

Wandsworth Clinical Commissioning Group

Finance Resource Committee – Terms of Reference

1. Introduction

The Finance Resource Committee (the Committee) is established by the Governing Body to ensure a robust financial strategy is in place and to oversee the organisation-wide system of financial management. It will work alongside the Audit Committee and Integrated Governance Committee to ensure financial probity in the CCG.

2. Authority

The Committee is authorised by the Governing Body to pursue any activity within these Terms of Reference and within the Scheme of Reservation and Delegation, including (without limiting the generality of the foregoing) to:

- a) seek any information it requires from CCG employees, in line with its responsibility under these terms of references and the Scheme of Reservation and Delegation
- b) require all CCG employees to co-operate with any reasonable request made by the Committee, in line with its responsibility under these terms of references and the Scheme of Reservation and Delegation
- c) review and investigate any matter within its remit and grants freedom of access to the CCG's records, documentation and employees. The Committee must have due regard for the Information Policies of the CCG, regarding personal health information and the CCG's duty of care to their employees when exercising its authority.

3. Remit and responsibilities of the Committee

The remit and responsibilities of the Committee are to:

- a. Keep under review strategic and operational financial plans and the current and forecast financial position of the CCG
- b. Oversee the arrangements in place for the allocation of resources and the scrutiny of all expenditure. This will include actual and forecast expenditure and activity on commissioning contracts.
- c. Consider and review the financial report to be presented to the Governing Body, incorporating financial performance against budget, financial risk analysis, forecasts and robustness of underlying assumptions.
- d. Provide assurance to the Governing Body and the Audit Committee of the completeness and accuracy of the financial information provided to the Governing Body.
- e. Consider and review any external financial monitoring returns and commentary.
- f. Ensure any financial improvement plan is monitored and reviewed and appropriate actions are taken.
- g. Review by exception performance report summaries and consider performance issues in so far as they impact on financial resource.
- h. Receive a monthly report on the progress of the QIPP plan
- i. Review, scrutinise and recommend business cases to the Governing Body.
- j. Review and agree or ratify procurement decisions as appropriate in accordance with Prime Financial Policies and the Scheme of Delegation and recommend to the Governing Body.
- k. Approve thresholds above which quotations or formal tenders should be obtained.
- l. Review and approve tender waivers or seek tenders from firms not on approved lists and ensure these are reported to the Audit Committee.

- m. Review the transition of financial resources and responsibilities from NHS Wandsworth to the inception of the CCG and related parties.
- n. Where appropriate provide recommendations and actions to the Governing Body.
- o. Where appropriate refer issues to other committees of the Governing Body.

4. **Membership**

The Committee shall be appointed by the Governing Body and will consist of:

Members:

- The Chair who will be a Lay Member
- The Chair of the Audit Committee who will be a Lay Member
- The Chief Officer
- A representative of Member Practices

In attendance:

- The Chief Finance Officer

If a member is unable to attend then a suitable delegate with appropriate authority should attend in their place. The executive lead officer for the committee is the Chief Finance Officer.

5. **Quorum**

The meeting will be quorate when [3] members are present, with the Chair [and Chief Finance Officer] also present.

5. **Reporting Procedures**

Formal minutes of meetings shall be recorded and will go to the Governing Body.

6. **Declarations of Interest**

If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been completed. All members will be expected to adhere to and comply with any relevant policy; including but not exclusive to Declarations of Interest and Anti-Bribery.

7. **Attendance and Administration**

In addition to the standing members of the Committee, any other Director or co-opted Governing Body Member may attend with the agreement of the Chair of the Governing Body.

8. **Frequency and notice of meetings**

Meetings shall be held monthly. A notice period of at least 14 days shall be given before the Remuneration Committee meets.

9. **Review**

These Terms of Reference will be reviewed after six months and on an annual basis thereafter. Any resulting changes to the terms of reference should be approved by the Governing Body.

10. **Transition**

It should be noted that until the CCG takes on full statutory responsibility (1st April 2013) the Committee will be operating in shadow form under the authority of NHS Wandsworth.