

SOUTH WEST LINCOLNSHIRE CCG

FINANCE & QIPP DELIVERY COMMITTEE TERMS OF REFERENCE

1. GOVERNANCE NOTE

South Lincolnshire and South West Lincolnshire CCGs have each established their respective Finance & QIPP Delivery Committees. Each CCG is responsible for fulfilling its own statutory responsibilities as CCGs. However, the two CCGs have identified common areas of interest and ways in which they will be able to access joint knowledge and experience. Accordingly, the CCGs have identified that there is merit in their respective Finance & QIPP Delivery Committees meeting together as “committees in common”. Whilst each committee will, of course, retain responsibility for its own functions and will remain accountable to its Governing Body, the CCGs believe that efficiencies may be achieved in sharing administrative/secretarial support, to share views and opinions on relevant issues and, where possible, to achieve consistency across the two CCGs.

2. CONSTITUTION

The Finance & QIPP Delivery Committee is established in accordance with South Lincolnshire and South West Lincolnshire Clinical Commissioning Groups’ Constitutions, Standing Orders and Schemes of Delegation.

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 Groups’ Constitution and Standing Orders. These Terms of Reference can only be amended by the Governing Body of South Lincolnshire CCG (SLCCG) and South West Lincolnshire CCG (SWLCCG).

3. OVERALL PURPOSE

The Finance & QIPP Delivery Committee will provide assurance to the Governing Body that the financial strategy, financial policies and Quality, Innovation, Prevention, Productivity (QIPP) plans effectively support the organisational strategy.

The Committee will ensure all relevant information is made available to each Governing Body which has ultimate responsibility for approving the financial strategy and scrutinising the CCGs financial position.

4. KEY ROLES AND FUNCTIONS

The duties of the Finance & QIPP Delivery Committee will be driven by the priorities identified by the CCGs and associated risks. It will operate to a programme of business, agreed with each Governing Body, which will be flexible to new and emerging priorities and tasks.

The key duties of the Finance & QIPP Delivery Committee are as follows:

- To monitor, advise on and recommend to each Governing Body matters relating to the CCG's financial strategy and policies.
- To advise each Governing Body on the effective and efficient use of resources.
- To critically appraise the CCGs' annual budgets for the Council of Members' approval (SLCCG) or the Governing Body's approval (SWLCCG).
- To review the CCG's monthly financial performance and identify the key issues and risk requiring discussion of decision by each Governing Body, recognising that the primary ownership and accountability for the CCG's financial performance rests with each CCG Governing Body.
- To review and monitor delivery of the CCG's QIPP plans and any plans for corrective action.
- To provide a forum for financial issues to be debated and recommendations made for potential resolution.
- To evaluate, scrutinise and quality assure the financial validity of CCG investments, disinvestments and business cases.
- To review any risks for which the Committee is responsible to ensure that effective plans are in place to reduce the risk score and that associated actions are completed on time. Consider whether any new risks need to be added to the Register or whether any risks require immediate escalation to the Governing Body.

5. MEMBERSHIP

The membership will consist of:-

- Lay Member with lead role for Finance & Primary Care Commissioning (South Lincolnshire CCG) (Chair)
- Additional Lay Members (minimum of one from each CCG)
- Secondary Care Doctor
- Chief Officer
- Chief Finance Officer
- Clinical Chair or nominated Clinician from each CCG

The Finance & QIPP Delivery Committee will be supported by the administration team.

6. COMMITTEE CHAIR AND (DEPUTY CHAIR IF APPLICABLE)

The Chair of the Finance & QIPP Delivery Committee will be the Lay Member with the lead role for Finance & Primary Care Commissioning (SLCCG).

In the absence of the Chair, meetings will be chaired by a member chosen by those present at the meeting.

7. ATTENDANCE

Members of the Governing Body or CCG employees may be invited to attend all or part of meetings to provide advice or support particular discussion from time to time.

8. REPORTING ARRANGEMENTS

The Finance & QIPP Delivery Committee will be accountable to the Governing Body. The Chair of the Committee will submit escalation reports and updates to the Governing Body as necessary, after each meeting.

The minutes will be received by each Governing Body.

The Committee will present a written annual report to each Governing Body, summarising the work carried out during the financial year and outlining its work plan for the future year.

9. FREQUENCY OF MEETINGS

Meetings shall normally be held bi-monthly.

Meetings will be held in private.

10. MINUTES AND AGENDAS

Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the Chair of the meeting at least 6 working days (ie excluding weekends and bank holidays) before the meeting takes place.

Supporting papers for such items need to be submitted at least 4 working days before the meeting takes place.

The agenda and supporting papers will be circulated to all members of the meeting at least 3 working days before the meeting will take place.

11. QUORUM

The quorum shall be three members, one of whom must be a Lay Member, one of whom must be a clinician and the other the Chief Officer or Chief Finance Officer.

Should a member not be able to attend a Committee meeting, apologies in advance must be provided to the Chair. Deputies can attend on behalf of officers normally in attendance and any formal acting up status will be recorded in the minutes.

Deputising arrangements must be agreed by the Chair of the Committee.

12. DECLARATION OF INTERESTS

Requirements for declaring interests and their applicability to the Finance and Performance Committee are outlined in the Clinical Commissioning Groups' Constitutions, Standing Orders and Standards of Business Conduct Policies.

13. REVIEW

At least annually, the Committee shall review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness. Any suggested changes to its Terms of Reference will be submitted to the CCG Governing Bodies for approval.

Reviewed July 2017

Signed..... (Chair of the Governing Body)

Date.....

Next Review Date: July 2017