

# Finance & Business Committee Terms of Reference

## 1 Purpose of the paper

- 1.1 To provide the Board with a copy of the draft Food Standards Scotland (FSS) Finance & Business Committee (FBC) Terms of Reference (ToR) for information and agreement.
- 1.2 The Board is asked to:
  - **Note** the content of the FSS FBC ToR
  - **Agree** the FSS FBC ToR for adoption and publication

## 2 Strategic aims

- 2.1 Adopting the FSS FBC ToR updates FSS's Governance framework and supports our objective for Maintaining Organisational Excellence.

## 3 Background

- 3.1 An FBC is to be established to give appropriate high-level oversight of financial and operational matters at Board level and support the translation of policy into effective results through a process of constructive challenge.
- 3.2 Board meetings had previously been scheduled to allow timeous review of quarterly financial reports. Meeting dates have recently changed to align with FSA Board meetings and risk analysis decisions. The FBC is to be established as a solution to financial information not being out of date by the time it is scrutinised by members of the Board.
- 3.3 A review of the effectiveness of the FBC, including performance, constitution and terms of reference, will take place 12 months after the initial meeting.

## 4 Discussion

- 4.1 The draft FBC ToR, which will form the basis of the discussion, is presented in Annex A.

## 5 Equality Impact Assessment and Fairer Scotland Duty

- 5.1 Completion of an Equality Impact Assessment (EQIA) and a Fairer Scotland Duty Assessment are not required for this paper.

## 6 Conclusion/Recommendations

6.1 The Board is asked to:

- **Note** the content of the FBC ToR
- **Agree** the FBC ToR for adoption and publication

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**ANNEX A****FSS Finance & Business Committee Terms of Reference**