

CLACKMANNANSHIRE AND STIRLING HEALTH AND SOCIAL CARE PARTNERSHIP

INTEGRATION JOINT BOARD (IJB) FINANCE & PERFORMANCE COMMITTEE TERMS OF REFERENCE

Constitution

The IJB shall appoint the Committee. The Committee should agree the professional advisors it requires on a regular and ad-hoc basis. The Committee is required to review its terms of reference on an annual basis.

The Committee will normally meet 4 times per annum, however additional meetings would be scheduled on an ad-hoc basis as determined by the Chair. The Committee will be supported and serviced by the Chief Finance Officer and Senior Planning Manager. The Finance and Performance Committee will report to the Integration Joint Board.

The Committee will be held in private. Its considerations and recommendations will be reported to the Integration Joint Board thus becoming public in due course.

Chairperson

The Integration Joint Board shall appoint the Chair and Vice Chair of the Committee who will be voting members of the Integration Joint Board.

The Chair and Vice Chair of the Finance and Performance Committee shall not be the Chairs of either the Integration Joint Board or the Audit and Risk Committee.

The Chair and Vice Chair of the Finance and Performance Committee will rotate on a 2 yearly basis.

Membership

The Integration Joint Board shall appoint the membership of the Committee. It is proposed the membership consists of eight voting members with two being from each of Clackmannanshire Council and Stirling Councils and four being from NHS Forth Valley.

Substitutions for voting members will be permitted however substitutes will also require to be members of the Integration Joint Board.

The Chief Officer, Chief Finance Officer and Head of Strategic Planning and Health Improvement will normally attend the committee thus providing an explicit link to the Strategic Planning Group and strengthening the link between strategic and financial planning.

Quorum

50% of the voting members being present will constitute a quorum so long as a voting member from more than one constituent authority is present.

Functions Referred

The following functions of the Integration Joint Board shall stand referred to the Finance and Performance Committee –

1. Provide financial governance and scrutiny of the Strategic Commissioning Plan budget for the Integration Joint Board / Health and Social Care Partnership.
2. Review the draft annual IJB Business Case per the requirements of the Integration Scheme with recommendations to the Integration Joint Board.
3. Review the annual budgets proposals including options for service delivery and efficiency and savings proposals with recommendations to the Integration Joint Board taking into account assessed risk in relation to performance.
4. Ensure that the senior management team maintain effective controls within their services which comply with financial procedures and regulations.
5. Provide oversight and scrutiny of efficiency and savings programmes and, where required, budget recovery plans including relationship with activity and performance and alignment with the Strategic Commissioning Plan priorities.
4. Consider and review the Integration Joint Board's financial strategy in support of the strategic commissioning plan and recommend approval to the Integration Joint Board.
5. Receive reports in new and emerging national policy developments related to health and social care and consider any impact on the financial position.
6. Maintain and oversight and scrutiny role in relation to overall performance of the Partnership against the Strategic Plan, National Outcomes/ Local Delivery Plan / relevant national targets and the emergent locality plans.
7. Review key performance indicators and targets in respect of the scrutiny function and to assure continuous improvement in delivery of key performance indicators.
8. Receive and consider service performance reviews and, where appropriate, provide assurance on these to the Integration Joint Board.