

Clinical Commissioning Group

Wiltshire Clinical Commissioning Group

Governing Body

Paper Summary Sheet

For: PUBLIC session PRIVATE session

Date of Meeting: 24 January 2017

For: Decision Discussion Noting

Agenda Item:	Finance and Performance Committee Terms of Reference
Author:	Susannah Long, Governance and Risk Manager
Lead Director/GP from CCG:	Peter Jenkins, Chair of the CCG and Chair of the Finance and Performance Committee
Executive summary:	<p>The CCG Constitution describes the Committees of the organisation which report to the Governing Body: one such Committee is the Finance and Performance Committee.</p> <p>The terms of reference are reviewed on an annual basis.</p> <p>These terms of reference have been reviewed and approved by the Finance and Performance Committee, and are presented to the Governing Body for ratification.</p>
Evidence in support of arguments:	This document was developed from the F&P TOR agreed at the meeting held on 8 December 2015.
Who has been involved/contributed:	Steve Perkins, Chief Financial Officer
Cross Reference to Strategic Objectives:	The paper supports all strategic objectives.
Engagement and Involvement:	N/A
Communications Issues:	The terms of reference should be treated as a public document and will be available for release under the FOI Act. The CCG Constitution which contains Committee TOR is published on the CCG website.
Financial Implications:	N/A

Review arrangements:	The terms of reference will be reviewed annually by the Finance and Performance Committee.
Risk Management:	None identified.
National Policy/ Legislation:	The CCG is required to have a Constitution.
Public Health Implications:	N/A
Equality & Diversity:	No impacts identified.
Other External Assessment:	N/A
What specific action re. the paper do you wish the Governing Body to take at the meeting?	The Governing Body is asked to ratify the Finance and Performance Committee Terms of Reference.

Finance and Performance Committee

Terms of Reference

Date Approved by Finance and Performance Committee: 10 January 2017

Date Approved by Governing Body:

1. Purpose

- 1.1 The Finance and Performance Committee will look at the prospective risk environment for the CCG and will establish a performance framework which enables the CCG to monitor its Financial, Performance and Quality Innovation, Productivity and Prevention agenda.
- 1.2 The Committee will proactively manage provider and service performance, NHS constitutional targets and the financial control targets, and hold to account the Executive Management Team of the CCG for delivery in their areas of responsibility.
- 1.3 The committee will retain management oversight of the work of the Information Management and Technology (IMT) Steering Group and its associated programmes.

2. Membership

- 2.1 The core membership of the Committee will consist of the following or their nominated deputies:

VOTING MEMBERS
Chair of WCCG (Chair)
Lay Member for Audit and Governance (Vice Chair)
Accountable Officer (where appointed, Chief Operating Officer as Deputy)
Chief Financial Officer
Lay Member for Public and Patient Involvement
Secondary Care Doctor Lay Member
GP Chair representing NEW
GP Chair representing West
GP Chair representing Sarum
ATTENDEES
All Directors of WCCG
Associate Director of Information
Deputy Chief Financial Officer
Associate Director of Performance, Corporate Services and Head of PMO
Medical Advisor

3. Quorum

- 3.1 In the absence of the Chair, the Vice Chair will deputise and Chair the meeting.
- 3.2 In the absence of the Chief Financial Officer, the Deputy Chief Financial Officer will deputise and, in so doing, be recognised as a member of the Committee for the purpose of establishing a Quorum.
- 3.3 To be quorate there is a requirement for a minimum of five Voting Members - 1 Lay Member, 2 Executive Directors and 2 Senior Clinicians to be present. The Chair or Vice Chair must be present.

a. Expectation of Attendance

- i. Members of the Committee are required to attend a minimum of 4 (8 when meetings held monthly) meetings a year (or pro rata if the Committee member joins part way through the year).

4. Frequency of Meetings

- 4.1 A formal meeting will be held bi-monthly.
- 4.2 When managing the Financial Recovery Plan, meetings will be held monthly.
- 4.3 Extraordinary meetings may be called by the Chairman with seven working days' notice as required.

