
	<h1>Policy</h1>	Section Administration	Number 01-009
Title Fiscal Advisory Committee – Terms of Reference	Original Effective Date February 1997	Review/Revised Date(s) Jun. 2004, Sep. 2006, Dec. 2007, Mar. 2010, Mar. 2013, Mar. 2014, Mar. 2016	
	Next Review Date: September 2016		
	Authorization: President & CEO	Signature: 	

Preamble

In keeping with the Public Hospitals Act (PHA), Regulation 965, Section 5, a Fiscal Advisory Committee shall be established.

Purpose

The purpose of the committee is to make recommendations to the Board with respect to the operation, use and staffing of the hospital. (PHA Reg. 965 s5 ss2)

Responsibilities

- To review the assumptions and provide feedback related to the Operating Plan.
- To assess the options and strategies for resource allocation to the services including operating, capital and human resources.
- To respond to the request for information and recommendations and advice coming from the Board and the other constituent groups represented by the Fiscal Advisory Committee.
- To receive issues raised by individual members and decide the most appropriate forum for addressing them.
- To collectively establish guidelines for the confidentiality of the issues discussed.
- To discuss proposed changes to the approved budget.

Confidentiality

Many issues being discussed will be of a confidential nature. The issue of confidentiality will be raised at the time of discussion; however, if the issue of confidentiality is unclear, it should be raised at the meeting and a decision made before leaving the room.

Membership

The chair of the fiscal advisory committee shall be the President & CEO or a person designated by the President & CEO. (PHA Reg. 965 s5 ss3). (SHHA By-Laws # 1 June 2012 A8)

The Fiscal Advisory Committee shall consist of:

President & CEO (*Chair of Committee*) (*voting*)

Chief Financial Officer (*voting*)

Director of Patient Services/Chief Nursing Executive (*Management Representative*) (*voting*)

Director of Corporate Affairs (*Management Representative*) (*voting*)

Representative of the Medical Staff (*voting*)

Representative from UNIFOR (*voting*)

Representative from O.N.A. (*voting*)

Representative from OPESU (*voting*)

Representative from Non-Union, Non-Management Group (*voting*)

Meetings

Meetings to be held twice per year or as determined by the committee to discuss proposed budget and any major changes to an approved budget.

Reporting

Through the President & CEO to the Board of Directors and through the representative of the medical staff to the Medical Advisory Committee.

Evaluation

Each committee member will complete committee self-assessment template. The results of the self-assessment will be utilized to measure and improve committee effectiveness.

The Chair of the committee will receive completed forms and report results to committee members at the following meeting.

Related Documents

Public Hospitals Act (PHA), Regulation 965, Section 5.

South Huron Hospital Association By-Laws # 1. June 2012. Articles 8,16.

Apendix A – Committee Self-Assessment

APPENDIX A

**SOUTH HURON HOSPITAL ASSOCIATION
Fiscal Advisory Committee**

**Committee Self-Assessment
(voting and non-voting to complete)**

	Strongly Agree	Somewhat Agree	Disagree	Strongly Disagree	Not Applicable
Terms of Reference and Composition					
1. The committee has clear and appropriate Terms of Reference					
2. The committee has the right number of members					
3. The committee has members with the skills and expertise that are needed by the committee					
Committee Management					
4. The committee meets at the appropriate time of day					
5. I received orientation to the committee that was helpful to me as a member of the committee					
6. The committee is receiving the support from hospital management that it requires					
7. Information is received sufficiently in advance of the meeting					
8. The committee meets the right number of times over the year					
Committee Effectiveness					
9. The committee is working effectively					
10. The committee performed its annual work plan					
Chair Effectiveness					
11. The chair is prepared for committee meetings					
12. The chair keeps the meetings on track					
13. The chair fairly reports on committee's work to the board					
14. The chair encourages participation and manages discussion					
Overall Committee Performance					
15. Overall, I am satisfied with my contribution to the committee					
16. Overall, I am satisfied with the committee's contribution to the board					

Comments and suggestions for improvement to committee processes:
