

Finance and Performance Committee

Terms of Reference and Membership

1. Aim

- 1.1 To oversee the performance of Blackpool CCG in delivering the national targets and objectives included in the local commissioning plan, ensuring the effective and efficient use of resources whilst delivering financial balance.
- 1.2 To assure that the commissioning portfolio delivers against contracted performance metrics and outcomes.

2. Membership

2.1 Core Membership:

- 2 Lay Members (of which one is the Committee Chair)
- Chief Clinical Officer
- 3 GP Clinical Board Members
- Chief Operating Officer
- Chief Finance Officer
- Director of Performance and Delivery

In Attendance:

- Chief Nurse *on an ad hoc basis*
- Director of Ambulance and NHS 111 Commissioning *on an ad hoc basis*
- Senior Commissioning Managers and other members of staff as required *on an ad hoc basis*

3. Quoracy

- 3.1 The meeting shall be deemed quorate when no less than four of the core membership is present including a Lay Member, a Clinician and an Executive.

4. Authority

- 4.1 The Committee is authorised by the Blackpool CCG Governing Body.

5. Terms of Reference

- 5.1 To give assurance to the CCG Governing Body on finance, performance, service reviews, procurement and planning of all commissioned services and contracts.
- 5.2 To receive routine monitoring reports that evaluate CCG performance against mandated national and regional metrics as well as locally agreed indicators that ensure the CCG is meeting its defined objectives.
- 5.3 To undertake monitoring of commissioned services via Provider performance reporting and provide assurance to the CCG Governing Body that services delivered for patients are done so effectively, consistently and in line with specified requirements and regulation.

- 5.4 To consider and review high level financial issues and risks, and ensure corrective plans are in place where variation from plan requires action.
- 5.5 To scrutinise the performance of commissioned contracts, assure the CCG Governing Body of compliance and oversee action plans where performance is deemed to need corrective actions.
- 5.6 To consider and recommend reports/proposals to the CCG Governing Body to ensure the CCG meets its financial duties and objectives.
- 5.7 Information Governance:
- To approve confidentiality and data protection procedures.
 - To recommend confidentiality and data protection policies for approval by the CCG Governing Body.
 - To ensure that the CCG complies with all information governance requirements and receives regular reports on information governance.
 - To ensure that any new information system complies with the CCG's programme management and information governance requirements.
- 5.8 To form and dissolve any sub groups as deemed necessary to progress the requirements of the Committee.

6. Frequency of Meetings

- 6.1 Meetings shall normally be held monthly and a minimum of six meetings per annum.
- 6.2 Members are required to attend at least 75% of the annual number of meetings.

7. Agenda

- 7.1 The agenda will be set by the Chief Operating Officer in liaison with the Chair.
- 7.2 The agenda and all relevant papers will be circulated three working days prior to the meeting. Papers tabled at the meeting will be at the discretion of the Chair.

8. Reporting Mechanisms and Links

- 8.1 The minutes of meetings will be issued to all members of the Committee as soon as possible after the meeting, highlighting actions by individual members of the Committee or staff in attendance.
- 8.2 The Committee will report into the CCG Governing Body through its ratified minutes. The ratified minutes will be presented at each CCG Governing Body meeting for information purposes.

9. Review

- 9.1 The function and terms of reference of the Committee will be reviewed annually by the members of the Finance and Performance Committee for recommendation to the CCG Governing Body for approval.