

Presented to:	Governing Body - Public
Date of Meeting:	27 March 2018
For:	Decision

Agenda Reference:	GOV/18/03/11
Title:	Governing Body Sub Committee Items for Approval
Executive summary:	
<p>The Finance and Performance Committee is a standing sub-committee of the Governing Body, with delegated authorities through the Scheme of Delegation.</p> <p>The March meeting was quorate and at least three Governing Body Members were present to agree and recommend this paper for approval.</p> <ul style="list-style-type: none"> Finance and Performance Committee Terms of Reference – agreed by Finance and Performance Committee on 20 March 2018 <p>The Terms of Reference have been reviewed and only minor amendments were made.</p>	
Recommendations:	The Governing Body is asked to approve the Terms of Reference for the Finance and Performance Committee.
Previously considered by:	Finance and Performance Committee Members
Author(s):	Sharon Woolley, Board Administrator
Sponsoring Director / Clinical Lead/ Lay Member:	Steve Perkins, Chief Financial Officer Dr Richard Sandford-Hill, Clinical Chair of the CCG and Chair of the Committee

Risk and Assurance:	
Financial / Resource Implications:	N/A
Legal, Policy and Regulatory Requirements:	The CCG is required to show that these documents have been approved by the Governing Body in line with the Scheme of Reservation of Duties.
Communications and Engagement:	These documents should be treated as public documents and would be available for release under the FOI Act.
Equality & Diversity Assessment:	<input type="checkbox"/> N/A

DRAFT Finance and Performance Committee

Terms of Reference

Date Approved by Finance and Performance Committee: 20 March 2018

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.
- 1.4 The Committee will retain management oversight of the work of the Estates Committee 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
GP representative from NEW
GP representative from West
GP representative 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.

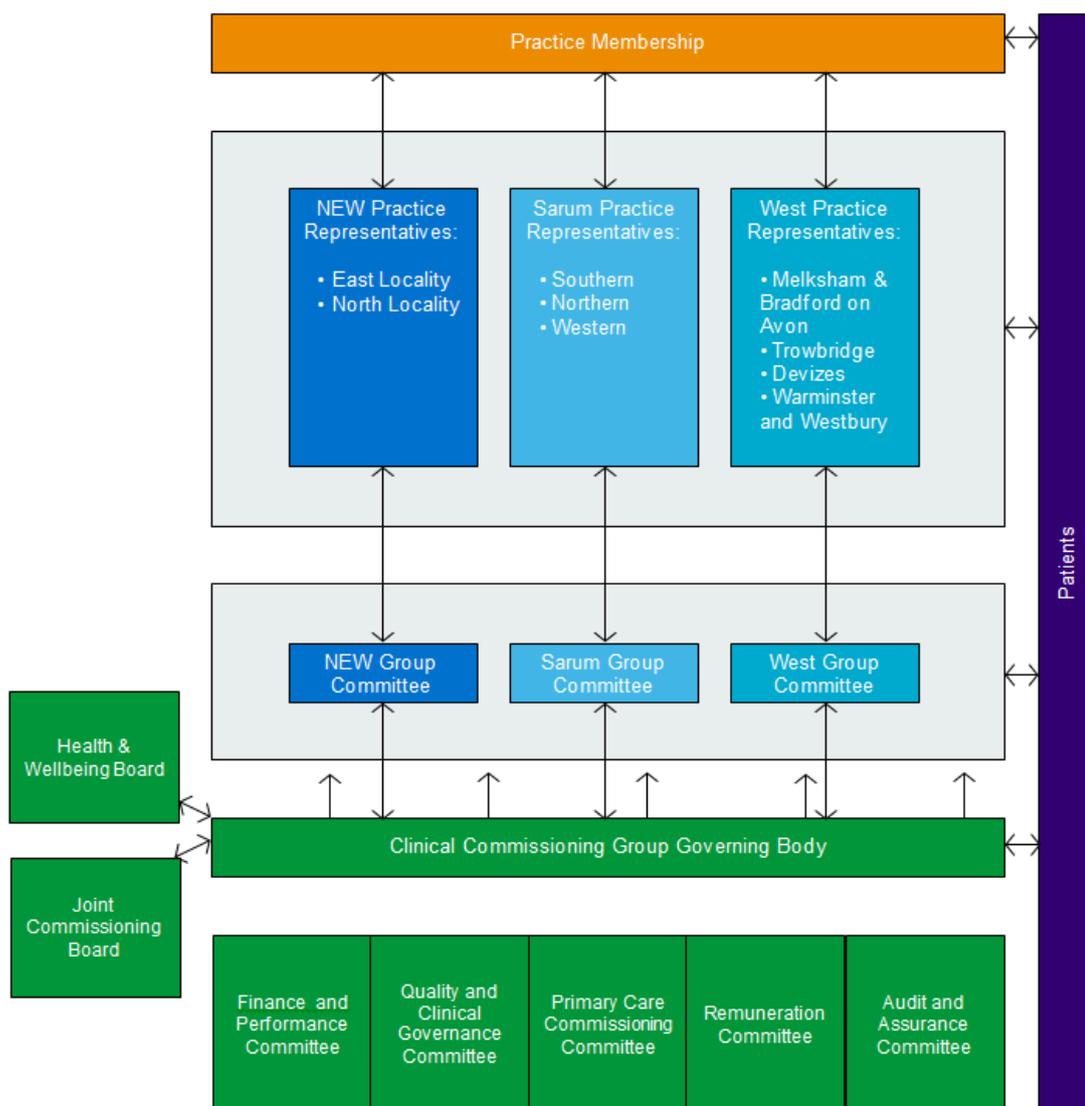
a. Meeting Arrangements

- 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
- Estates Committee 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.

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