



Business Development Committee

(A North West Hospital and Health Board Committee)

Terms of Reference



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**DOCUMENT INFORMATION**

This document is owned by the Chair of the Business Development Committee.

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**VERSION HISTORY**

The following outlines changes made to each version of this document:

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Version	Change Description	Change Made By	Date
0.3	Initial TOR Draft	Paul Woodhouse Dr. Chris Appleby	14 <sup>th</sup> September 2015

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**SIGN OFF**

Endorsed by:

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Sue Belsham - Chief Executive North West Hospital and Health Service

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Dr. Chris Appleby - Chair Business Development Committee

Approved by:

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Paul Woodhouse - Chair North West Hospital and Health Board

**REVIEW DATE** - This document will be reviewed every year from date of approval. The next review will be within 1 month of 31<sup>st</sup> Of October 2015.



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## 1. BACKGROUND

- 1.1 The North West Hospital and Health Service Board (Board) established the Business Development Committee (Committee) on 31 July 2012 as part of its governance framework.
- 1.2 This document establishes the authority and responsibility of the Committee so that it may function effectively as a key advisory body of the North West Hospital and Health Service (NWHHS).

## 2. PURPOSE

- 2.1 The Committee will undertake from a business perspective, a transparent and comprehensive assessment of the performance of the NWHHS and its service divisions, in order to identify any efficiencies or waste within the NWHHS service model. Any opportunities for improvement or any efficiencies identified must seek to optimise patient outcomes, while improving the financial sustainability of the NWHHS.
- 2.2 The Committee may investigate and recommend improvements to current models of operation.
- 2.3 The Committee may recommend the introduction of new models of operation.
- 2.4 The Committee is charged to be innovative in their approach.
- 2.5 The Committee will seek input from relevant Staff of the NWHHS on (1) the basis for existing service delivery and (2) possible options for improvement.
- 2.6 The Committee will contribute to and inform the NWHHS Strategic Plan, as well as the Service Agreement.

## 3. REPORTING

The Committee will provide the following reports:

- 3.1 A report to each NWHHS Board meeting outlining relevant and considered matters as well as the committee's opinions, progress and recommendations.
- 3.2 Contribute to the Annual Report of the NWHHS Board, summarising the performance and achievements for the previous year.
- 3.3 Circulate minutes of the committee's meetings to NWHHS Board.

## 4. AUTHORITY AND INDEPENDENCE

The Committee has no executive powers, unless delegated to it by the NWHHS Board. The Business Development Committee is a committee of the NWHHS Board and as such is directly responsible to the Board. In discharging its responsibilities the committee has the authority to:

- 4.1 Conduct or authorise investigations into matters within its scope of responsibility.

- 4.2 Request information, records and personnel of NWHHS, through the Health Service Chief Executive.
- 4.3 Request the attendance of any employee, including executive staff, at Committee meetings, through the Health Service Chief Executive
- 4.4 Conduct meetings with relevant experts as necessary.
- 4.5 Request assistance from any other Board Committee.
- 4.6 Liaise with COLT on the identification and prioritisation of business opportunities; and progression and evaluation of projects.

## **5. RESPONSIBILITIES OF THE COMMITTEE**

The responsibilities of the Committee include:

- 5.1 Developing effective communication strategies
- 5.2 Monitoring compliance with legislative requirements in relation to developing business strategies.
- 5.3 Providing advice and reports to the Board, the CEO and the Board Chair as required
- 5.4 The Committee will coordinate business cases to the NWHHS Board using the briefing paper format as adopted by the Board for providing recommendations.

## **6. MEMBERSHIP**

Membership of the Committee consists of the following:

- 6.1 Standing Members (voting)\*

\*NWHHS Board Members:

- Dr. Christopher Appleby (Committee Chair) \*
- Ms. Karen Arbouin \*
- Mr. Richard Stevens \*

\*NWHHS Board Chair (ex-officio)

- Mr. Paul Woodhouse

- 6.2 Any other Independent Members as required where need and skills are identified (To be appointed by the Board and the appointment minuted).
- 6.3 Invited Participants<sup>^</sup> and Guests (non-voting)

Any member of the NWHHS Board is invited to participate in each meeting.

Other Guests are invited to attend subject to approval by the Committee Chair.



**^NWHHS Executive Management Group Members:**

- Chief Executive
- Chief Financial Officer
- Chief Operating Officer
- Executive Director of Nursing

**6.4 New Members**

- a) As a form of induction, it is the responsibility of the Committee Chair to provide new Standing Members and Invited Members with a copy of the following documents prior to their first meeting:
  - i. the Terms of Reference (if not already supplied)
  - ii. the minutes of the last three meetings of the Committee (where appropriate)
- b) A person acting in any of the above positions is considered to be a member of the Committee for the term of the acting arrangement, and will require induction as per new members.
- c) Only the Board may appoint Standing Members. The Committee Chair may invite guests as they consider appropriate.
- d) If the Chair is temporarily unable to perform his/her duties (e.g. they are unable to attend a meeting) he or she will nominate another Board member on the Committee to act as Chair.

Other guests are invited to attend subject to approval by the Chair.

**7. MEETINGS**

- 7.1 The Committee will meet at least quarterly or as required by the Board or the Chair.
- 7.2 Meetings will be conducted at a time and place determined by the Chair.
- 7.3 Meetings will be conducted on a formal basis and be minuted.
- 7.4 A quorum consists of the Chair (or Acting Chair) and at least one other voting Standing Members.
- 7.5 There will be no provision to appoint proxies to attend meetings on behalf of Standing Members.
- 7.6 Invited guests will need to be agreed by the Chair prior to the meeting.

**8. AGENDAS**

- 8.1 An agenda is to be prepared for meetings, in consultation with the Committee Chair, with relevant issues papers attached and distributed to members preferably one week prior to the meetings.
- 8.2 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.

## 9. MINUTES

Minutes of the meeting must be forwarded to members within 21 days after the meeting. The Minutes must record the following:

- Date and location of meeting
- Attendees, apologies, proxies
- Agenda items discussed
- Action items (including responsibility and timeframe)
- Decisions taken (including rationale for decisions)
- Minutes of the preceding meeting must be confirmed at each meeting, which includes a review of the action items outstanding.
- The Minutes must be approved by the Committee Chair prior to circulation. Once approved, the Minutes of the meeting will be emailed to all members.

## 10. SECRETARIAT

- 10.1 Secretariat support will be provided by the nominee of the Chief Executive.
- 10.2 The Secretariat will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and minuting meetings.
- 10.3 The Secretariat will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers and minutes) are saved in a secure electronic directory on the NWHHS network.

## 11. SUB-COMMITTEES

The Committee may create sub-committees at any time to perform specific tasks or responsibilities supportive of the activities of the Committee. Terms of Reference, membership, reporting arrangements and sunset arrangements should be specified at time of establishment.

## 12. TERMINATION

- 13.1 The Committee shall remain in existence and in compliance with this Terms of Reference until such time as it is dissolved by the NWHHS Board.

## 13. DEFINITIONS

**Standing Member:** A specific position approved and appointed by the Board to participate on the Committee each meeting.

**Invited Participant:** A specific person approved by the Chair to attend each committee meeting at their discretion.

**Guest:** A specific person requested by the Chair to attend and provide expertise to specific meetings.

