

TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC PEOPLE, FINANCE & AUDIT COMMITTEE
2019-20

Draft: September 30, 2019
 Approved by KHSC Board – October 21, 2019
 Revised:

		Month	MRP	September	November	February	April	May
		Date		23	25	24	20	25
		Focus		Q1	Q2	Q3		Q4
Terms of Reference Requirements								
1.0 General Responsibilities	recommend an annual work plan to the Board based on following terms of reference;		Bansal	Review draft work plan & recommend to Board including review of committee TOR				
	present a year-end report to the Board;		Bansal					Review draft year-end committee report and recommend to Board
	annually review, confirm and recommend revisions to the Board policies for which they have oversight responsibilities;		Bansal	Review People, Finance & Audit oversight policies at orientation		Touchpoint re: board policy and/or bylaw amendments for recommendation to April Governance & June Board		Final bylaw and policy revisions
	ensure principle based decision-making guides all committee discussions and decision-making; and		Bardon		ASSIST education module at November KHSC Board Committee Meetings			
	Other duties as assigned by the Board;		Multiple	Ensure orientation briefing at first meeting focusing on role to provide oversight and advice to Board on financial performance of hospital, capital, info mmgt, enterprise risk & redevelopment. To provide oversight for human resources and occ health/wellness for employees, credentialed staff, learners and volunteers Ontario Health Team Update as required	Ontario Health Team Update as required	Ontario Health Team Update as required	Ontario Health Team Update as required	Ontario Health Team Update as required Review compliance attestation(s) and recommend to Board

TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC PEOPLE, FINANCE & AUDIT COMMITTEE
2019-20

Draft: September 30, 2019
 Approved by KHSC Board – October 21, 2019
 Revised:

Month	MRP	September	November	February	April	May
Date		23	25	24	20	25
Focus		Q1	Q2	Q3		Q4
Terms of Reference Requirements						

2.0 People	review the hospital's talent management and leadership development plan annually	Carlton			Update on HHR Planning (including talent management & leadership development)		
	review health human resource plan and labour relations reports bi-annually	Carlton			Update on HHR Planning		Annual Labour & Employee Relations Update
	review and recommend to the Board the approval of the annual occupational health and safety report	Carlton		Update on workplace violence			Annual occupational health & safety report
	review staff and physician engagement strategy and related results	Carlton/Gillies Fitzpatrick	Update on staff and physician engagement initiatives				
	review medical staff resource plan	Fitzpatrick/ Gillies		Update from November 1 SEAMO Retreat		Overview of medical staff resources planning	
	ensure the integrity and completeness of the appointing and credentialing process for medical, dental, midwifery, and extended class nursing staff	Gillies Fitzpatrick	Update on KHSC's credentialing processes				
	ensure the integrity and completeness of the appointment and hiring process for employees and volunteers	Carlton			Update on HHR Planning (including recruitment process & strategy)		
3.0 Finance	ensure policies are in place to provide a framework for the management of hospital investment assets;	Bansal		Discuss Investment Policy and review Investment Guidelines and compliance reporting			
	review and recommend to the Board the Hospital & Community Annual Planning Submissions (HAPS/CAPS) and internal operating and capital budgets;	Bansal	2020-21 Hospital / Community Annual Planning Submissions approach	Receive draft 2019-20 hospital internal operating and capital budgets			

TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC PEOPLE, FINANCE & AUDIT COMMITTEE
2019-20

Draft: September 30, 2019
Approved by KHSC Board – October 21, 2019
Revised:

		Month	MRP	September	November	February	April	May
		Date		23	25	24	20	25
		Focus		Q1	Q2	Q3		Q4
Terms of Reference Requirements								
	review and recommend to the Board the Hospital Services Accountability Agreement (H-SAA) and Multi-Sector Service Accountability Agreement (M-SAA); ensure oversight of performance, compliance with annual operating/capital budgets and other financial targets and annually confirm and recommend to the Board a set of key performance indicators relative to the financial position;		Multiple	Q1 report H-SAA / M-SAA financial indicators Update on outstanding one-time funding Fiscal 2019/20 operating & capital budget reduction from prior year to accommodate inflationary cost pressures – update on cost savings	Q2 report H-SAA / M-SAA financial indicators Update on H-SAA / M-SAA agreements (subject to SE LHIN timeframes) Fiscal 2019/20 operating & capital budgets - integration savings update on progress business systems projects	Q3 report H-SAA / M-SAA financial indicators Recommend H-SAA / M-SAA to Board (subject to SE LHIN timeframes)		Q4 report H-SAA / M-SAA financial indicators Annual attestation – MSAA indicators
	regularly review the hospital's financial statements;		Bansal	Review & discuss financial results	Review & discuss financial results	Review & discuss financial results	Review & discuss financial results	Review & discuss financial results
	review related elements of bargaining mandates as brought forward by management;		Carlton	Update on collective bargaining activities for fiscal 2019 – 20 including recent arbitration awards			Update on collective bargaining impacting current fiscal year including recent arbitration awards	
	review impact of sick, vacation and WSIB;		Carlton			Update on financial impact of non-worked compensation related items		
	monitor debt obligations and repayment planning;		Bansal	Receive report on debt obligations and repayment planning				
	recommend according to board policy capital and operating expenditures that exceed management's spending authority;		Multiple	As required	As required	As required	As required	As required
	as prescribed by Board policy, approve/recommend the financial aspects of proposed business cases, contracts and transactions related to operations;		Multiple	As required	As required	As required	As required	As required
	recommend the signing authority & banking resolution, and signing officers and approval of the Board authorized trust accounts;		Bansal	Review Signing Authority and Banking Resolution				

TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC PEOPLE, FINANCE & AUDIT COMMITTEE
2019-20

Draft: September 30, 2019
Approved by KHSC Board – October 21, 2019
Revised:

		Month	MRP	September	November	February	April	May
		Date		23	25	24	20	25
		Focus		Q1	Q2	Q3		Q4
Terms of Reference Requirements								
4.0 Audit	assess and review all aspects of the relationship with external auditors and recommend reappointment, or replacement of the auditors including remuneration;	Bansal				Discuss performance of external auditors on interim audit activities		Recommend to Board reappointment or replacement of external auditors
	review scope of the external annual audit and recommend the annual audited financial statements and the external auditors' report;	Bansal	Review status of prior year external audit recommendations			Review and endorse the proposed fiscal 2019/20 external audit plan Receive results of interim external audit activities	Review draft format for audited financial statements and note disclosures	Review draft audited financial statements, note disclosures and audit findings and special audit reports with external auditors and recommend to Board
5.0 Property, Facilities & Development	review capital redevelopment and infrastructure project proposals, including funding strategies, which require approval by the Local Health Integration Network and the Ministry of Health and Long-term Care;	Wells Pearce	Receive Redevelopment reports as required Discussion of timelines and deliverables for reactivation of redevelopment sub-committee	Receive Redevelopment reports as required Update from UHKF on local share funding to support redevelopment	Receive Redevelopment reports as required	Receive Redevelopment reports as required	Receive Redevelopment reports as required Update from UHKF on local share funding to support redevelopment	Receive Redevelopment reports as required
	review quarterly reports from management on the status of capital development and infrastructure projects;	Bardon / Wells Pearce / Bansal	Q1 Update on major capital development & infrastructure projects	Q2 Update on major capital development & infrastructure projects Update on 10 Year Infrastructure Plan Report from 2018-19	Q3 Update on major capital development & infrastructure projects	Update on Financial Strategy for Capital Projects provided to committee in 2018-19	Q4 Update on major capital development & infrastructure projects	
6.0 Information Technology	review periodic reports from management related to major projects of information management technology functions, including regular financial reporting;	Gamache O'Leary	Q1 Update on major IT projects	Q2 Update on major IT projects including regional HIS project	Q3 Update on major IT projects including regional HIS project – recommendation to Board March 23 meeting		Q4 Update on major IT Projects including regional HIS project	
	review processes in place to safeguard information sources including patient confidentiality;	Gamache O'Leary			Receive overview of processes in place to safeguard information FOI compliance			

TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC PEOPLE, FINANCE & AUDIT COMMITTEE
2019-20

Draft: September 30, 2019
 Approved by KHSC Board – October 21, 2019
 Revised:

	Month	MRP	September	November	February	April	May
	Date		23	25	24	20	25
	Focus		Q1	Q2	Q3		Q4
Terms of Reference Requirements							
7.0 Strategy Performance Targets	ensure progress on KHSC strategy and annual corporate plan by reviewing assigned performance indicators;	Multiple	Receive Q1 Strategy Milestone Report	Receive Q2 Strategy Milestone Report	Receive Q3 Strategy Milestone Report	Review 2020-21 IACP & QIP and associated indicators for recommendation to May 4 KHSC Board Session on ACP & SPI	Receive Q4 Strategy Milestone Report
8.0 Integrated Risk Management Domains	ensure robust process for integrated risk management framework at KHSC;	Carter	Review proposed Integrated Quality, Performance, Risk Management & Controls Framework Development Plan	Briefing on risk framework and internal control framework for review by committees of the Board	Update on Whistleblower Policy		
	receive the internal control reports and monitor management's resulting action plans;	Multiple	Review status update of prior year internal control review recommendations	Discuss & obtain approval for current year internal control review activities Briefing on risk framework and internal control framework for review by committees of the Board		Receive current year internal control report and discuss management's response to recommendations	
	review and confirm the appropriateness and effectiveness of the internal control processes including key policies;	Carter			Discuss proposed internal control framework		
	confirm the type and amounts of insurance carried by the hospital;	Carter				Receive annual update on all insurance claims	
	monitor and report on the integrated risk management domains assigned to this committee which include: Financial, Compliance, Physical Assets, Information Technology and People.	Carter		Update on top risks		Receive status update on legislative compliance review	Update on top risks and provide risk report Receive report on compliance with regulations and review required attestations and recommend to Board

TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC PEOPLE, FINANCE & AUDIT COMMITTEE
2019-20

Draft: September 30, 2019
Approved by KHSC Board – October 21, 2019
Revised:

		Month	MRP	September	November	February	April	May
		Date		23	25	24	20	25
		Focus		Q1	Q2	Q3		Q4
Terms of Reference Requirements								
9.0 Board Reporting Requirements	Board reports due at CEO's office Board mailing date Board meeting date			October 8 October 14 October 21	December 3 December 9 December 16	March 10 March 16 March 23	April 28 May 4 May 11	June 2 June 8 June 15