

Finance Committee Terms of Reference

1. Introduction

The finance committee of NHS North Tyneside Clinical Commissioning Group is established as a committee of the CCG Governing Body, in accordance with constitution, standing orders and scheme of delegation.

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

2. Principal Function

The committee oversees the current and projected financial position of the CCG and work on the financial recovery plan in relation to this to provide assurance to the Governing Body. The Finance Committee is not a decision making committee.

The duties of the committee are driven by the priorities identified by the CCG and the associated risks and outlined in more detail in section 9.

3. Membership

The membership of the finance committee will consist of:

- Lay Member (PPI) (Chair)
- Lay Member (Audit)
- Chief Officer, NHS North Tyneside CCG
- Chief Finance Officer, NHS North Tyneside CCG
- Clinical Director

The Chief Finance Officer (CFO) will be the lead officer for the committee.

Any other directors (or similar) may be invited to attend, particularly when the committee is discussing areas of risk or operation that are the responsibility of that director. Other officers, employees, and practice representatives of the CCG may be invited to attend all or part of meetings of the committee to provide advice or support particular discussion from time to time as required.

4. Chair

The committee will be chaired by the Lay Member (PPI). The Chair has the responsibility to ensure that the Committee obtains appropriate advice in the exercise of its functions.

5. Secretarial support

The PA to the Chief Finance Officer will ensure that a minute of the meeting is taken and provide appropriate support to the Chair and Committee members.

6. Quorum and decision making

A quorum shall be:

- A Lay Member of the NHS North Tyneside Clinical Commissioning Group
- Chief Officer or Chief Finance Officer

In the event of the Chair of the Committee being unable to attend all or part of the meeting, the Lay Member (Audit) will deputise.

7. Frequency of meetings

Meetings of the Finance Committee will normally be held at least monthly. A record of attendance will be kept in the minutes of the meeting.

In exceptional circumstances and where agreed in advance by the chair, members of the committee or others invited to attend may participate in meetings by telephone, by the use of video conferencing facilities and/or webcam where such facilities are available. Participation in a meeting in any of these manners shall be deemed to constitute presence in person at the meeting.

8. Agendas and papers

The agenda for meetings of the committee will be set by the chair. The agenda and papers for meetings of the committee will be distributed 3 working days in advance of the meeting. Items for the agenda should be notified to the chair 5 days in advance of each meeting.

9. Remit and responsibilities of the committee

The duties of the committee will be driven by the priorities identified by the CCG and the associated risks. It should operate to a cycle of business, agreed by the Governing Body, and will be flexible to new and emerging priorities and risks.

The committee shall:

- Oversee the development of the FRP providing assurance that the plan is capable of delivery
- Provide oversight and detailed scrutiny of implementation of disinvestment programmes and QIPP delivery
- Review the latest financial position in the current financial year to seek assurance that the likely outturn is deliverable
- Perform deep dives into the main parts of the recovery plan on a rolling basis
- Assess the impact of any current schemes on the next financial year and advise if more action is necessary to mitigate financial risks (such as but not limited to the current risk share schemes)
- Review risks, assurance and controls relevant to the Finance Committee's remit (and as aligned to corporate objectives). Provide assurance to the CCG and its Governing Body and Audit Committee as necessary

10. Reporting arrangements

The committee reports to the CCG Governing Body.

The Governing Body will hold the committee to account for the delivery of its remit and responsibilities.

11. Policy and best practice

The committee will apply best practice when providing assurance, and in particular it will:

- ensure that assurances are based on clear and transparent criteria
- comply with CCG policy and procedures for the declaration of interests

The committee will have full authority to commission any reports or surveys it deems necessary to help it fulfil its obligations.

12. Conduct of the committee

All members of the committee and participants in its meetings will comply with the Standards of Business Conduct for NHS Staff, the NHS Code of Conduct, and the CCG's Policy on Standards of Business Conduct, Declarations of Interest which incorporate the Nolan Principles and any standards set out by their respective professional bodies.

13. Date of Review

The committee will review its performance, membership and these Terms of Reference at least once per financial year. It will make recommendations for any resulting changes to these Terms of Reference to the Governing Body for approval.

No changes to these Terms of Reference will be effective unless and until they are agreed by the Governing Body.

Date agreed: 24 March 2015 (by the Governing Body)

Date approved by Governing Body: 27 September 2016

Date approved by Governing Body: 23 May 2017

Date approved by Governing Body: 22 May 2018