

**Terms of Reference**

<b>Title:</b>	<b>Finance and Information Group</b>
<b>Date approved:</b>	
<b>Approving body:</b>	Governing Body
<b>Review date:</b>	September 2018
<b>Introduction:</b>	<p>The Finance and Information Group (FIG) has delegated authority from the Governing Body to monitor and review budgets and activity and their delivery against plan, ensuring the reporting of all deviations and respective corrective action to the Governing Body. The FIG will be responsible for monitoring delivery against the QIPP and financial recovery plans including triangulating activity, contractual and financial information. The FIG will ensure risks to the plans are reviewed including the impact and mitigations.</p> <p>The FIG will also oversee the financial planning process, agreeing the financial plan assumptions and principles.</p>
<b>Membership:</b>	<p>The Lay Member of the Governing Body, with a lead role in overseeing Financial Management and Audit, will chair the FIG. The membership shall be as follows:</p> <ul style="list-style-type: none"> <li>• Lay Member lead for Finance (Chair)</li> <li>• Clinical Lead (or designate) of the CCG</li> <li>• <b>Chief Officer</b></li> <li>• Deputy Chief Finance Officer</li> <li>• NNE Information and Contract Analyst</li> <li>• Deputy Chief Officer</li> <li>• Director of Operations</li> <li>• Director of Contracting</li> </ul> <p>In addition, the FIG may wish to consider attendance by others internal or external to the CCG.</p>
<b>Attendance:</b>	<p>Members are expected to attend meetings. In the event that they cannot attend, information must be provided to a deputy.</p> <p>In the event of the Chair of the FIG being unable to attend all or part of the meeting, he or she will nominate a replacement from within the membership to deputise for that meeting.</p>
<b>Secretary:</b>	The Secretary will be responsible for supporting the Chair in the management of the Finance and Information Group's business.

<b>Deputies:</b>	Nominated deputies required. There should be no more than two nominated deputies for the meeting to be quorate.
<b>Chair:</b>	Lay Member - Financial Management & Audit
<b>Quorum:</b>	The quorum necessary for the transaction of business will be a minimum of 4 of the above members. One or other of the Lay Member (Chair) or the Clinical Lead shall be in attendance for quoracy.
<b>Frequency of Meetings:</b>	Meetings shall be held on a monthly basis. Agenda and supporting papers will be circulated at least seven days in advance of the meetings. The Chair will agree the agenda prior to the meeting. Minutes (that may be in the form of Action Notes) will be taken at all meetings and circulated to members of the Group within 10 days of the meeting. The minutes will be agreed by the FIG at the following meeting.
<b>Rules for Meetings and Proceedings:</b>	Minutes and other appropriate reports will be provided to the NNE CCG Governing Body. These will be under the 'for information section'. Any key issues identified by the FIG will be incorporated into the Finance or Activity Reports presented to the Governing Body.
<b>Responsibility:</b>	<p>The FIG has delegated authority from the Governing Body to monitor and review budgets and activity and their delivery against plan, ensuring the reporting of all deviations and respective corrective action to the Governing Body. The FIG will be responsible for monitoring delivery against the QIPP and financial recovery plans including triangulating activity, contractual and financial information. The FIG will ensure risks to the plans are reviewed including the impact and mitigations. The FIG will also oversee the financial planning process, agreeing the financial plan assumptions and principles.</p> <p>Specifically the FIG will:</p> <ul style="list-style-type: none"> <li>• Ensure short and long-term financial plan principles and assumptions are consistent with NHS England requirements and service plans and strategies.</li> <li>• Receive regular updates on financial plans and key milestones and support the development of opportunities to address identified gaps.</li> <li>• Receive and discuss the draft monthly Financial Performance Report and monthly Activity Report prior to presentation to Governing Body.</li> <li>• Receive monthly updates on Greater Nottingham Turnaround initiatives and review performance against priorities and scheduled delivery prior to presentation to Governing Body.</li> <li>• Review and triangulate activity, contractual and financial information in assessing risks and making recommendations to the Governing Body</li> <li>• Review risks of under-delivery in the Turnaround plan and consider mitigating actions in relation to realignment of the plan in order to meet targets.</li> <li>• Agree any proposed changes to the Practice budget setting methodology (including prescribing) and ensure suitable arrangements are in place to monitor performance.</li> <li>• Consider all other financial, activity and information issues affecting the CCG and its member practices as deemed appropriate.</li> </ul>
<b>Relationship with</b>	The minutes of the FIG meetings will be submitted to the CCG Governing

<b>Governing Body and Sub-Groups</b>	Body. Time limited sub groups/committees may be established by the FIG for consideration of topic specific issues and these will report into FIG in the normal way.
<b>Declarations of Interest:</b>	All members of the FIG will be required to complete a declaration of interest form and report issues as they arise in accordance with the CCG Conflict of Interest Policy.  At the beginning of each meeting members will be required to declare a personal interest if it relates to a particular issue under consideration. Any such declaration will be formally recorded in the minutes of the meeting. The Chair will then make a decision about the member's participation in the discussion in accordance with the CCG Conflict of Interest Policy. If the conflict is felt to be substantial then that member may be asked to leave the meeting by the chair for the duration of that item only.
<b>Conduct:</b>	The FIG will conduct its business in accordance with the codes of conduct set out for all Governing Body members and good governance practice as laid out in the Constitution.
<b>Duties – Standing Agenda Items</b>  • <b>Every meeting:</b>	<u>Administration:</u> <ul style="list-style-type: none"> <li>• Welcome and Apologies for absence</li> <li>• Declaration of Interests</li> <li>• Minutes of the last meeting</li> <li>• Matters Arising Action Log</li> <li>• Any other Business</li> </ul>
<b>Accountability:</b>	NHS Nottingham North and East CCG Governing Body
<b>Review of Terms of Reference:</b>	The FIG Terms of Reference will be reviewed on an annual basis from the date that they were approved by the CCG Governing Body.