

WEST LEICESTERSHIRE CLINICAL COMMISSIONING GROUP

FINANCE AND PLANNING COMMITTEE

Terms of Reference

May 2018

Purpose

1. The Finance and Planning Committee has three roles:
 - to monitor, review and support the finance function of the CCG;
 - to coordinate the development of the CCG's commissioning plans and intentions; and
 - to monitor the delivery and effectiveness of planned programmes of work.
2. It should challenge the timeliness, accuracy and quality of financial measures and reporting, and the systems underpinning them. It should ensure financial performance, and relevant action plans, are reviewed and managed in pursuit of CCG objectives. It will monitor the delivery of all corporate plans, in particular QIPP schemes.
3. It shall support the objectives of the CCG and its Board, and the provision of assurance to the Board and Audit Committee.

Accountability

4. The Finance and Planning Committee is a Committee of the Board. The Committee will maintain an annual work programme, ensuring that all matters for which it is responsible are addressed in a planned manner, with appropriate frequency, across the year.
5. The work and effectiveness of the Finance and Planning Committee shall be subject to regular monitoring by the Audit Committee, which shall undertake at least one formal review annually of the effectiveness of the Committee as part of its assurance function.

Membership

- Lay Member Finance and Procurement (Committee chair)
- Vice Clinical Chair of the CCG (Committee deputy chair)
- 2 Locality Leads Managing Director (or qualified deputy)
- Chief Finance Officer (CFO) (or qualified deputy)
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- Director of Performance and Corporate Affairs (or qualified deputy)

Attendees:

- Director Urgent Care
- Head of Planning
- Representative of the Local Authority
- Public Health Representative

A quorum shall be 3 of the above, inclusive of at least 1 Board GP (either Clinical Vice-chair or locality lead), 1 lay member and CFO (or qualified deputy). Where a management representative or locality lead is unable to attend a meeting, a suitably qualified and duly nominated deputy may attend in their absence and form part of the quorum.

6. Other attendance at meetings will be as required.
7. A decision put to a vote at a meeting of the Committee shall be determined by a simple majority of the voting members present. In the case of no decision, the Chair (or Deputy Chair) of the Committee shall have a second and casting vote. Where a voting member has nominated a suitably qualified deputy they will be entitled to vote.
8. If the quoracy of the meeting is affected by conflicts of interest then the Committee members and non-voting attendees would be asked to approve delegation of decision making authority to the Procurement and Investment Committee.

Management of Conflicts of Interest

9. A key responsibility of the Board is to ensure that CCG complies with its legal and Constitutional obligation to manage conflicts of interest. These obligations are set out in section 140(4) of the National Health Act 2006 and section 8 of the CCG's Constitution and our Conflicts of Interest Policy. To ensure compliance with these arrangements the following arrangements are in place for the Board and its' sub-committees.

Conflicts of Interest Screening Panel

10. The Col Screening Panel is an advisory body to the Committee. The Panel (Chair or Member) will make its recommendation to the Committee regarding the management of each conflict. Such recommendations are to be approved by the Committee and such recommendations and approvals shall be recorded in the meeting minutes.
11. It shall be the responsibility of the Col Screening Panel to ensure that any actual or perceived conflicts of interest are managed effectively in an open and transparent way.

Procurement and Investment Committee

12. The Procurement and Investment Committee will make a decision on the matter delegated to it and communicate this decision to the Committee. The Committee would then note and adopt the decision taken. If the Committee wished to dispute this decision this would require a specific meeting of the Procurement and Investment Committee and the Chair of the CCG to consider any valid objections to the decision of the Procurement and Investment Committee.
13. Reasonable grounds for objection include:
 - Subsequently discovered a factual error in the materials submitted for decision
 - Factually inaccurate interpretations of key facts or figures by the Committee.

Meetings

14. A minimum of six meetings a year will be convened ensuring that the most up to date information is available for publication and review; a schedule of meetings for the year shall be published in advance and circulated to members and interested parties.
15. A programme of business reflecting the annual work programme and other matters requiring attention shall be included in each meeting agenda. The meeting should consider as standing items on the agenda, the Finance and Planning Risk Register and matters to be escalated to the Board. The Director of Performance and Corporate Affairs will arrange the timely circulation of agenda and papers for meetings, and for those meetings to be minuted.

Declarations of Interest

16. Members are required to state for the record any interest relating to any matter to be considered at each meeting, in accordance with the CCG's Conflict of Interest policy. Recommendations relating to the management of all conflicts of interest will be received from the Conflict of Interest Screening Panel at the start of each meeting. Such recommendations are to be approved by the Committee and such recommendations and approvals shall be recorded in the meeting minutes.

