

# Terms of Reference

*Terms of Reference for the Finance and Performance  
Committee*



**NHS Stockport Clinical Commissioning Group** will allow people to access health services that empower them to live healthier, longer and more independent lives.

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## 1. Introduction

### ***Purpose***

The Finance and Performance Committee (the Committee) has evolved from the Quality Innovation Prevention and Productivity (QIPP) and is established in accordance with NHS Stockport Clinical Commissioning Group's (CCG's) constitution, standing orders and scheme of delegation. The purpose of the Committee is to focus on the development and monitoring of the CCG's Operational Plan and priority areas as linked to the CCG's delivery of financial and performance targets and make recommendations to the CCG's Governing Body.

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 Clinical Commissioning Group's constitution and standing orders.

## 2. Membership

The Committee shall be appointed by NHS Stockport Clinical Commissioning Group.

It is only the members of the Committee who have the right to attend the meetings of the committee. Other individuals may be invited to attend for all or part of any meeting as and when appropriate.

The Chair of the Committee will be a clinical member of the committee

In the event of the Chair of the Committee being unable to attend all or part of the meeting, the Vice-Chair will assume the role. In the event of the Chair or Vice-Chair being unavailable, the Chair will nominate a replacement from among the members to deputise for that meeting.

- Locality Chairs (x1) (clinical) (Chair)
- Governing Body Lay Member (x1) (non clinical)
- Clinical Director of Public Health (x1) (clinical) (Vice-Chair)
- Clinical Director of General Practice Development (x1)
- Chief Clinical Officer (x1) (clinical)
- Chief Operating Officer (x1) (non clinical)

The Chief Finance Officer will support the Committee but they will not be a member of the Committee. The Chief Finance Officer will proactively, through the Committee hold the organisation to account for its delivery of finance and performance targets.

Where the SRO for a particular QIPP scheme is a member of the Finance and Performance Committee, they should declare a conflict of interest and withdraw

from membership of the Committee to be held accountable for their work as an SRO.

### **3. Minutes / Preparation of papers**

A member the Committee Support team will take the minutes of the meetings. The relevant Officer will liaise with the Chair of the Committee to set the agenda, follow up actions from the previous meeting, collate papers for the meeting and distribute papers no later than seven days before the date of the meeting. Members of the Committee should declare any interests as they arise. The minutes shall be signed by the Chair as a true record at the end of the meeting. The approved minutes will be uploaded on to the CCG website.

### **4. Reporting responsibilities**

The recommendations of the Committee shall be presented as soon as practicable to the Governing Body. Any recommendation agreed by the Committee will require ratification by the Governing Body as it is the Governing Body which remains ultimately responsible for taking decisions on the investments. The minutes from the relevant meeting of the Governing Body will record the decisions made.

### **5. Quorum**

The Quorum for the Committee meeting shall be one third of the Committee membership (two of the six members) as outlined in section 2, and shall have at least one clinical member in attendance.

If the meeting is not quorate within thirty minutes of its planned start, the Chair of the meeting must decide to adjourn the meeting or to proceed and ensure all decisions are ratified at the next meeting.

### **6. Frequency and notice of meetings**

The Committee shall meet no less than eight times a year. A meeting of the Committee can be called by any member in liaison with the Chair, with seven days' notice given. Papers will be distributed to members no later than seven days before the meeting.

### **7. Remit and responsibilities of the Committee**

The Committee should focus its time on proactively holding those senior clinical or managerial officers across the organisation to account for the delivery of the CCG's financial and performance targets in addition to its monitoring and overview role.

The Committee shall:

- 7.1 Ensure effective monitoring arrangements are in place for the delivery of the Operational and Strategic Plans of the CCG.
- 7.2 Routinely review the delivery and effectiveness CCG QIPP plans and associated business cases and hold those responsible for their delivery.
- 7.3 Make recommendations to the Governing Body and executive team in line with standing financial instructions on required adjustments to ensure continual delivery of financial position.
- 7.4 Develop and recommend to the Governing Body formal recovery plans should the need arise.
- 7.5 Review Outline Business Cases prior to Governing Body approval and approve Full Business Cases greater than £250,000.
- 7.6 Oversee and determine variances from and variations to contracted activity levels.

In addition to the formal delegations from the CCG Governing Body, the Committee will:

- Provide assurance on the development of plans throughout the NHS Planning Cycle.
- The Committee will prioritise QIPP schemes into a review schedule to guide the committees work in year
- Receive updates on performance against financial statutory duties and performance targets.

**Version 1**  
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