

Annual Report to NSS Board by the NSS Finance and Performance Committee, April 2009 – March 2010

1. INTRODUCTION

- 1.1 The purpose of the annual report is to provide a summary of matters considered and to provide an assurance to the Board that the Committee has fulfilled its remit.

2. MEMBERSHIP

- 2.1 The members of the Finance and Performance Committee are:-

- Mr Jim King (Chair)
- Mr Bill Matthews
- Professor James McGoldrick
- Mr John White
- Miss Aileen Stewart

- 2.2 The following are normally in attendance at meetings of the Committee:-

- Chief Executive
- Director of Finance
- Director of Strategy and Support

3. MEETINGS

- 3.1 The Committee met for scheduled meetings on the following dates:-

- 15th October 2009
- 29th January 2010
- 26th February 2010

4. MINUTES OF AND ACTIONS FROM MEETINGS

- 4.1 Detailed and comprehensive minutes are prepared after each meeting in order to provide a clear audit trail.

- 4.2 An action register is prepared to manage actions agreed from each Committee meeting and is reviewed at each meeting.

5. COMMUNICATION TO NSS BOARD

- 5.1 A verbal report is given to the NSS Board Meeting following the Committee Meeting and the meeting minutes are submitted for noting by the Board at the first ordinary meeting of the Board held after the next meeting of the Committee.

6. TERMS OF REFERENCE

- 6.1 Draft Terms of Reference were reviewed at the first meeting of the Committee on 15th October 2009 and revised terms were agreed at the second meeting on 29th January 2010.

6.2 It was agreed at the first meeting of the Committee that a more appropriate title would be the Finance and Performance Committee as it would not solely focus on financial matters.

7. AGENDA ITEMS

7.1 In order to ensure that NSS Finances were prudently managed, appropriately scrutinised, and in accordance with the Standing Financial Instructions, it was agreed that the core agenda items would be:-

- (i) Business Planning including 5 year financial planning process and assumptions, Local Delivery Plan (LDP) preparation and review, and Resource Allocation Meetings (RAMs) with Divisions.
- (ii) Business Risks – Review of red and new amber Business Risks on the NSS Risk Register and identification of any new risks to be included.
- (iii) Business Cases – Review all new Business Cases particularly at Outline Business Case (OBC) stage to allow additional scrutiny before being presented to the NSS Board.
- (iv) Performance Monitoring – Review financial position (Revenue and Capital) with detailed supporting information. Also review the level and content of financial information which will be presented to the NSS Board going forward.
- (v) Best Value – Review of Audit Scotland’s Best Value audit reports on NSS.

8. CONCLUSIONS AND ASSURANCE TO NSS BOARD

8.1 As this report covers on the first 3 months activity of the Committee clearly the scrutiny effectiveness of Business Planning, Performance Review, Risk and Best Value arrangements are still in the development stage. It is anticipated that full assurance on these matters will be given to the NSS Board at the end of this financial year.

Jim King
Chairman of NSS Finance and Performance Committee
13 July 2010