

**Michael Cleary - Fwd: Budget and fiscal Examination Committee Terms of Reference\_V0.01**

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**From:** Michael Cleary [REDACTED]  
**To:** [REDACTED]  
**Date:** 21/05/2012 4:37 PM  
**Subject:** Fwd: Budget and fiscal Examination Committee Terms of Reference\_V0.01  
**Attachments:** Terms of Reference\_V0.01.doc

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Hi,

I was wondering if the needs to be revised to have the DG on it and was also wondering if the Minister is to attend?

Thanks for your consideration.

Kind regards

Michael

Dr Michael Cleary  
Deputy Director-General  
Policy Strategy and Resourcing  
Queensland Health  
m: [REDACTED]  
e: [REDACTED]

Sent from my iPad

Begin forwarded message:

**From:** "Dawn Morris" [REDACTED]  
**Date:** 21 May 2012 2:35:01 PM AEST  
**To:** "Dan Harradine" [REDACTED], "DDGPSR Ddgpsr" [REDACTED], "CHO CHO" [REDACTED]  
DDG\_FPL <[REDACTED]>  
**Cc:** "Jeannette Young" [REDACTED], "Michael Cleary" [REDACTED], "Jessica Patane" [REDACTED], "Susan Middleditch" [REDACTED], "Jacqueline Ball" [REDACTED]  
**Subject:** Budget and fiscal Examination Committee Terms of Reference\_V0.01

Hi all,

please find attached the first draft of the TOR for the Budget and fiscal Examination Committee - your input would be appreciated

Regards Dawn

*If I can be of further assistance my contact details are:*

**Dawn Morris**

Director

Office of Deputy Director-General

Finance, Procurement and Legal Division | Queensland Health | Level 16

147-163 Charlotte Street  
GPO Box 48 Brisbane Qld 4001



**Queensland  
Government**  
Queensland Health

## **Terms of Reference**

### **Budget and fiscal examination Committee**

#### **1. Purpose**

The purpose of the **Budget and fiscal examination Committee (BFE)** is to:

- Assist with the identification of savings actions, define success measures, establish savings targets and monitor progress against these targets to ensure there is a strong focus across the Department on achieving savings
- Provide advice and recommendations to the Executive Management Team (EMT) with regard to savings strategies for Queensland Health; and
- Establish benchmarks and targets in order to monitor the Department's performance in achieving these savings over the short term (8 weeks) and ongoing over the next 12 months;

in order to contribute to the Government's commitment to reduce waste and inefficiency and achieve as a minimum a balanced budget position.

This is a time limited Committee focused on immediate savings until 30 June 2012 and to establish savings targets for 2012/13. The roles and responsibilities may eventually transition to another Committee with a focus on financial management.

#### **2. Authority**

The **BFE Committee**:

- functions under the authority of the Director-General.
- Provides advice and recommendations to the BFEC Chair
- The committee reports to EMT which is the authorising body of the BFEC Terms of Reference.
- **Decision making:**
  - Committee recommendations are made by consensus
  - The Chair does have Director-General delegated authority to make decisions in respect of achieving the savings strategies approved by EMT

#### **3. Guiding principles**

The *Public Service Act 2008* and *Health Services Act 1991* provides a set of principles intended to guide achievement of the Act's objects. These principles and those implicit within the *Financial Accountability Act 2009*, guide all deliberations of BFEC:

- The best interests of users of public sector health services should be the main consideration in all decisions and actions of this committee.
- There should be a commitment to ensuring quality and safety in the delivery of public sector health services.
- There should be responsiveness to the needs of users of public sector health services about the delivery of public sector health services.

Budget and Fiscal Examination Committee: Terms of Reference

- There should be collaboration with clinicians in planning, developing and delivering public sector health services.
- Information about the delivery of public sector health services should be provided to the community in an open and transparent way.
- There should be commitment to ensuring that places at which public sector health services are delivered are places at which
  - employees are free from bullying, harassment and discrimination
  - employees are respected and diversity is embraced
- There should be openness to complaints from users of public sector health services and a focus on dealing with the complaints quickly and transparently.
- Opportunities for research and development relevant to the delivery of public sector health services should be promoted.
- Opportunities for training and education relevant to the delivery of public sector health services should be promoted.

## 4. Functions

To identify strategic and operational options for budget savings, make decisions and request information from across Queensland Health in order to establish benchmarks, savings targets, monitor progress against the targets and ensure budget savings are delivered.

To make recommendations to EMT with regard to the development and implementation of identified strategic and operational budget savings to assist with its function of resource management.

## 5. Reporting

The BFEC provides the following reports:

- Savings Target Progress Report to EMT monthly

## 6. Membership

### Chair

- Deputy Director-General, Policy, Strategy and Resourcing

### Members

- Chief Health Officer
- Executive Director, Office of Director-General
- Deputy Director-General, Finance Procurement and Legal Services

### Observer

Director, Office of the Deputy Director-General, Finance Procurement and Legal Services

### Proxies

- Members who are unable to attend in person and do not have a delegate officially acting in their role, may not send a proxy.
- Where someone is officially acting in the Member's role, they attend the meeting on behalf of the Member.

BFEC may invite or agree to other persons to participate in the committee proceedings/activities as content experts when required. However, such persons do not assume membership or participation in any decision-making processes of the committee.



## **7. Performance**

The BFEC will develop and record savings strategies, establish benchmarks, savings targets and monitor progress against these targets on a monthly basis

## **8. Confidentiality**

Members of BFEC may from time to time be in receipt of information that is regarded as 'commercial in confidence', clinically confidential or have privacy implications. Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.

## **9. Secretariat**

- Secretariat support will be provided/coordinated by Policy, Strategy and Resourcing
- Project management will be provided by Director, Office of the Deputy Director-General, Finance Procurement and Legal Services

## **10. Meeting schedule**

- Weekly until 30 June 2012, frequency to be determined after this date
- Meetings are for approximately 45 minutes duration or as required to meet the purpose and functions of the Committee

## **Agenda and records**

- There is no formal agenda for this Committee as the sole focus of the Committee is on one item namely achieving savings across the Department both in the short term (next 8 weeks) and longer term (next 12 months) through identifying savings opportunities, establishing benchmarks and targets and monitoring progress against these.
- There are no formal minutes recorded from these meetings as an Action Status report has been developed through which new actions are captured, the status of action items and progress against the targets is maintained. The role of the Secretariat is to capture all actions that arise from the BFEC meeting and to disseminate the Action Status Report to responsible areas for updating.
- A list of savings strategies is recorded and investigated with the relevant responsible area to determine feasibility and potential savings which are recorded as either one-off or ongoing.