

NHS North Cumbria Clinical Commissioning Group
Finance and Performance Committee
Terms of Reference
October 2018

1. Introduction

The Finance and Performance Committee is established in accordance with NHS North Cumbria Clinical Commissioning Group's (CCG) Constitution, Standing Orders and Scheme of Delegation. 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 CCG's Constitution and Standing Orders.

The committee has been established to:

- provide leadership in making recommendations to the Governing Body for the deployment of resources and budgets
- provide leadership in ensuring that the CCG is fulfilling its responsibilities in improving the performance of the health care system against standards, and in managing its contract activity effectively.

The Committee will provide assurance to the Governing Body that the group is complying with its duty to exercise its functions effectively, efficiently and economically. In particular it will seek assurance on the effective use of CCG resource to deliver its strategy and annual plan.

2. Membership

Core Membership of the group will be:

CCG Chair	NHS North Cumbria CCG
Accountable Officer	NHS North Cumbria CCG
Chief Finance Officer	NHS North Cumbria CCG
Chief Operating Officer	NHS North Cumbria CCG

Lay Member for Finance and Governance	NHS North Cumbria CCG
Lay Member for Public Engagement	NHS North Cumbria CCG
Lay Member for Quality & Performance	NHS North Cumbria CCG
Governing Body Specialist Doctor	NHS North Cumbria CCG
<p>Meetings will be chaired by the CCG Chair. In the absence of the Chair the Lay Member for Finance and Governance will chair the meeting. In the event that both of the above are not present a Chair will be appointed from those present.</p> <p>Other officers of the CCG will attend as appropriate.</p>	
3. Committee Support	
<p>The CCG will provide support to the Committee through its Corporate Team.</p> <p>Items for the agenda are to be submitted to the Business Support Assistant for the Committee two weeks prior to the Committee meeting.</p> <p>The Chief Finance Officer will work with a Business Support Assistant to:</p> <ul style="list-style-type: none"> • agree the agenda with Chair; • collate and distribute the agenda and supporting documents; • take minutes and keep a record of matters arising and issues to be carried forward. 	
4. Quorum	
<p>The following are required to ensure a meeting Quorate:</p> <ul style="list-style-type: none"> • The Following Officer Members: <ul style="list-style-type: none"> ○ The Chief Finance Officer or nominated deputy ○ Director responsible for performance or nominated deputy • Two Lay Members 	
5. Frequency of the meetings	
<p>Meetings of the Finance & Performance Committee will normally be held monthly. Written notice specifying the business to be transacted shall be circulated at least three clear days prior to the date of the meeting. However subject to the agreement of the Chair a member of the Committee may give written notice of an emergency motion after the issue of the notice of meeting and agenda, up to one clear day before the time fixed for the meeting. The notice shall state the grounds of urgency. If in order, it shall be declared to the Committee at the</p>	

commencement of the business of the meeting as an additional item to be included in the agenda. The Chair's decision to include the item or not shall be final.

