



Barnsley Clinical Commissioning Group
Putting Barnsley People First

Finance and Performance Committee Terms of Reference

**NHS Barnsley Clinical Commissioning Group
Finance and Performance Committee**

1. Introduction

- 1.1 The Clinical Commissioning Group has established a committee reporting to the Governing Body known as the Finance and Performance Committee.
- 1.2 The Committee is established in accordance with Barnsley Clinical Commissioning Group's Constitution, Standing Orders and Scheme of Delegation.

2. Purpose

The purpose of the Finance and Performance Committee is to:

- 2.1 establish a performance framework which enables the Clinical Commissioning Group to proactively manage its Financial, Performance and Quality Innovation, Productivity and Prevention agenda.
- 2.2 provide assurance about delivery and sustained performance in these areas to the Governing Body, by reviewing and approving performance reports and rectification action plans in detail prior to the Governing Body meetings.
- 2.3 hold to account the Management Team of the Clinical Commissioning Group for delivery in their areas of responsibility.

3. Responsibilities

- 3.1 The Committee will review and have oversight of finance and performance in relation to the following areas:
 - a) performance against national and local targets;
 - b) 'in year' financial position. Receiving a detailed report of the financial position and progress towards meeting the targets within the Clinical Commissioning Group financial plans;
 - c) implementation of the Quality, Innovation, Productivity and Prevention schemes and receive updates on both the financial and activity performance of each scheme;
 - d) achievement against Clinical Commissioning Group incentive schemes and receive reports of the actual and forecast performance to inform the success of incentive schemes;

- e) implementation of investments / transformation schemes and receive updates outlining financial, activity and delivery against key performance indicators for each scheme;

3.2 The committee will also;

- a) Receive and review departmental delivery plans for indicators or performance areas by exception.
- b) Challenge delivery or rectification plans produced to achieve targets or improve performance.
- c) Ensure resolution of key performance issues raised by accountable members of the Management Team.
- d) Identify and allocate resources where appropriate to improve performance.
- e) The Committee will fulfil the priorities of the Procurement Advisory Group.
- f) The Committee will review the CCGs Assurance Framework and Risk Register in accordance with the Integrated Risk Management Framework. In particular:

Assurance Framework

- Review the risks on the Assurance Framework for which the Committee are responsible
- Note and approve the risks assigned to the Committee
- Review the risk assessment scores for risks
- Identify any new risks that present a gap in control for inclusion on the Assurance Framework
- Agree actions to reduce impact of extreme and high risks

Risk Register

- Review those risk on the Risk Register for which the Committee are responsible for completeness and accuracy
- Note and approve the risks assigned to the Committee
- Review the risk assessment scores for risks
- Identify any new risks for inclusion on the Risk Register
- Agree actions to reduce impact of extreme and high risks.
- Consider and agreed whether risks are being effectively managed

4. Membership

4.1 The membership of the Finance and Performance Committee will be:

- a) The Chair of the Governing Body
- b) One Lay Member, Governance
- c) A nominated member of the Membership Council
- d) The Chief Officer
- e) The Chief Finance Officer
- f) The Elected Governing Body member representative Audit Committee
- g) The Elected Governing Body member representative Finance
- h) The Elected Governing Body member representative Contracting
- i) The Head of Planning, Delivery & Performance

4.2 Membership will be reviewed and adjusted as necessary to ensure the Committee meets its responsibilities, and it can co-opt expert members as necessary to support its function.

5. Quorum

5.1 A minimum of five members will constitute a quorum, including 1 Elected Governing Body member representative and 1 CCG senior manager (Chief Officer, Chief Finance Officer or Head of Planning, Delivery & Performance).

5.2 A decision put to a vote at the meeting shall be determined by a majority of the votes of members and deputies present. In the case of an equal vote, the Chair of the Committee shall have a second and casting vote.

5.3 Deputies are not permitted except with the agreement of the Chair

6. Reporting Arrangements

6.1 The minutes of the Finance and Performance Committee shall be formally recorded and submitted to the Clinical Commissioning Group Governing Body on a monthly basis.

6.2 The Finance and Performance Committee will produce a monthly report for the Barnsley Clinical Commissioning Group Governing Body in the agreed format.

6.3 A Finance and Performance Committee Annual Report will be produced for submission to the Governing Body.

7. Administration

7.1 The Head of Planning, Delivery & Performance will oversee the management of the Committee supported by the Deputy Chief Finance Officer.

8. Frequency

- 8.1 The Finance and Performance Committee will meet at least ten times a year in a published schedule of meetings and extraordinary meetings may be held as required.
- 8.2 The agenda and papers will be made available five working days in advance of the meeting.

9. Code of Conduct

- 9.1 The Committee shall conduct its business in accordance with national guidance, relevant codes of practice including the Nolan Principles and the Conflict of Interest policy.

10. Review

- 10.1 The Committee should review at least annually its own performance, membership and terms of reference. Any resulting changes to the terms of reference or membership should be approved by the Governing Body.

Reviewed by: Finance and Performance Committee on the 5 January 2017

Review date: March 2017

Approved by Governing Body January 2017