

# **NHS Greater Huddersfield Clinical Commissioning Group**

## **Finance and Performance Committee**

### **Terms of Reference**

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### **Terms of Reference**

#### **1.0 Introduction**

- 1.1 The Finance and Performance Committee is established in accordance with NHS Greater Huddersfield Clinical Commissioning Group's (CCG) Constitution, Standing Orders and Scheme of Delegation.
- 1.2 The Finance and Performance Committee is a sub-committee of the Governing Body of NHS Greater Huddersfield Clinical Commissioning Group (CCG).
- 1.3 The role of the Finance and Performance Committee is to advise and support the Governing Body in scrutinising and tracking delivery of key financial and service priorities, outcomes and targets as specified in the CCG's Strategic and Operational Plans. These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Committee.

#### **2.0 Membership**

- 2.1 The Committee shall be appointed by the Governing Body:

##### **Core members:**

- Chief Officer
- Chief Finance Officer (substitute: Head of Finance)
- Three GP Representatives from the Governing Body
- One Lay Member (substitute: Lay Member/Secondary Care Consultant/Nurse Advisor)

- 2.2 The Committee will be chaired by the Chief Officer. The Vice Chair will be the Chief Finance Officer.
- 2.3 Other officers shall be required to attend according to the business being considered by the Committee.

#### **2.4 Substitutions**

Committee members with substitutes listed above may be substituted by that person only. For a substitution to take effect, the Chair of the Committee shall be notified in advance of the meeting. The substitution will be recorded in the minutes.

#### **3.0 Arrangements for the Conduct of Business**

##### **3.1 Chairing the Committee**

The meetings will be run by the Chair. In the event of the Chair's absence the meeting will be chaired by the Vice Chair.

### **3.2 Quoracy**

Meetings will be considered quorate when at least three members are present, including the Chair or Vice Chair, a Lay Member/Secondary Care Consultant/Nurse Advisor and one practice representative from the Governing Body.

Members of the Committee may participate in meetings by telephone or by the use of video conferencing facilities where they are available and with prior agreement from the Chair. Participation by any of these means shall be deemed to constitute presence in person at the meeting.

### **3.3 Voting**

The Finance and Performance Committee will not be required to vote.

### **3.4 Frequency of meetings**

The Committee will meet monthly.

### **3.5 Declaration of interests**

If any member has an interest, financial or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and act in accordance with the CCG's Conflicts of Interests Policy. Subject to any previously agreed arrangements for managing a conflict of interest, the chair of the meeting may require the individual to withdraw from the meeting or part of it. The individual must comply with these arrangements, which must be recorded in the minutes of the meeting.

All declarations of interest shall be minuted.

### **3.6 Urgent matters arising between meetings**

The Chair and the Vice Chair of the Finance and Performance Committee in consultation together, may also act on urgent matters arising between meetings of the Committee. Any action taken outside the meeting, will be reported and minuted at the next available meeting of the Committee.

### **3.7 Administrative Support**

Administration support to the Committee will be provided by the CCG's corporate governance team. The administrative support to the Committee will attend to take the minutes of the meeting and provide appropriate support to the Chair and Committee members. Duties will include:

- Agreement of the agenda with the Chair.
- Circulation of agendas and supporting papers to Committee members five working days prior to the meeting.

- Drafting of minutes for approval by the Chair within five working days of the meeting and then distribute to all attendees following this approval (within 10 working days).
  - Keeping an accurate record of attendance.
  - Matters arising and issues to be carried forward.
  - Maintaining an on-going list of actions, specifying members responsible, due dates and keeping track of these actions.
  - Advising the Committee on pertinent areas/issues.
  - Enabling the development and training of members.
- 3.8 The Agenda will be determined by the Chair of the Committee. Other members of the Committee should submit their agenda items to the Chair. Other officers or Governing Body members may request or be required to attend meetings of the Committee when matters concerning their responsibilities are to be discussed or they are presenting papers submitted to the Committee.
- 3.9 Agendas and supporting papers will be sent to members five working days before the meeting.

#### **4.0 Remit and responsibility of the Committee**

- 4.1 The Committee shall perform a monthly review of the overall performance of NHS Greater Huddersfield CCG. This will include:
- Performance against the delivery of the Operational Plan;
  - Progress and achievement against key national, regional and local targets for service improvement, with a particular focus on specified 'must dos' and external regulation;
  - Progress and achievement against outcomes and targets agreed with external partner organisations;
  - Performance against annual budgets and short term financial plans;
  - An assessment of pressures within the whole system and how these affect contracts for services provided to us and performance;
  - Opportunities to further improve performance;
  - Review corporate section of the risk register.
- 4.2 Ensure financial management achieves value for money, efficiency and effectiveness in the use of resources with a continuing focus on cost reduction and achievement of efficiency targets.
- 4.3 Actively review and oversee operational delivery of the CCG's programme of work to improve Quality, Innovation, Productivity and Prevention (QIPP).
- 4.4 Review the CCG's budget.
- 4.5 Monitor and review the achievement of QIPP plans.
- 4.6 Overview of procurements and potential procurements.
- 4.7 Provide challenge in setting ambitious targets for service improvement and embedding improvement opportunities and initiatives. Track progress against any action plans.

