

## Finance and Performance Subcommittee

### **Purpose**

The purpose of the Finance and Performance Subcommittee shall be to: assure the LPC's adherence to the LPC's governance framework at specific intervals, promote and demonstrate good governance as part of the LPC's values. Consider any complaints about an alleged breach of governance by any member or officer of the committee referred to the subcommittee by the main committee, in accordance with the provisions of the LPC model constitution, rules and governance framework. To ensure effective control of LPC finances, consider annual budgets, accounts and processes, develop effective financial management information, and monitor performance.

### **Accountability**

- The Finance and Performance subcommittee shall be accountable to the main committee.
- The subcommittee shall meet at each CPWY meeting to discharge its duties. If more regular meeting frequency is required, this should be discussed with CEO and planned accordingly.
- The subcommittee may need to meet more frequently should a specific issue arise which needs further discussion and agreement.
- There is no quorum for the subcommittee, but the maximum attendance will be sought when arranging a meeting.
- Reports or recommendations from the subcommittee should include a register of those present.

### **Responsibilities of the Subcommittee**

- Presentation and proposal of the annual LPC budget for approval by the whole committee, including any change to levy and levy holiday. Consideration having been given to conducting a zero-based budget.
- Over see the preparation and presentation of the management accounts
- Ensure the annual accounts are prepared and presented to the LPC and contractors in accordance with the LPC constitution. The subcommittee will approve the accounts prior to the presentation to the committee and approve the Treasurer's annual report.
- Review LPC expense policy and appropriate processes to manage approvals.
- Shall investigate all complaints or allegations made against members or officers of the committee referred to it by the main committee.
- May with the consent of the main committee, conduct an investigation into alleged breach of governance, on behalf of another LPC, in accordance with the model LPC constitution.

- Oversee and ensure governance procedures are being adhered to.
- Market entry application support.
- Risk matrix management quarterly to then share with the main committee six monthly.

### **Membership**

- Community Pharmacy West Yorkshire Treasurer, who will chair the subcommittee.
- Community Pharmacy West Yorkshire Chair
- Community Pharmacy West Yorkshire Vice Chair
- 3 Community Pharmacy West Yorkshire Members
- Membership should include a mix of CCA, AIMp/IPA and independent members.

In attendance:

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

Meetings will be held as closed meetings due to the confidential nature of the discussions.

Reviewed and adopted May 2024  
Review date April 2027