

Corporate Finance Committee Terms of Reference

1. Introduction

The Corporate Finance Committee is established as a Committee of NHS Northumberland Clinical Commissioning Group's (the CCG) Governing Body in accordance with its constitution, standing orders and scheme of delegation.

These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Corporate Finance Committee and shall have effect as if incorporated into the group's constitution and standing orders.

2. Principal Function

The Corporate Finance Committee assists the Governing Body in its duty to act efficiently, effectively and economically. The committee oversees the current and projected financial position of the CCG and ensures cohesive and coordinated planning and effective delivery of the CCG's annual QIPP plan. It also assures the Governing Body that the CCG has sufficient capacity and capability to deliver its strategic objectives. The Corporate Finance Committee is not a decision making committee.

3. Membership

The membership of the committee will consist of:

- Lay Chair for corporate finance and patient and public involvement
- Lay Governor for audit and conflict of interest
- Clinical Director of Primary Care
- Business Director (Finance and Commissioning)
- Accountable Officer
- Chief Operating Officer
- Chief Finance Officer
- Director of Nursing, Quality and Patient Safety
- System Lead for Service Delivery
- Head of Contracting and Commissioning

Meetings will be chaired by the Lay Chair for corporate finance and patient and public engagement. In the absence of the chair the meetings will be chaired by the Lay Governor for audit and conflict of interest.

The chair has the responsibility to ensure that the committee obtains appropriate advice and uses all available evidence in the exercise of its functions.

CCG officers, employees and other individuals may be invited to attend all or part of meetings of the committee to provide advice or support a particular discussion.

4. Secretarial support

Secretarial support will be provided by the CCG's Business Support Team.

5. Quoracy and Decision Making

The Corporate Finance Committee is not a decision making committee. If the committee determine that a decision needs to be taken it will refer the issue to either the Governing Body or Clinical Management Board; dependant on the level of decision required and adhering to the CCG's Financial Scheme of Delegation.

Although not a decision making committee the meetings will require quoracy to ensure that issues can be fully discussed and appropriate recommendations made to either the Governing Body or the Clinical Management Board. Four members are needed for the meeting to be quorate, and must include at least the following:

- The Chair of the Committee must be the Lay Member for Finance and PPI or the Lay Member for Audit and Conflicts of Interest
- Either the Clinical Director of Primary Care or the Business Director (Finance and Commissioning)
- The Accountable Officer or Chief Operating Officer or the Chief Finance Officer
- Either the Director of Nursing, Quality and Patient Safety or the System Lead for Service Delivery

Generally it is expected that recommendations will be reached by consensus. Should this not be possible then a vote of members will be required. In the case of an equal vote the Chair of the meeting will have a second, and casting vote.

6. Frequency of meetings

Meetings of the Corporate Finance Committee will normally be monthly, not less than 10 times per financial year. There will be no more than 8 weeks between meetings. Members will be expected to attend each meeting.

In exceptional circumstances and where agreed in advance by the chair, members of the Corporate Finance 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.

7. Agendas and papers

The agenda for meetings of the Corporate Finance Committee will be set by the chair.

The agenda and papers for meetings of the Corporate Finance Committee will be distributed 3 working days in advance of the meeting. Items for the agenda should be notified to the chair 10 working days in advance of each meeting. The setting of

agendas for, and minutes of, each meeting should identify where discussion should rightly be recorded as being of a confidential or commercially sensitive nature.

