

NHS Scarborough and Ryedale Clinical Commissioning Group

Finance and Contracting Committee Terms of Reference

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TERMS OF REFERENCE AMENDMENTS

Amendments to the Terms of Reference will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Author/Editor	Nature of Amendment	Approved By	Date
1.0	Accountable Officer (Chief Officer)	None	Governing Body	
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1 Title

- 1.1 The Committee shall be known as the Finance and Contracting Committee of the Scarborough & Ryedale Clinical Commissioning Group (SRCCG).

2 Accountable To

- 2.1 The Committee shall be accountable to the Governing Body of SRCCG.

3 Reporting Arrangements

- 3.1 The Committee's Terms of Reference shall be agreed by the Scarborough & Ryedale Clinical Commissioning Group (SRCCG) Governing Body.
- 3.2 The minutes of the Committee shall be formally recorded. Although there is no formal requirement to present to the Governing Body, the Committee will by exception escalate matters it considers should be brought to the attention at the full Governing Body meetings.
- 3.3 The composition of the Committee shall be published in the Annual Report.

4 Duties & Responsibilities

- 4.1 This Committee will
 - Review and challenge the monthly financial budget reports and annual plans proposed for the CCG.
 - Drive through the delivery of the Integrated Commissioning Plan: monitor delivery, report progress and provide assurance of delivery against their specific area of the plan.
 - Receive and make decisions on recommendations from the Primary Care Delivery Group within the remit of this committee
 - Take responsibility for the oversight of the IM&T strategy, Information Governance, IM&T plans and use of funding, through the IM&T Group.
 - Provide assurance to the Governing Body on the organisations Finance and Contract reporting, including Primary Care Finances, and raise any issues or concerns to the Governing Body.
 - Receive reports from QIPP Steering Group and hold them to account for delivery of the QIPP Agenda.

5 Authority

- 5.1 The Committee is to investigate any activity within its Terms of Reference. It may seek any information it requires from any employee or contractor e.g. CSU and all employees are directed to co-operate with any request made by the Committee.
- 5.2 The Committee is to monitor the performance of major projects that are considered critical to the financial objectives of the CCG.

6 Objectives

- 6.1 The overall objectives of the Finance and Contracting Committee are to ensure that there is a detailed review of all aspects of financial performance of the CCG and that, where there are any variations in performance, remedial action plans are put in place.

7 Performance Management

- 7.1 The Committee shall pro-actively review the CCG's performance against the key financial targets. Specifically the Committee will:
- Consider a more in-depth analysis of the financial position and challenge variances from plan and ensure action plans are put in place to rectify adverse trends. To monitor performance of these action plans.
 - In particular, the Committee will receive, assess and challenge performance management information associated with:
 - The CCG's main care contracts.
 - The CCG's QIPP Plan.
 - Other areas of significant risk to the achievement of financial balance.
 - Review, when timetables permit, all financial forecasts submitted to the CCG Governing Body.
- 7.2 As part of its deliberations and recommendations the Finance and Contracting Committee will take into account the CCG's statutory service responsibilities and service levels.
- 7.3 The Committee shall initiate reviews in its own right and undertake, as directed, reviews on behalf of the Governing Body. Work shall be progressed by co-option of other key individuals.

7.4 The Committee shall determine what reports they would wish to see on a regular basis.

8 Planning and Modelling

8.1 The Committee shall:

- Monitor the annual planning cycle and ensure that plans are in line with current local and national guidance and are appropriately consulted on.
- Oversee the development of an annual financial plan for income and expenditure with an understood and accepted level of risk.
- Oversee the development of a rolling five-year financial plan in order to support the delivery of an optimum underlying financial position across the CCG.

9 Training & Briefing

9.1 The Committee shall specifically consider the level of financial awareness of Governing Body members and staff in the CCG. The Committee shall promote a culture in which:

Financial and Contractual awareness is valued and encouraged.

Financial and Contractual skills are developed to ensure regular and wide consideration of financial issues.

Financial and Contracting information is shared openly and honestly throughout the organisation.

The local health economy develops a shared financial and commissioning vision and strategy and a shared understanding of that strategy.

There is regular and open dialogue with other organisations, both NHS and non-NHS regarding financial and performance matters.

10 Risk Management

10.1 The Committee will review the risk register and update the governing Body on key risks relating to Finance and Contracting.

11 Membership

11.1 The Committee shall comprise:

- Two Governing Body members (one of which should be a GP)
- Chief Officer (Accountable Officer)
- Chief Financial Officer
- Deputy Chief Finance Officer
- Head of Contracting and Performance
- Any other member of staff may be asked to attend as necessary.
- The Chair shall be the Chief Financial Officer.
- In the event of the Committee Chair being unable to attend a meeting, another member shall normally deputise.

11.2 Any CCG/CSU employee may be required to attend at the Committee's request.

12 Quorum

12.1 No business shall be transacted unless there are at least three members present, of which one shall be a CCG Governing Body Member.

13 Attendance

13.1 Regular attendance at Committee meetings leads to improved engagement and governance. In the event that an attendee is unable to attend a meeting it is their responsibility to ensure that a nominated deputy is properly briefed and empowered to act on their behalf.

13.2 Frequency of attendance by members and attendees will be reviewed by the Committee Chair at least annually.

14 Frequency

14.1 The Committee will meet initially on a monthly basis but may adjust frequency as dictated by the performance and financial position of the CCG.

15 Sub groups

15.1 The QIPP Steering Group will provide reports to the Finance and Contracting Committee.

16 Declaration of Interests

16.1 Members are required to declare interests prior to the commencement of the Committee and a register of interests will be maintained. The Chair is required to reconfirm this as a standing item on Committee agendas. As per the Standing Orders, individuals may be required to leave the meeting for relevant agenda items at the discretion of the Committee and will no longer count towards the quorum.

17 Review of Committee Effectiveness

17.1 The Committee shall undertake a review of its effectiveness at least annually.

17.2 The Committee shall be subject to any review of CCG Committees as required.

18 Conduct

- The members of the Committee must ensure that at all times they:
Observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of the bodies concerned.
- Always strive to maximise value for money through ensuring that services are delivered in the most efficient and economical way, within available resources and with independent validation of performance achieved where practicable.
- Are accountable to Parliament, to users, to individual citizens, and to staff for the activities of the bodies concerned, for their stewardship of public funds and the extent to which key performance targets and objectives have been met.
- Comply fully with the principles of the Citizens charter and the Code of Practice on Access to Government Information, in accordance with Government Policy on openness.

- Must comply with the Nolan's seven principles of public life.
- Bear in mind the necessity of keeping comprehensive written records of their dealings, in line with general good practice in corporate documents.

19 Review of Terms of Reference

19.1 The Committee shall review its Terms of Reference at least annually.