

Quality and Finance Committee

Terms of Reference

1. Title

The Committee shall be known as the Quality 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 and these can be presented to the Governing Body on request.

3.3 The Chair of the Committee will provide a Quality and Finance summary report to each 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 as delegated by the Governing Body.

4.1.3 The Committee shall make decisions on any remedial action required as a result of contractual or quality performance issues.

- 4.1.4 The Committee shall make decisions regarding the review of commissioned services and business cases for changes to commissioning in line with the CCG detailed scheme of delegation (Chief Officer level).
- 4.1.5 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.
- 4.1.6 The Committee has delegated authority from the Governing Body with regard to all performance, quality and finance issues in line with the scheme of financial delegation (Chief Officer level).
- 4.1.7 The Committee will carry out the functions of the CCG Primary Care Commissioning Committee as an interim arrangement from 1st April 2015. Therefore the Chair of the Quality and Finance Committee will also Chair the Primary Care Commissioning Committee. Please refer to Annex A for the terms of reference relating to the functions of a Primary Care Commissioning Committee.

4.2 Objectives

- 4.2.1 The overall objectives of the Quality 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 Quality Assurance

- 4.3.1 The Committee shall review the establishment and maintenance of an effective system of quality assurance. 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, agreeing any action plans or recommendations as appropriate.
- 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
 - Quality and safeguarding assurance on the services commissioned by the CCG.

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
- Jointly commissioning services between the CCG and Local Authority
- The CCG's Quality, Innovation, Productivity and Prevention Plan
- The CCG's Commissioning for Quality and Innovation schemes
- The CCG's strategic work-streams
- The Quality Premium
- Adult and Children's Safeguarding
- Cost Improvement Plans (CIP) and Quality Impact Assessment (QIA)
- Other areas of significant risk to the achievement of quality and performance standards and financial balance

4.3.5 Review in accordance with the timetable, 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 and procurement plans in line with the CCG's scheme of financial delegation to ensure proposals take account of the quality, financial, sustainability and equality impact on the Vale of York population.

4.3.7 As part of its deliberations and recommendations the Committee will take into account the 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 Oversee the development of the Strategic and Operational Plans for the CCG under the direction of the Governing Body.

4.5.2 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.

- 4.5.3 Monitor the annual planning cycle and ensure that plans are in line with current local and national guidance and are appropriately consulted on.
- 4.5.4 Receive assurance and risk assess all areas of finance, performance and quality across all organisations, including information on serious incidents.
- 4.5.5 Receive assurance for the Commissioning for Quality and Innovation (CQUIN) scheme and Quality Premium.
- 4.5.6 Receive reports, reviews and assurance from relevant external agencies e.g. The Care Quality Commission.
- 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 Review quality impact assessments on provider's plans.

4.6 Training and Briefing

- 4.6.1 The Committee shall promote a culture in which performance, quality, financial management and contractual awareness is valued and encouraged.
- 4.6.2 The Committee shall promote the open and honest sharing of performance, quality and financial information through-out the organisation.
- 4.6.3 The Committee shall promote 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)
One other Lay Member (Deputy Chair)
2 GPs from the Vale of York Membership
Chief Clinical Officer
Chief Operating Officer
Deputy Chief Operating Officer
Chief Finance Officer
Deputy Chief Finance Officer
Chief Nurse

- 5.2 The Chair of the Audit Committee may also be asked to attend as appropriate, where the roles of both committees align, for example procurement. Clinical leads, any other deputies or members of staff may be asked to attend as required.

6. Quorum

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

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. Links to other Committees and Groups

9.1 Due to the nature of integrated governance, the work of the Committee dovetails with some functions of the Audit Committee. Both Chairs will work collaboratively to ensure that where objectives align, their work will complement rather than duplicate effort, bringing their own perspectives to agenda items.

9.2 The Committee will have a formal link any Primary Care Strategy Group established by the CCG. This group will be required to formally report to the Committee and each meeting.

9.3 The Committee shall establish task and finish groups as required in order to achieve its objectives.

10. Review of Terms of Reference

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

11. Review of Committee Effectiveness

11.1 The Committee shall undertake a review of its effectiveness at least annually.

11.2 The Committee shall be subject to any review of CCG committees as required.

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Updated by	Helen Sikora, Strategy and Assurance Manager
Comment	Updated sections: Section 4.3.6 - the inclusion of procurement Section 5.1 Membership and quorum Section 9 – an additional paragraph stating links to other committees (Audit and Primary Care), and the establishment of task and finish groups
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