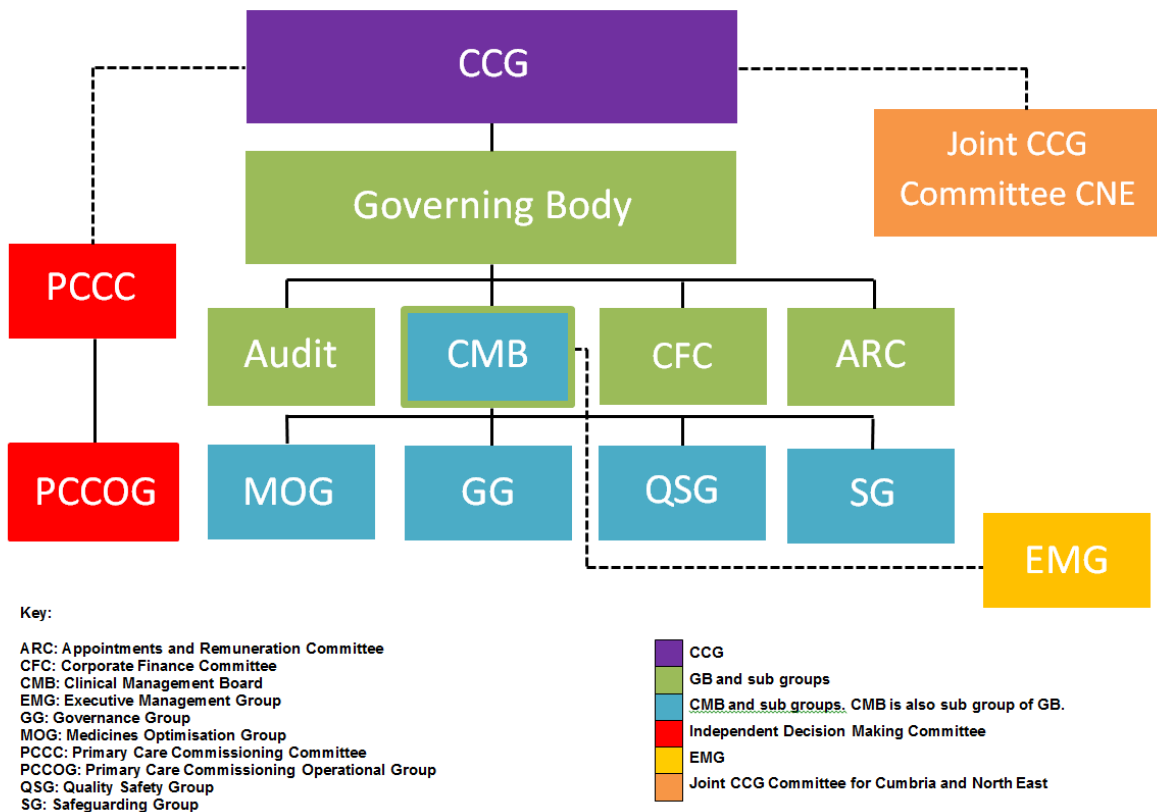
8. Remit and responsibilities

The Corporate Finance Committee is responsible for:

- **Strategy**
 - Oversee the development and implementation of sustainable system plans that will achieve financial targets including detailed QIPP plans
 - Ensure that the CCG continues to have sufficient capacity and capability to deliver its required outputs
 - Ensure that the CCG plans take full account of the Sustainability and Transformation programmes of work
- **Financial Performance**
 - Provide challenge on the CCG's current and projected financial position
 - Review the ongoing overall financial position of the CCG and provide assurance to the Governing Body that the projected outturn is deliverable
 - Monitor QIPP plan delivery and the implementation of disinvestment programmes
 - Make recommendations to either Governing Body or the Clinical Management Board (adhering to CCG's Financial Scheme of Delegation) after considering new QIPP plan proposals or the closure of schemes of no added value or when benefits have been realised
 - Perform QIPP Deep Dives into areas of emerging concern
 - Escalate areas of financial concern to Governing Body as required
 - Continually review risks, assurance and controls
- **Procurement**
 - Oversee the development and implementation of CCG procurements
- **Assurance**
 - Provide overall assurance to the Governing Body that the CCG's projected financial position and in-year QIPP programme is deliverable and that the CCG is adequately resourced in terms of workforce

9. Reporting arrangements

The CCG's governance organogram is below:



The Corporate Finance Committee reports to the Governing Body. The Committee will provide a report to the meeting of the Governing Body following each meeting, unless that meeting is within 10 working days of the committee in which case the committee will provide a report to the following meeting of the Governing Body.

Key points from the committee will be received formally at the next meeting of the Governing Body. Full minutes from the committee will be received by the Governing Body after they have been produced.

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

10. Authority

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

11. Conduct

All members of the Corporate Finance 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 and Declarations Interest which incorporates the Nolan Principles.

The Corporate Finance Committee will apply best practice when considering operational recommendations, and in particular it will ensure that recommendations are based on clear and transparent criteria.

12. Date of Review

The Corporate Finance Committee will review its performance, membership and 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.