

Performance and Finance Committee

Terms of Reference

1. Title

The Committee shall be known as the Performance and Finance Committee of the NHS Vale of York Clinical Commissioning Group (CCG).

2. Accountable To

The Committee shall be accountable to the NHS Vale of York CCG Governing Body.

3. Reporting Arrangements

3.1 The Committee's Terms of Reference shall be agreed by the NHS Vale of York CCG Governing Body.

3.2 The minutes of the Committee shall be formally recorded although there is no formal requirement to present to the Governing Body.

3.3 The Chair of the Committee will provide a monthly Performance, Quality and Commissioning summary report to the Governing Body.

3.4 The Committee will, by exception, escalate matters it considers should be brought to the attention at the full Governing Body.

3.5 The composition of the Committee shall be published in the Annual Report.

4. Duties

4.1 Authority

4.1.1 The Committee is to investigate any activity within its terms of reference. It may seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

4.1.2 The Committee is to monitor the performance of contracts, achievement of the constitutional and quality indicators for the CCG and monitor progress on the local priorities for the CCG.

4.1.3 The Committee shall make decisions on any remedial action required as a result of contractual or quality performance issues, including review of commissioned services and business cases for changes to commissioning.

4.1.4 The Committee will ensure that there is a detailed review of all aspects of financial performance of the CCG, including the achievement of QIPP programmes and that, where there are any variations in performance, remedial action plans are put in place.

4.1.5 The Committee has delegated authority from the Governing Body with regard to all performance, quality and commissioning issues in line with the scheme of financial delegation (Chief Officer level).

4.2 Objectives

4.2.1 The overall objectives of the Performance and Finance Committee are to ensure that the CCG has strong contractual and quality performance, clinically appropriate and safe services, and to ensure that this is delivered within the financial plan.

4.2.2 Where deemed necessary, the Committee shall escalate matters of concern to the Governing Body

4.3 Performance Management and Clinical Governance

4.3.1 The Committee shall review the establishment and maintenance of an effective system of clinical governance. Its work will dovetail with that of the Audit Committee.

4.3.2 The Committee shall pro-actively challenge and review the CCG's performance against the standards in the NHS Outcomes Framework and against the strategic priorities of the CCG.

4.3.3 Specifically the Committee will consider a more in-depth analysis of:

- The Outcomes Framework position, challenge variances from plan, ensure action plans are put in place to rectify adverse trends and monitor performance of these action plans
- The financial position, challenge variances from plan and ensure action plans are put in place to rectify adverse trends to monitor performance of these action plans.

4.3.4 In particular, the Committee will receive, assess and challenge performance management information associated with:

- Main provider contracts
- Voluntary sector contracts
- Community Services and Social Services
- The VoY CCG's Quality, Innovation, Productivity and Prevention Plan
- The VoY CCGs Commissioning for Quality and Innovation schemes
- The VOY CCG's strategic work-streams
- Other areas of significant risk to the achievement of quality and performance standards and financial balance

- 4.3.5 Review, when timetables permit, all financial forecasts submitted to the CCG Governing Body.
- 4.3.6 The Committee will review the financial position of the CCG and monitor the delivery of the Commissioning Plan. This will include reviewing and recommending business cases to the Governing Body and Council of Representatives. Business cases will be reviewed to ensure proposals take account of the quality, financial and equality impact on the Vale of York Community.
- 4.3.7 As part of its deliberations and recommendations the Committee will take into account the VoY CCG's statutory service responsibilities and service levels.
- 4.3.8 The Committee shall initiate reviews in its own right and undertake, as directed, reviews on behalf of the Governing Body. Work shall be progressed by co-option of other key individuals.
- 4.3.9 The Committee shall determine what reports they would wish to see on a regular basis.

4.4 Risk Management

The Committee will review the risk register and update the Governing Body on key risks relating to Performance, Quality, Finance and Commissioning.

4.5 Planning and Modelling

The Committee shall:

- 4.5.1 Monitor the annual planning cycle and ensure that plans are in line with current local and national guidance and are appropriately consulted on.
- 4.5.2 Receive assurance and risk assess all areas of finance, performance and quality across all organisations, including information on serious incidents.
- 4.5.3 Performance manage the Commissioning for Quality and Innovation (CQUIN) scheme.
- 4.5.4 Analyse trends from all Contract Management Board Sub Group meetings in relation to patient safety, clinical effectiveness and patient experience as defined in the contract.
- 4.5.5 Receive reports and reviews from relevant external agencies e.g. The Care Quality Commission.
- 4.5.6 Manage the process for the review of the Quality Accounts.
- 4.5.7 Oversee the development of an annual financial plan for income and expenditure with an understood and accepted level of risk

- 4.5.8 Oversee the development of a rolling five-year financial plan in order to support the delivery of an optimum underlying financial position across the CCG

4.6 Training and Briefing

- 4.6.1 The Committee shall specifically consider the level of performance, quality and financial awareness of Governing Body members and staff in the CCG. The Committee shall promote a culture in which:
- 4.6.2 Performance, quality, financial and contractual awareness is valued and encouraged.
- 4.6.3 Performance, quality, financial and contractual skills are developed to ensure regular and wide consideration of these issues.
- 4.6.4 Performance, quality and financial information is shared openly and honestly through-out the organisation.
- 4.6.5 The local health economy works in partnership to develop a shared commissioning vision and strategy and a shared understanding of that strategy.
- 4.6.6 There is regular and open dialogue with other organisations, both NHS and non-NHS regarding performance, quality and financial matters.

5. Membership

- 5.1 The core Committee shall comprise:

Lay Member of the Governing Body (Chair)
3 GPs from the Vale of York Membership
Chief Clinical Officer
Chief Operating Officer
Chief Finance Officer
Executive Nurse
Head of Contracting

Clinical leads together with any other Chief Officer or member of staff, may be asked to attend as necessary.

- 5.2 The Chair shall be a Lay Member of the Governing Body.

6. Quorum

No business shall be transacted unless there are at least four members present, of which one shall be a Lay Member and one of which shall be a Clinician.

7. Attendance

- 7.1 Regular attendance at Committee meetings leads to improved engagement and governance. In the event that an attendee is unable to attend a meeting it is their responsibility to ensure that a nominated deputy is properly briefed and empowered to act on their behalf.
- 7.2 Frequency of attendance by members and attendees will be reviewed by the Committee Chair at least annually.

8. Frequency

The Committee will meet initially on a monthly basis but may adjust frequency as dictated by the quality and performance position of the CCG.

9. Review of Terms of Reference

The Committee shall review its Terms of Reference at least annually.

10. Review of Committee Effectiveness

- 10.1 The Committee shall undertake a review of its effectiveness at least annually.
- 10.2 The Committee shall be subject to any review of CCG committees as required.

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