Duties

17. The duties of the F&P Committee shall be the following

Finance

1. Approve all financial plans prior to seeking Board approval
2. Approve detailed financial policies & procedures
3. Endorse the CCG's annual financial plan for Board review and approval
4. Monitor delivery through enhanced services, and ensure value for money
5. Monitor development and application of financial contingency plans
6. Monitor the detailed monthly income and expenditure position of the CCG, and review the robustness of the risk assessments underpinning financial forecasts, and overall financial performance against budget
7. Monitor delivery of the CCG's capital & LIFT programmes (for current and future years)
8. Review and endorse the CCG's long term financial model prior to Board approval
9. Monitor effective balance sheet management
10. Approve Business Cases (for both commissioning and decommissioning) and Investments and/or disinvestments (under £500k)
11. Business Cases (for both commissioning and decommissioning) and Investments and/or disinvestments (over £500k) - provide financial assessment & scrutiny prior to consideration by Board
12. Identify opportunities for improvement and encourage innovation
13. Have due regard to the public sector equality duty and the CCG's equality objectives
14. Review and approve as required waivers of detailed financial policies (where they are repeat waivers) prior to approval from CCG officers.
15. Review and monitor all healthcare procurement contracts.
16. Proper referral of any item or issue arising in F&P of interest to another sub- group

QIPP:

17. Monitor delivery of the CCG's QIPP and financial savings programmes.
18. Ensure that QIPP programmes are on track to deliver savings as planned

19. Ensure alignment of QIPP plans and transformational funding with strategic commissioning strategies and plans

Planning:

20. Devise and lead processes to develop and refresh the CCG's commissioning strategies and intentions in relation to the annual Operational Plan, Integration with the Local Authorities (Better Care Fund), Sustainability and Transformation Plan and Better Care Together 5 Year Strategic Plan
21. Leading the evaluation of proposed corporate programmes and ensuring that they are line with the strategic vision of the CCG
22. Engage with all stakeholders to assure commissioning intentions, plans and strategies meet the CCG's statutory engagement responsibilities, and respond to health needs as per the JSNA
23. Oversee the development of CCG agreed commissioning intentions, based on commissioning plans and strategies
24. Oversee the development of CCG strategic operating plans
25. Oversee development of policies etc. to progress commissioning prioritization
26. Approve detailed commissioning policies and procedures and escalate for approval by Board in line with Financial Scheme of Delegation.
27. Identify opportunities for improvement and encourage innovation

Delivery:

28. Monitor progress of delivery against each Programme in the Operational Plan and highlight and escalate key risks to delivery
29. Ensure appropriate governance arrangements are in place to support the effective delivery of Programmes in the Operational Plan
30. Monitor the expenditure and costs against delivered and realised benefits as Programme's progress and further projects are identified on an ongoing basis.
31. Oversee progress against timetabled healthcare procurements through appropriate programmes in the Operational Plan
32. Monitor the on-going viability and sustainability of services

Risk Management:

33. Review and modification of the F&P risk register, including ownership and delivery of action plans against defined timescales
34. Discussion and review of any issue likely to require inclusion on, or modification to, any risk register

19. The Committee shall be proactive in agreeing the most appropriate reporting format and style to suit the particular needs of the following users and stakeholders in accordance with best practice

- The Board (the Board may at any time request additional information, or information in a different format) and other Committees
- GP Practices and Localities
- Staff
- Budget Holders
- Public and patients
- Other stakeholders, eg other CCGs, the Local Authority

Authority

20. The Committee may investigate, monitor and review any activity within its terms of reference. It is authorised to seek any information it requires from any clinician, employee, or interim and temporary members of staff, who are directed to co-operate with any request made by it.

21. The Committee may secure the attendance at its meetings of any individual or group:
 - to represent an area of business under review, or
 - with experience or expertise pertinent to a particular topic or review
22. The Committee is delegated by the Board to exercise decision-making powers in discharging its duties, whilst recognising those matters reserved to the Board. The Sub-Group shall also adopt the general principle of integrated governance, in that papers should not be recommended for Board consideration unless it is clear that the impact on all other aspects of CCG business have been risk assessed by the appropriate clinicians or officers, or other Committees.
23. The Committee may form any working group, tasked for a specific purpose and for a fixed time, to support the delivery of any of its duties and responsibilities, or for relevant research.

Financial Training & Briefing

24. The Committee shall specifically consider the level of financial awareness of stakeholders and promote a culture in which:
 - Financial awareness is valued and encouraged amongst all stakeholders
 - Training is made available to Board and Committee members, including developing skills to ensure regular and wide consideration of financial issues
 - Budget holders receive appropriate guidance and training
 - Financial information is shared openly and honestly throughout the organisation
 - Financial consideration is integral to the development of all aspects of CCG business
 - The local health economy develops a shared financial vision and strategy
 - There is regular and open dialogue with other NHS and non-NHS organisations

Minutes & Communication to Board, etc

25. Minutes of Committee meetings shall be published and circulated within 10 working days, approved for the record at the subsequent meeting, and delivered to the next meetings of the Board as a matter of routine.
26. Specific issues of concern, or matters requiring escalation to the Board, will be the subject of highlight reports by the Committee chair or CFO to the Board.

Review

27. These Terms of Reference supersede all previously issued versions; they shall be subject to self review prior to approval by the Board. The Audit Committee shall confirm that due process has been followed. These terms shall be reviewed no later than 30 May 2019.

Last Review: May 2018

Next Review: By May 2019