

Terms of Reference of the Finance and Performance Committee		THE	
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## 1. Overall purpose and objectives

1.1 The National Archives' Board (the Board) has established a Finance and Performance Committee (the Committee) as a Sub-Committee of the Board to support them in their responsibilities for:

- Reviewing and monitoring progress and performance in achieving strategic objectives via in year business priorities
- Reviewing and monitoring regular financial performance information (actuals and forecast) in a timely manner.
- Providing scrutiny, advice and challenge on major projects with a material financial impact
- Providing scrutiny, advice and challenge to ensure The National Archives maximises public value and meets user needs.

## 2. Membership

2.1 The membership of the Finance and Performance Committee will comprise the following:

- Chair of the Finance and Performance Committee
- Chair of the Audit and Risk Committee
- One further Non-executive Board Member
- Chief Operating Officer
- Research and Commercial Development Director
- Director of People, Inclusion and Change.

2.2 The Chair of the Committee will be a Non-executive Board member. However, to avoid conflict of responsibilities, it shall not be the Chair of the Audit and Risk Committee.

2.3 The Head of Finance, and the Head of Governance, alongside secretarial support will attend all meetings.

- 2.4 Other members of The National Archives' staff can attend as requested by the Committee for specific agenda items.

### **3. Responsibilities**

- 3.1 The Committee is responsible for the following:

Assurance of Financial Reporting, including commercial and grant performance:

- Provide oversight and scrutiny of the financial performance of The National Archives through the monthly management accounts and quarterly forecasts to ensure appropriate and effective use of funds, with particular focus on performance against control totals and budget.
- Monitor the future fiscal sustainability of the organisation to ensure that it can continue to meet its obligations and objectives
- Monitor proposals for significant changes in spending or revenue-raising not covered by the financial plans for current and future years, including proposals from other Committees or from the Government
- Champion the importance of Value for Money.
- Review the adequacy of financial information for determining priorities.
- Scrutinise and monitor the delivery of commercial and grant funding plans and performance
- Provide oversight and scrutiny of major procurements ( >£5M contractual value) to ensure value optimisation.

Assurance of Business Priority Performance:

- Provide scrutiny and challenge when assessing the "SMART"ness of draft business priorities
- Review and provide assurance to the Board on the evidence-based performance of in year business priorities
- Review and scrutinise the Performance Report included in the Annual Report and Accounts.

Assurance of Major Project Performance

- Monitor quarterly progress of major ongoing programmes and projects from the financial plans for current and future years, including post implementation project success
- Provide scrutiny over major service change proposals and investments – particularly capital investments.

#### **4. Reporting and effectiveness**

- 4.1 The Committee does not have any delegated authority to make decisions on behalf of the Board. However, the Committee shall make recommendations to the Board it deems appropriate, on any area within its remit, where action or improvement is needed.
- 4.2 The Chair of the Committee will formally report back to the Board after each meeting. The minutes of the meeting will also be shared with the Board.
- 4.3 The effectiveness of the Committee will be assessed as part of the annual Board effectiveness review process.

#### **5. Meeting arrangements**

- 5.1 The Committee will normally meet four times each financial year. Meetings will usually be held in January, April, July and October. The Chair of the Committee, with the agreement of the Chief Operating Officer may convene additional meetings, as necessary.
- 5.2 The quorum for meetings is two Non-executive Board Members and two Executive Directors. If a meeting of the Committee becomes inquorate by reasons of its members leaving the meeting, the meeting shall, at the discretion of the Chair, either be suspended until the quorum is re-instated or adjourned to another date.
- 5.3 If the Chair is absent for all or part of the meeting, then the Chair, in consultation with the Chief Operating Officer, will identify/nominate someone to chair the meeting and/or item.

The Board or the Principal Accounting Officer may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

#### **6. Frequency of Review**

- 6.1 These Terms of Reference should be reviewed on a biennial basis, or earlier if necessary.
- 6.2 These terms of reference were last reviewed and agreed by the Finance and Performance and Committee on 17 January 2024 and The National Archives' Board on 29 February 2024. The next scheduled review date is January 2025.