- 4.8 Provide a forum to evaluate requirements and advise the Governing Body on committing resources to respond to performance issues and external assessments.
- 4.9 Recognise areas of good practice and ensure they are embedded along with other benchmarking tools e.g. better care better value indicators, programme budgeting.
- 4.10 Oversee the continued development of the corporate performance framework.

#### **4.11 Risk Management**

The Finance and Performance Committee has responsibility for finance, performance, contracting and corporate risks.

- 4.11.1 The Committee shall review and monitor the corporate risk register in respect of the risks identified above.
- 4.11.2 The Committee shall request action by accountable individuals to manage risk and variation in performance, ensuring plans are put in place to address the achievement of objectives and targets. This will include bringing expenditure back in line with allocation and deliver financial balance or planned underspend.
- 4.11.3 Ensure that variance against target performance levels is reflected in the Risk Register reports, High Level Risk Log and Governing Body Assurance Framework as appropriate.
- 4.11.4 Identify and respond to any corporate risks including health and safety issues and security management issues.

#### **5.0 Key duties of the Finance and Performance Committee are as follows:**

- 5.1 To advise the Governing Body that processes for financial and performance management (including reporting) are robust.
- 5.2 To advise the Governing Body on the content of the Corporate Performance Report.
- 5.3 To maintain an accurate record of attendance, key points and discussion.
- 5.4 To maintain an on-going list of actions, specifying members responsible, due dates and keeping track of these actions.
- 5.5 To ensure that within the management team that all necessary actions are being taken to deliver corporate objectives within expected timescales.
- 5.6 To make recommendations to the Governing Body on developments in the CCG's performance management framework.
- 5.7 To ensure the delivery of action plans.

- 5.8 To provide advice / feedback to management teams on the setting of performance indicators within plans and strategies.
- 5.9 To ensure appropriate links are made to Risk Management and Audit processes.
- 5.10 To advise the Governing Body on progress against any action plans stemming from performance issues.
- 5.11 To escalate issues as required to the Governing Body.
- 5.12 To agree an Annual Work Plan with the Governing Body and in line with the Governing Body's Assurance Framework.
- 5.13 To advise and support the Primary Care Commissioning Committee on areas within the remit of the Finance & Performance Committee relating to primary care commissioning.

## **6.0 Authority**

- 6.1 The Committee is authorised by the Governing Body to commission any reports or surveys it deems necessary to help it fulfil its obligations.
- 6.2 The Committee is authorised to create sub-groups or working groups as are necessary to fulfil its responsibilities within its terms of reference. The Committee may not delegate executive powers delegated within these Terms of Reference (unless expressly authorised by the Governing Body) and remains accountable for the work of any such group.

## **7.0 Reporting arrangements**

- 7.1 The minutes of the Committee will be presented to each formal Governing Body meeting and reports will be presented as agreed in the annual work plan. The Chair of the Committee shall draw to the attention of the Governing Body any issues that require disclosure to the full Governing Body, or require executive action.
- 7.2 Other reports on specific issues will also be prepared for consideration by the Governing Body as required.
- 7.3 The Finance and Performance Committee will ensure that requests for information, documents, records or other items relating to areas delegated to it by the Governing Body, are submitted to the Secretary of State or NHS England as necessary.
- 7.4 The Finance and Performance Committee will submit an annual report to the Audit Committee.

## **8.0 Conduct of the Committee**

- 8.1 All members of the Committee will abide by the 'Principles of Public Life' (The Nolan Principles) and the NHS Code of Conduct.

- 8.2 All members will have due regard to and operate within the Standing Orders and Standing Financial Instructions.
- 8.3 Apologies for absence from meetings shall be notified, in advance of the relevant meeting wherever possible, to either the Committee's Chair or corporate governance team and will be recorded in the minutes. Attendance levels will be discussed at the Committee's annual self- assessment. Attendance levels will be discussed sooner if more than two consecutive meetings are missed.
- 8.4 The Committee will agree an Annual Work Plan with the Governing Body which is in line with the Governing Body's Assurance Framework.
- 8.5 The Committee will undertake a self –assessment of its own performance against the annual plan, membership and terms of reference. This review will take place at least annually. Any resulting changes to the terms of reference shall be submitted for approval by the Governing Body.