tracking Community Pharmacy West Yorkshire's performance against the PSNC Self Evaluation document.
- Staff Performance Process - Regular performance reviews of the CEO.
- Salary review.
- Performance Related Pay - Setting and tracking KPIs.
- Contract Applications.

5. Membership

- Community Pharmacy West Yorkshire Chair
- Community Pharmacy West Yorkshire Vice Chair
- Community Pharmacy West Yorkshire Treasurer
- 3 Community Pharmacy West Yorkshire Members

In attendance:

- Community Pharmacy West Yorkshire Chief Executive Officer
- Head of Operations and Support

6. Vacancy

Where a new member is required for the group for one of the 3 member positions (eg following a resignation), expressions of interest will be sought, in writing, from the CPWY committee members.

Where more than one expression of interest is submitted, the Finance and Performance Subcommittee will discuss then vote to determine the subcommittee member. In making the decision on the most suitable member the subcommittee members will consider:

- the geographical knowledge of the applicant in relation to existing members.
- the requirement to ensure a balance of independent / CCA / AIMp members to ensure potential conflicts are kept to a minimum. The mix of membership does not need to reflect the contractor representation of the LPC.

7. Frequency

The subcommittee will meet at every Community Pharmacy West Yorkshire meeting.

8. Reporting arrangements

The subcommittee reports to Community Pharmacy West Yorkshire.

9. Quorum

No business will be conducted unless at least four members of the subcommittee are in attendance. Decisions can be made by email.

10. Observers

Only members of the CPWY committee can observe the Finance and Performance Subcommittee.

Observers must request, in writing, prior to the meeting that that they wish to attend a Finance and Performance Subcommittee meeting.

Observers must declare, in writing, that they have no conflicts of interest with any contract applications being considered by the subcommittee.

No observers are permitted for items relating to staff performance and salary review due to the need for HR confidentiality. If any committee member has a concern regarding a CPWY staff member this should be raised with a member of the Finance and Performance subcommittee.