

**Bristol, North Somerset and South Gloucestershire  
Clinical Commissioning Group  
Strategic Finance Committee  
Terms of Reference**

Version Control		
Version	Date	Consultation
Version 1	24/04/2019	Reviewed by Strategic Finance Committee

# **Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group**

## **Strategic Finance Committee**

### **Terms of Reference**

#### **1. Introduction**

The Strategic Finance Committee of the Bristol, North Somerset and South Gloucestershire (BNSSG) Clinical Commissioning Group (CCG) is established in accordance with the constitution, scheme of delegation, standing orders and prime financial policies of the CCG. These terms of reference set out the membership, remit, authority, responsibilities and reporting arrangements of the Committee.

This Committee has no executive powers other than those specifically delegated in these Terms of Reference.

The Committee is authorised by the Governing Body to act within its terms of reference. All members and employees of the CCG are directed to co-operate with any request made by the Committee.

#### **2. Remit and responsibilities of the Committee**

The Committee shall carry out the following duties on behalf of the Governing Body:

- Oversee the review and development of the CCGs Five Year Plan and associated financial plans;
- Oversee the review and development of the CCGs Five Year QIPP Plan and associated financial plans
- Oversight of the System Financial Recovery Plan and the process for CCG Turnaround; oversee the review and development of the CCGs Two Year Operational Plan and associated financial plan (the annual budget);
- Ensure that all plans are supported by robust activity and financial information;
- Ensure that all plans are consistent with associated enabling strategies (workforce, estates, IM&T, communications and engagement);
- Consider all draft strategic and financial plans prior to their submission to the Governing Body for approval;
- Consider reports on the longer-term future strategic direction of the CCG.
- Monitor the overall implementation of the Five year Plan and delivery of the QIPP plan;
- Monitor the CCGs in year financial performance against approved budget, giving consideration to underlying activity data as appropriate, identifying key issues and risks requiring discussion or decision by the Governing Body;
- Ensure risks of exceeding expenditure limits are assessed and mitigating actions are in place;
- Oversight of procurement exercises (including Invitation to Tender, Evaluation, Preferred Bidder Appointment and Contract Award) where contracts with an

estimated value above £1m or where there is a significant reputational or service issue.

- Oversee the development of proposals for capital expenditure and implementation of capital projects.
- Consider and comment on strategic financial risks on the corporate risk register and the CCGs Assurance Framework.

### **3. Membership**

The Committee will comprise:

- The independent (lay) member who leads on Strategic Finance
- The independent (lay) member who leads on Audit, Governance and Risk
- The clinical corporate lead for Contracts and Finance
- Chief Executive
- Chief Financial Officer

The Executive members of the Committee can send a nominated deputy to the meeting. These individuals must be able to operate with full authority over any issue arising at the meeting.

### **4. Chair**

The meeting will be chaired by the independent (lay) member who leads on Strategic Finance or in their absence or where there is a conflict of interest by the clinical corporate lead for Contracts and Finance

### **5. Attendance at Meetings**

The following Directors or their nominated deputies will be in attendance.

- Director of Commissioning
- Director of Transformation

Other senior managers representing the following areas may also be required to attend:

- Finance
- Programme Management Office
- Business Intelligence
- Contracting
- Procurement

## **6. Quorum and Voting**

A minimum of three members will constitute a quorum. This must include the independent member for Strategic Finance or clinical corporate lead for Contracts and Finance and either the Chief Executive or the Chief Finance Officer.

The aim will be to reach consensus without the need to resort to a vote. A decision put to a vote at the meeting shall be determined by a majority of the votes of members present. In the case of an equal vote, the Chair of the Committee shall have a second and casting vote.

## **7. Administration**

A named administrator will be responsible for the provision of administrative support to the Committee and they will ensure that minutes of the meeting are accurately produced and agreed with members.

The Chief Finance Officer will be responsible for supporting the Chair in the management of the Committee and in drafting agendas, forward planner which details the annual cycle of business for the Committee and specifying content of reports.

Except in the event of urgent meetings, a minimum of ten days' notice of a meeting of the Committee will normally be provided confirming the venue, time and date together with an agenda of items to be discussed. Supporting papers will normally be issued 5 working days before the meeting.

All members or attendees at the Committee are required to declare any potential or actual conflict of interest before items are discussed. There will be a standing agenda item at the beginning of each meeting for this purpose. Even if an interest has been recorded in the register of interests, it must still be declared in meetings where matters relating to that interest are discussed. Declarations of interest will be recorded in minutes of meetings.

The Chair of the meeting, with support of the Chief Finance Officer and, if required, the Corporate Secretary and/or Conflicts of Interest Guardian, will proactively consider ahead of meetings what conflicts are likely to arise and how they should be managed, including taking steps to ensure that supporting papers for particular agenda items of private sessions/meetings are not sent to conflicted individuals in advance of the meeting where relevant.

The Committee is authorised by the Governing Body to investigate any activity within its terms of reference.

## **8. Frequency and Notice of Meetings**

The Committee will normally meet 10 times per year. Any two members of the Committee can request an additional meeting which should be convened within 21 days.

## **9. Reporting arrangements**

The minutes of the Committee shall be formally recorded and submitted to the CCGs Governing Body. These minutes should be supported by a summary of

decisions made and recommendations from the Committee. The Chair of the Committee shall draw to the attention of the Governing Body issues that require disclosure or which require Executive action.

### 10. Policy and Best Practice

When considering matters, the Committee should take into account the following points:

- All statutory requirements applicable to CCGs (including Accounting, Health and Safety, Information Security, etc.)
- NHS England requirements and standards
- Best professional practice and standards
- NHS Best practice and guidance
- Emerging risks and issues

The Committee will have full authority to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, within its terms of reference and within a limit determined by the Chief Finance Officer.

### 11. Review of the Committees Performance

The Committee will undertake a review of its effectiveness on an annual basis and report this to the Governing Body. It will use this exercise to inform the review of its Terms of Reference.

### 12. Approval and Review

These terms of reference will be reviewed on an annual basis or sooner if required with recommendations made to the Governing Body for approval.

### Review History

Version	Reviewed and Approved by:	Date Approved	Review date
v1	<b>Governing Body</b>	May 2018	May 2019