

**Terms of Reference**  
**Performance and Estates Committee**

<p><b>Function</b></p>	<p>The Performance and Estates Committee (PEC) is a Committee of the Board of Directors (Board), established to provide assurance to the Board on its responsibilities for integrated operational oversight and ensuring that the Trust is well managed and effective in its delivery of the Trusts Operational Performance and its estates and facilities functions and services.</p>
<p><b>Purpose</b></p>	<p>The specific responsibilities of the Committee are as follows.</p> <p><b>Performance</b></p> <p>Provide oversight of the Trust’s operational management and performance, and provide focus on specific issues where the Trust’s performance is showing a deterioration or there are issues of concern.</p> <p>Monitor the effectiveness of the Trust’s operational performance management reporting systems ensuring that the Board is assured of continued compliance through its annual reporting and reporting by exception where required.</p> <p>Review the Trust’s operational performance management against its annual plan and other relevant strategies and to monitor any necessary corrective planning and action as required from both internal oversight and external regulatory and contractual compliance.</p> <p>Provide overview and scrutiny to the development of the medium and long term operational performance management plans.</p> <p>Review the performance indicators relevant to the remit of the Committee.</p> <p><b>Estates and Facilities</b></p> <p>To ensure the Trust Estate remains statutorily compliant and that there are effective systems in place to provide the Board with assurance of the Trust estate’s statutory compliance.</p> <p>To oversee the planning and delivery of the Trust’s planned maintenance programme including oversight of service issues requiring further attention or escalation.</p> <p>To have oversight of all Soft FM services to monitor performance, ensure effective monitoring of contractual arrangements and ensure that relevant tender processes are managed in line with best practice.</p>

	<p>To ensure appropriate participation in, and completion of, relevant annual returns; ensuring that these are approved before submission where relevant.</p> <p>Monitor the effectiveness of the Trust's estates and facilities managements management reporting systems via the Premises Assurance Model (PAM) Tool; ensuring that the Board is assured of continued compliance through its annual reporting and reporting by exception where required.</p> <p>To ensure that the Trust Estates and facilities services have effective and up-to-date policies and procedures.</p> <p>To receive relevant reports on PFI arrangements across all relevant Trust sites and be assured that effective PFI arrangements are in place.</p> <p><b>Other Responsibilities</b> Consider any relevant risks within the Board Assurance Framework and high / significant risks as they relate to the remit of the Committee, as part of the reporting requirements, and to report any areas of significant concern to the Audit Committee or the Board as appropriate.</p> <p>Undertake any other responsibilities as delegated by the Trust Board.</p>
<b>Level of Authority</b>	<p>The Committee may investigate, monitor and review any activity within its terms of reference. It may seek information from employees and employees are directed to co-operate with requests made by the Committee.</p> <p>The Committee may secure the attendance of any individual with relevant experience and expertise if it considers this necessary. The Committee may seek to commission external specialist advice within policy and within budget.</p> <p>The Committee may approve proposals with financial implications, within its delegated authority and within policy and budget. The Committee will make recommendations to the Board on proposals outside its delegated authority. The Committee shall inform the Board of all decisions taken.</p>
<b>Reports Received</b>	<p>Monthly Operations Report Monthly Estates Management Report Monthly key issues report from the Facilities Assurance Meeting Monthly Risk Report</p>
<b>Reports to</b>	Board of Directors
<b>Links to Other Committees</b>	Report on the Performance and Estates Committee will be provided to Audit Committee as part of the Annual Report on the effectiveness of the Trust's systems of internal control.

	The Chairs of all Board Committees will liaise to ensure that any cross-over between agendas is effectively managed.
<b>Status</b>	Standing
<b>Frequency, Duration and Location</b>	Meeting frequency and timing may be changed by agreement with the membership. The location of the Committee meeting shall normally be at Peterborough City Hospital and rotated to other NW Anglia sites when site specific issues so required.
<b>Minimum Required Attendance</b>	8 out of 12 meetings
<b>Chair</b>	A Non-Executive Director
<b>Vice Chair</b>	A Non-Executive Director
<b>Standing Agenda Items</b>	Apologies for absence and Declaration of Interests Minutes of last meetings Operations Report Estates Management Report Facilities Assurance Meeting Key Issues Report Monthly Risk Report Any Other Business
<b>Minute-taker</b>	EA to Chief Operating Officer
<b>Archive responsibility</b>	EA to Chief Operating Officer
<b>Quorum</b>	A quorum shall be at least 3 members, including 1 Non-Executive and 1 Executive Director.
<b>Process for Compliance with ToRs</b>	The Committee shall undertake an annual self-assessment and agree an improvement plan resulting from the self-assessment as part of the systems of internal control.

**Agreed date:** TBC  
**Endorsed by:** Board of Directors  
**Date of endorsement:**  
**Date of review:** TBC  
**Date of expiry:** TBC

**Membership:** Chair (Non-Executive Director)  
Vice Chair (Non-Executive Director)  
Non-Executive Director

Chief Operating Officer  
Chief People Officer  
Chief Medical Officer

**In attendance:**

Deputy Chief Operating Officer  
Estates and Facilities Director

A Governor Observer from a nominated pool may attend on a rotational basis

**Nominated Deputies:**

Committee Members may, with the prior agreement of the Chair, and by exception, send a fully briefed substitute of appropriate seniority to participate in meetings and advise the Committee. Only substitutes at the same level of seniority for whom they are deputising shall contribute to the quorum.

**Corresponding Members:**

Minutes circulated to Board of Directors.