6. Remit and responsibility of the Committee

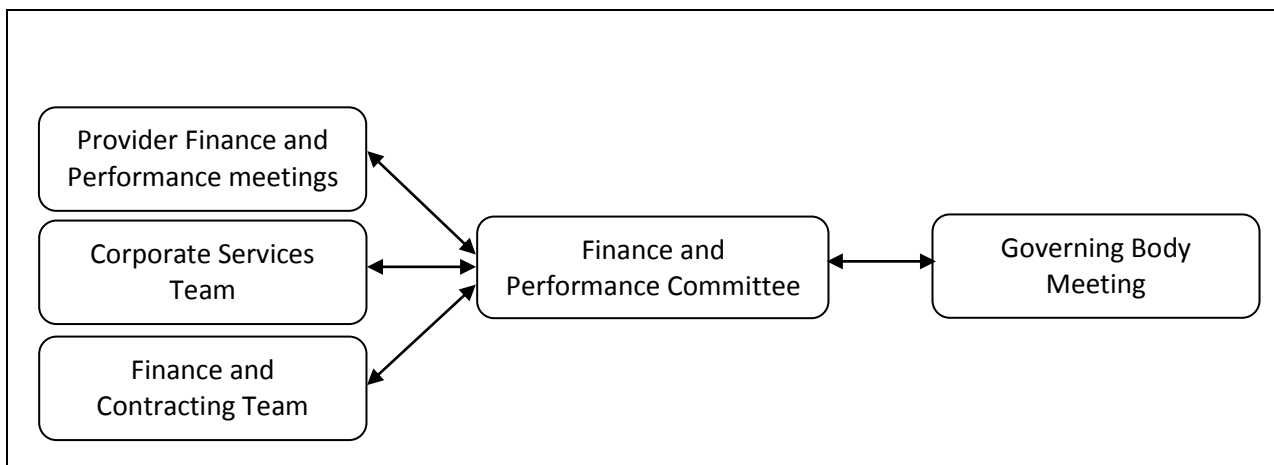
The Committee will provide the CCG's Governing Body (GB) leadership and assurance with regard to finance, contracting and performance. To do this the Committee will carry out the following tasks:

- Agree the annual planning timetable;
- Oversee the annual planning process to ensure the delivery by NHS North Cumbria CCG of the following milestones:
 - Strategic and Annual Operating Plans in accordance with NHS England requirements;
 - Financial Plan (i.e. The Annual Budget, including cost improvement plans);
 - Contracts with NHS and Non-NHS partners in line with the agreed contract strategy;
- Oversee the annual planning cycle for performance targets in accordance with mandated NHS standards and the CCG's objectives (e.g. Integrated Performance Measures);
- Oversee the CCG's core responsibilities in relation to emergency planning and business continuity;
- Ensure that the Corporate Risk Register and associated assurance framework is managed effectively in accordance with the CCG's objectives;
- Review the monthly Finance Report and Performance Management Report;
- Review and monitor the NHS North Cumbria CCG Infrastructure Plans, including IMT and estate issues;
- Review, approve and monitor implementation and outcomes of business cases;
- Report monthly to the NHS North Cumbria CCG Governing Body on any outcomes from discussions taking place at the committee;
- Ensure that the CCG's responsible officer has an integrated approach to the management standards of health, safety and welfare and also responsibilities for Fire under the Regulatory Reform (Fire Safety) Order (2005) in keeping with legal requirements and in accordance with Locally agreed policies; and
- Receive regular updates on HR related issues.

The Committee will establish an annual timetable of business to ensure it discharges its remit and responsibilities effectively.

7. Reporting Structure

The Committee reports to the CCG Governing Body. The minutes of this Committee's meetings shall be submitted to the Governing Body. 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.



8. Policy and best practice

The Committee will apply best practice in decision making processes and shall have full authority to commission any reports or surveys it deems necessary to help it fulfill its obligations.

9. Standards of Business Conduct and Conflicts of Interest

Members of the Committee shall at all times comply with the standards of business conduct and managing conflicts of interest as laid down in the CCG's Constitution and the Business Code of Conduct Policy.

Declarations of interest will be a standing item on all meeting agendas.

Members and attendees who have any direct/indirect financial or personal interest in a specific agenda item will declare their interest. The Chair of the meeting will decide the course of action required, which may include exclusion from participation in the discussion and/or the meeting for the duration of the discussion dealing with the item for which a declaration has been made.

All declarations of interest and actions taken in mitigation will be recorded in the minutes.

10. Conduct of the committee

The Committee shall conduct its business in accordance with national guidance and relevant codes of conduct / good governance practice.

At least annually the Committee will review its own performance, membership and terms of reference. Any resulting changes to the terms of reference or membership shall be approved by the CCG's Governing Body.

11. Approval and Review

Date reviewed: March 2018

Date approved by Committee: March 18

Date approved by Governing Body: October 2018

Date to be reviewed: March 2019