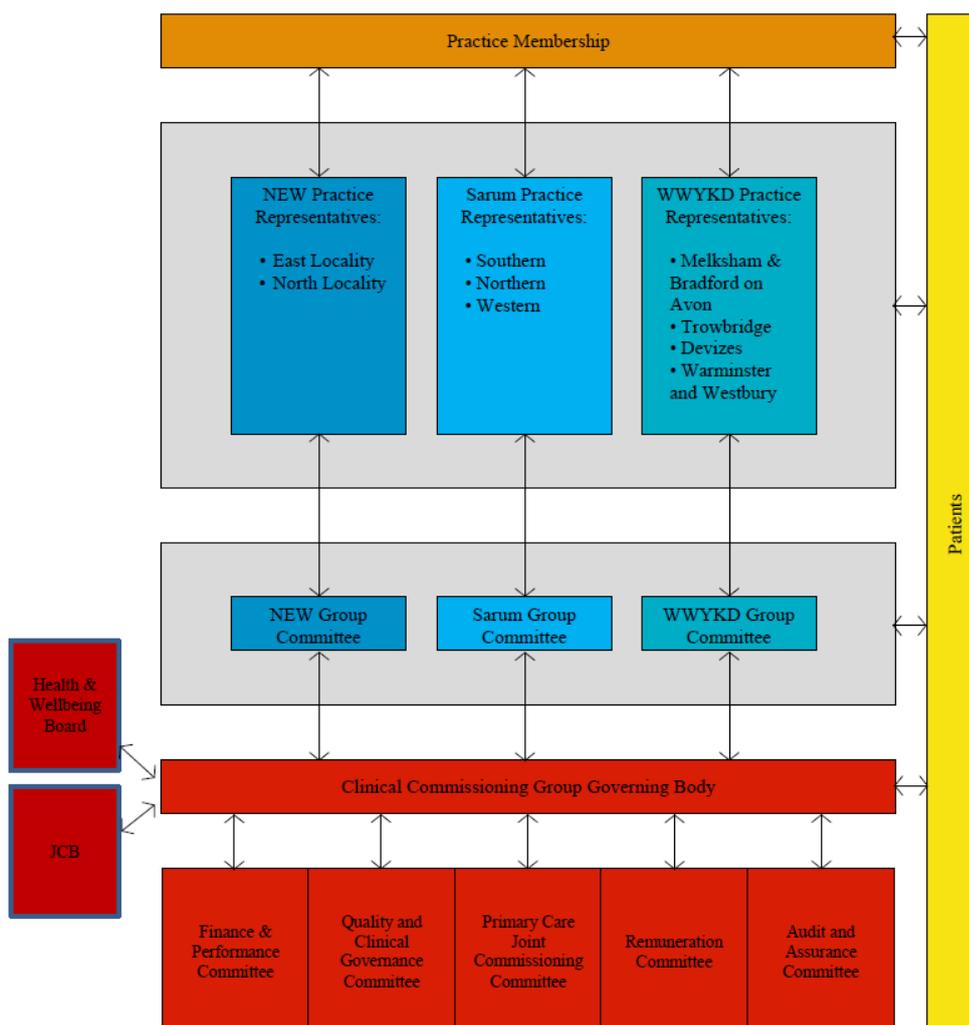
a. Meeting Arrangements

- i. A work programme and standing agenda will be agreed to guide the work of the Committee, but will allow for flexibility.

5. Accountable To

- 5.1 The Committee is accountable to the CCG Governing Body.
- 5.2 Provide assurance to the Audit and Assurance Committee and the CCG Governing Body regarding the finance and performance of the CCG.

Figure 1: Clinical Commissioning Group Structure



6. Responsibilities / Authority / Scheme of Delegation

- 6.1 The Committee is authorised by the CCG Governing Body to undertake activity within its terms of reference.
- 6.2 The Governing Body delegates the following to the Committee:

Delegations by the Governing Body to the Finance and Performance Committee	
Body/Individual	Delegation
Finance and Performance Committee	<ul style="list-style-type: none">a) Agree detailed revenue financial plans, budgets and financial monitoring reportsb) Monitor the financial performance of the CCG against the detailed plans and seek assurance that robust plans are in place to ensure financial risks are managed.c) Monitor the delivery of CCG projects in line with the endorsed project management methodology and to see rectification plans if a project is not deliveringd) Monitor the delivery of all activity and access targets in line with the NHS constitutional requirements.e) Oversee the development and implementation of the financial information systems' strategy,f) Act as an assurance committee of the CCG's business and finance risks via the Assurance Framework and Risk Registers,g) Consider and assess any new investment decisions and make recommendations to the Governing Body or officers of the CCGh) Review any financial activity which impacts on the financial performance of the CCGi) Take any legal or other professional advice with regard to the financial performance of the CCGj) Review and agree the Procurement strategy for the CCGk) Review and agree the future procurements timetable for the CCGl) Monitor the effectiveness of procurements and the procurement service provided by the CSU.m) Approval of procedures, policies and strategies relevant to the committee's terms of reference.

7. Accountable For

- IMT Steering Group and associated programmes
- Monthly Performance Review Meeting

8. Duties

No additional duties.

9. Reporting

- 9.1 The final and approved minutes of this meeting will go to the Governing Body.

10. Monitoring

- 10.1 The Committee will review its performance and feedback sought from the Governing Body.
- 10.2 The Terms of Reference will be reviewed on an annual basis. Any changes to the Terms of Reference must be approved by the CCG Governing Body.