

## **PERFORMANCE BOARD SUB GROUP**

### **Terms of Reference**

#### **1. Strategic Overview**

1.1 The Group has been constituted as a Sub Group of the Board to challenge, assist and advise the Executive to drive improvement. It will provide assurance to the OLC Board around the robustness and integrity of the forecasting model.

1.2 The Group has a particular role to play during the Budget and Business Planning process, providing a further level of assurance to the wider Board.

#### **2. Role of the Group**

2.1 During the Budget and Business Planning process, to test and scrutinise the development of the resourcing requirement for the next year.

2.2 To provide assurance that a suitable framework is in place for making the underpinning assumptions, to ensure effective delivery of the organisational objectives agreed by the Board.

2.3 The Group will not have delegated authority to make decisions on behalf of the Board. Any changes to the forecasting model will need full Board approval following challenge and scrutiny of the Group.

2.4 To provide challenge and advice to the Executive on improvements to and reporting from the forecasting model to the Board and key stakeholders.

2.5 To ensure that the budget setting assurance process is followed as defined by ARAC.

2.6 To provide assurance to the Board that the OLC has a MacPherson compliant, effective forecasting model, on which to base its plans.

#### **3. Group business**

3.1 The Group's business will be reviewed and updated on an annual basis and will be considered as part of the annual learning review of the Budget and Business Planning process.

#### **4. Governance**

4.1 The Chair of the Group will be a non-executive member of the OLC Board. The Group will consist of three members, including the Chair. The Group will have a quorum of two.

4.2 The Group will take account of the role and function of ARAC in the conduct of its business and membership and in particular will not include the Chair of ARAC. Also in attendance may be the following:

- Chief Ombudsman
- Head of Operations, Business Intelligence and Operational Transformation
- Head of Programme Management and Assurance
- Performance and Business Intelligence Manager
- Other staff members as requested by the Chief Ombudsman to support the Group's business.

## **5. Support and Meetings**

5.1 The Group is not a formal or permanent Board Committee.

5.2 The Group will meet a minimum of three times per year to define, draft and finalise the business forecasting model. These meetings will be July, September and January.

5.3 Support for the Group will be provided by the Executive Support Team who will make arrangements for the organisation and noting of actions from Group meetings, the coordination and distribution of papers, as required:

- Agenda and supporting papers will, wherever possible, be produced and distributed to members and attendees at least 3 working days before a meeting.
- Papers to be shared with Board members for information only.
- Wherever possible, draft notes of actions will be circulated within 10 working days following a meeting.

## **6. Reporting to the OLC**

6.1 The Chair of the Group will report to the Board specifically during the Budget and Business Planning process after each meeting for assurance purposes.

6.2 Outside of this cycle the Chair of the Group will make regular verbal reports to the OLC Board as requested by the Chair of the OLC.

6.3 The Chair of the Group will also lead relevant sessions at Board seminars and Board meetings and as consistent with the role of the Group.