

HEALTHIER PEOPLE,  
BETTER FUTURE



Heywood, Middleton  
and Rochdale  
Clinical Commissioning Group

**Integrated Commissioning Board**  
**Finance, Performance & Risk Sub Group**  
**Terms of Reference**

**August 2018**



## VERSION CONTROL

VERSION	ISSUED TO	DATE	COMMENTS
V1	Finance, Performance & Risk Sub Group	20 July 2018	Amendments reflected in V2.
V2	Finance, Performance & Risk Sub Group	13 September 2018	Approved

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## 1. Introduction

The Finance, Performance & Risk Sub Group (the Sub Group) is established in accordance with Rochdale Borough Council's and Heywood, Middleton and Rochdale Clinical Commissioning Group's (NHS HMR CCG) constitution, standing orders and schemes of delegation.

These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Sub Group and shall have effect as if incorporated into the constitution and standing orders.

## 2. Purpose of the Sub Group

Under delegated authority from the Cabinet and Governing Body, the Sub Group will report and provide assurance with reference to the pooled budgets overall financial position, activity, performance and risk. The Sub Group will support the identification of organisational risks and agreement of mitigating actions.

The Sub Group will conduct its business in accordance with national guidance and the Nolan principles of public life. The Sub Group will review its own performance, membership and terms of reference. Any resulting changes to the terms of reference should be approved and ratified by the Integrated Commissioning Board.

## 3. Objectives of the Sub Group

### FINANCE

The Chief Finance Officer (H&SC Integration) will prepare and submit budgets for approval to the Sub Group which are in accordance with the aims and objectives of the Locality Plan.

The Sub Group will review the budgets submitted and make a recommendation regarding their adoption to the Integrated Commissioning Board.

The Sub Group will:-

- Be the primary group providing assurance and challenge on the operation and deliverability of the pooled fund for health and social care.
- Review and advise on the medium term financial strategy and savings plans every year to ensure this is aligned with the overall strategic objectives of the organisations.
- Review and appraise reports detailing progress against financial and operational milestones for delivery of savings schemes and the transformation programme and to ensure corrective actions are taken to manage and mitigate the impact of any delays.
- Recommend and review appropriate courses of action to address in-year areas of under or over spend.
- Receive information on statutory returns submitted to NHSE, Greater Manchester Health & Social Care Partnership and Department of Health;
- Review any budgetary and savings programme implications on safety and quality, referring any issues to the Quality and Safeguarding Committee and/or Clinical and Professional Advisory Panel.

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- Receive reports, to assess any risks to the pool budget financial position.

**PERFORMANCE:**

The Sub Group will:

- Review the CCG and LA performance with reference to statutory performance indicators, and specific performance measures key to the delivery of transformation as set out in the Transformation Fund Investment Agreement
- Review monitoring reports in relation to the quality and performance of all commissioned providers, and advice on the instigation of performance intervention. This Sub Group will only receive reports on the performance metrics that are failing or have an adverse movement
- Identify and refer any quality issues to the Quality and Safeguarding Committee, the Clinical and Professional Advisory Panel, and/or the Patient and Public Engagement Committee with particular reference to poor quality of patient experience and /or clinical quality or safety of commissioned services
- Request reports on any adverse variance in performance from CCG and LA management, providers or sub-committee chairs

**RISK:**

The Sub Group will:

- Support the identification of key organisational risks across Health and Social Care by reviewing finance, quality and delivery (performance) of commissioned services, transformation and savings programme.
- Support the identification of key organisational risks in respect of delivery of CCG and LA statutory duties.
- Ensure all identified risk areas have associated robust prevention and mitigation strategies in place for oversight at the Integrated Commissioning Board.

**4. Membership**

The Sub Group shall operate as a sub group of the Integrated Commissioning Board .The membership shall comprise:

<b>ROLE</b>
Chief Finance Officer – Health & Social Care Integration - Chair
Joint Director of Integrated Commissioning – Vice Chair
CCG Lay Member for Governance
LA Portfolio holder for finance
Strategic Commissioning Programme Director
Chief Finance Officer - LA
Deputy Chief Finance Officer – H&SC Integration

**In attendance:**

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The Sub Group may co-opt or seek advice from other representatives/expertise as appropriate and deemed necessary.

## 5. Quoracy

For each meeting to be deemed quorate attendance must include either the Chair or Vice Chair and 3 other Members.

## 6. Frequency of Meetings

The frequency of meetings will initially be monthly, the group to then review after six months  
All meetings will be scheduled in advance for the full year.

## 7. Conflicts of Interest

An up to date register of members' interest will be retained and published on the HMR CCG website.

Members will be expected to declare any conflicts of interest at all meetings and the Chair will determine how any conflict will be handled in line with CCG Conflicts of Interest Policy.

## 8. Accountability

The Sub Group will report to the Integrated Commissioning Board, following each meeting, the minutes of the sub group shall be formally recorded, and a summary report submitted to the subsequent meeting of the Integrated Commissioning Board.

## 9. Scheme of Delegation

The Sub Group is an assurance and scrutiny group. The members of the group have delegated authority and budgetary responsibility for decision making within their organisations scheme of delegation. Any items requiring a decision over and above will be taken through the Integrated Commissioning Board.

## 10. Corporate Sustainability

As a health and social care commissioner, the organisations are committed to planning and buying health and social care on a sustainable basis, this Sub Group will support the commitments of the Sustainable Development Management Strategy and Delivery Plan, wherever possible in;

1. Commissioning for Sustainability and Adaptation
2. Being a Sustainable Organisation
3. Promoting sustainability with member practices
4. Delivering our commitments and assessing our Performance

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Commissioning for sustainable development in the health and social care system means:

- Planning services which are efficient, effective and safe
- Buying services that provide highest quality at best value, are safe and which have least impact on the environment
- Avoiding duplication, inefficiency and waste
- Focus on preventative, proactive care
- Patients public engagement and involvement in planning and design of services
- Building resilience, and protecting and developing community assets and strengths
- Making the best use of all of the resources we have
- Minimising carbon emissions

### 11. Review Date

These Terms of Reference will be reviewed annually.

### 12. Secretarial Support

Secretarial support will be provided to support the Chair in the management of the Sub Groups business and the collation and distribution of papers.

The agenda and papers for meetings shall be distributed five working days prior to the meeting.

### 13. Conduct of Sub Group

The sub group will set an annual work programme/schedule, it will review annually the terms of reference and membership.

Items for the agenda and all relevant supporting papers should be submitted to the CCG Hub for approval by the Sub Group Chair a minimum of 10 working days prior to the meeting.

All members will be expected to attend 70% of meetings within the financial year or send an appropriate fully briefed deputy to provide appropriate feedback and vote on their behalf where required.

### 14. Links to other Groups

Through its membership the group will also link with the Audit Committees of the two statutory organisations.

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