

Terms of Reference

Committee:	Finance & Performance Committee
Frequency Of Meetings:	Monthly
Committee Chair:	GP Board Member
Membership:	GP Board Member, (Committee Chair) Lay Member (Governance) Lay Member Corporate (Deputy Committee Chair) Chief Finance Officer Accountable Officer GP Board Member (CCG Chair) Director of Commissioning
Attendance:	Other representatives may be invited on an ad hoc basis.
Lead Officer:	Chief Finance Officer
Secretary:	Business Support Team representative
Quorum:	4 Members, one of whom must be a clinician.

Approval:	CCG Board
Date Approved:	22 nd August 2018
Version	V6.0
Review Date:	April 2019

DELEGATED AUTHORITY

The Board has, in accordance with its standing orders and standing financial instructions, established the Finance & Performance Committee. The Committee is a committee of the Board and has no executive powers other than those specifically delegated in these Terms of Reference and the CCG Scheme of Reservation and Delegation, except where functions have been delegated to the STP Joint Committee. The Committee is therefore accountable to the CCG Board.

These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the committee and shall have effect as if incorporated into the constitution.

The Committee terms of reference are available upon request and shall be contained on the website of the CCG.

It is acknowledged that the Board is ultimately accountable for the actions of the Finance and Performance Committee and therefore the Committee will:

- I. report on its work by presenting the minutes of its meetings to the Board.
- II. report to the Board on an annual basis, the work undertaken in the previous year and the intended programme of work for the forthcoming year.
- III. review the Terms of Reference annually and submit for Board approval.

PURPOSE OF COMMITTEE

The purpose of the Finance Committee as follows:

- To provide an opportunity to discuss, constructively challenge and understand the financial issues which face the NHS Thurrock CCG. It will provide members with greater clarity and more information about the underlying position for the CCG and put into context the framework under which finance (both revenue and capital) operates. It will also be the Committee which helps to shape the financial strategy for the CCG.
- To consider any issues of a capital nature and any revenue consequence.
- To review the performance of the main services commissioned by the CCG. It will provide members with greater clarity and detailed information about the underlying performance (in terms of cost, activity and quality) on key services commissioned by the CCG and on delivery of the annual commissioning programme set out in the CCG's Operational Plan.

REMIT & RESPONSIBILITIES

The Committee will ensure that the CCG:

- actively supports all employees to promote openness, honesty, probity, accountability, and the economic, efficient and effective use of resources.
- ensures financial management achieves economy, effectiveness, efficiency, probity and accountability in the use of resources.
- enables all members of the population to access services equally and offer choice in access to services and treatment equitably.
- ensures that patients with emergency health needs are able to access care promptly and within nationally agreed timescales, and all patients are able to access services within national expectations on access to services.
- provides healthcare services in environments which promote effective care and optimise health outcomes by being a) a safe and secure environment which protects patients, staff, visitors and their property, and b) the physical assets of the organisation.
- monitoring implementation of the relevant corporate objectives relating to the role of the Committee.

It will do this through:

- Overseeing development of the CCGs' Medium Term Financial Strategy and Revenue and Capital Plans;
- Reviewing annual budgets/short-term financial plans for consideration by the TASC Committees and CEG;
- Reviewing the CCG's QIPP programme and monitoring progress;
- Monitoring the CCG's financial standing in-year and recommend corrective action to the CCG Boards should year-end forecasts suggest that financial balance will not be achieved;
- Monitoring CCG expenditure against Indicative budgets;

- Receiving regular Commissioning Performance reports (covering activity, cost and quality) for each of the CCG's main areas of Commissioning expenditure.
- Reviewing performance in implementing the CCG Operational Plan and providing assurance to the Board on the delivery of the annual commissioning programme.

MANAGING THE COMMITTEE

The Committee will conduct its business in accordance with National Guidance, and relevant codes of conducts / good governance practices for example Nolan's seven principles of public life.

Committee Chair

In the event of the chair of the committee being unable to attend all or part of the meeting, the nominated Deputy will deputise for the meeting.

Qualification and Disqualification for membership and appointment of the chair

The CCG Constitution sets out the processes for qualification and disqualification of members.

Frequency and notice of meetings

Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the chair or secretary at least 5 working days (i.e. excluding weekends and bank holidays) before the meeting takes place. Supporting papers for said items need to be submitted at least 5 working days before the meeting takes place to the Secretary. Given the difficulties of the NHS England monthly reporting timetable, the agenda and papers for the meeting will be circulated at least 3 working days prior to the meeting.

The date, time and venue of all meetings will be notified to members at least 5 working days prior to the meeting.

Minutes and Committee Papers

The minutes of meetings shall be formally recorded within 3 days of the meeting by the designated secretary and checked by the Chair of the meeting 1 week following receipt and submitted to the Board. The Chair of the Committee shall draw to the attention of the board any issues that require disclosure to the full Board, or require executive action.

RELATED COMMITTEES

The Committee will receive, for information, minutes or updates from the following groups:

- Joint Committee Finance and Performance committee.
- Emotional Wellbeing & Mental Health Service (EWMHS)
- Integrated Commissioning Executive (ICE)
- Transformation and Sustainability Committee (TASC) The above list is not exhaustive.

The Committee shall provide copies of Finance and Performance minutes to the Audit Committee and to the CCG Board.

REPORTING & REVIEW

Reporting to the CCG Board

The minutes of committee meetings will be formally recorded and submitted to the CCG Board.

The Committee will report to the Board annually (via an annual report) on its work summarising achievement against its agreed work plan, and in particular in relation to the financial management of the CCG and its compliance with legislation and best practice in relation to its accounting processes.

Monitoring

In order to discharge its duties effectively the committee will require the following information:

- Monthly finance performance reports
- Monthly CHC financial and activity reports
- Briefing on developments in NHS finance
- Regular commissioning performance reports
- QIPP updates
- Minutes of Acute, Community and Mental Health contract monitoring groups;
- Relevant extracts of the Board Assurance Framework and Corporate Risk Register; and
- Other such information as it considers necessary from time to time.

Annual Review of Effectiveness

The committee will develop a work plan with specific objectives which will be reviewed regularly and formally on an annual basis. The committee will also review its performance against the “effective committee” checklist after six months and thereafter on an annual basis.

CONFLICTS OF INTEREST

The CCG’s rules on conflicts of interest as set out in the CCG Constitution, Standing Orders and Standing Financial Instructions and control in policy apply to the work of this Committee. Members or those in attendance must, at the outset of the meeting, declare any interest and in the discretion of the lay member that they may have in a matter and withdraw from the discussion on that item.