

## Terms of Reference: **Finance and Performance Committee**

### **Key purpose**

- F1. To challenge and monitor the Executive on financial and other performance, to work with the Executive to develop an appropriate and proportionate data set to enable the Council to carry out its functions, and to provide guidance to the Executive on major operational matters such as property strategy, investment and technology development.
- F2. To work with the Executive in developing the General Dental Council's (GDC) financial strategy, including assisting the Executive in developing the Business Plan (which includes the annual budget), and the rolling three-year Business Plan, and to assist the Council in reaching its decision on the Business Plan and the Corporate Plan.

### **Delegated Powers**

- F3. Approval of assumptions and objectives to be used in the planning cycle.
- F4. Approval of the budgeting approach and annual targets for efficiency in accordance with the Council's strategy.
- F5. Approval of the GDC's banking procedures and arrangements.

### **Functions and Duties**

#### *Financial and business planning*

- F6. Provide in-depth scrutiny of the Business Plan (which includes the annual budget) and the rolling three-year Business Plan, to ensure that they are fit for purpose and in line with Corporate Strategy.
- F7. Assist the Council with the approval of the Business Plan (which includes the annual budget) and the rolling three-year Business Plan; any changes to the Annual Retention Fee and any other fees<sup>1</sup>; and the reserves policy.
- F8. Assist the Council with consideration of any amendments to the current year budget, including any virements between directorates, which exceed the agreed limits.
- F9. Advise the Council on any calls on reserves.
- F10. Review the Management Accounts and other Performance Reports which will enable the Committee to hold the Executive to account in terms of its financial and operational performance.
- F11. Provide in-depth scrutiny on the coherence and rigour of the financial modelling underlying the fees strategy.
- F12. Advise the Council on the approval of any contracts or purchases which require Council approval.<sup>2</sup>
- F13. Advise the Council on the treasury and investment policies and oversee the adherence to these policies.
- F14. Advise the Council on any borrowing which it needs to undertake.

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<sup>1</sup> Examples include the ORE fee, initial registration fee and restoration fee.

<sup>2</sup> Purchase or lease of property and major building works.

- F15. Advise the Council on an accommodation strategy.
- F16. Advise the Council on any changes to the Financial Procedures policy.
- F17. Advise the Council on the adequacy of its insurance arrangements.
- F18. Communicate to the Remuneration Committee any financial advice it receives in relation to the Pension Scheme, which may require a change to the GDC Pension Scheme.
- F19. Advise the Council on any actuarial assumptions in regard to the GDC Pension Schemes and the financial implications of any proposed changes to pension arrangements.

*Performance*

- F20. The development, with the Executive, of a performance data set which will be meaningful to the Council so that the Council has the right performance data to be able to understand the performance of the GDC operationally and its compliance with its targets including tracking delivery of the annual business plan and three-year corporate plan.
- F21. To review, with the Executive, and report to the Council on:
  - a. the continued appropriateness of the indicators
  - b. the reliability of the data.
- F22. To review the GDC's performance and report quarterly to the Council on:
  - a. the GDC's performance against targets and plans
  - b. the effectiveness of the Executive's proposals to tackle areas of under-performance with emphasis on areas of particular risk or sensitivity.
- F23. To review, with the Executive, opportunities to deliver operational improvements with existing approaches and resource allocation.
- F24. To review, with the Executive, whether the shape and nature of operational resource deployment may need to change to support longer term strategic developments.
- F25. To review, with the Executive, the annual and exception reports on procurement activities.

*Miscellaneous*

- F26. Perform such other functions as the Council may delegate to, or confer upon, the Committee.