



Integration Joint Board

Finance, Performance and Quality Committee

Terms of Reference

(All Integration Joint Board Committee meetings must be conducted in accordance with the Integration Joint Board Standing Orders)

1. Purpose

- 1.1 The Integration Joint Board Finance, Performance and Quality Committee is identified as a committee of the Integration Joint Board.
- 1.2 The committee will maintain oversight of those areas of business as specified by the Integration Joint Board:
 - **Finance/Delegated Budget**
 - **Performance and Business Intelligence**
 - **Quality Assurance**

2. Remit

- 2.1 This committee will approve its Terms of Reference for approval by the Integration Joint Board.
- 2.2 The committee will develop a full committee report to the Integration Joint Board once a year to be presented by the Chair or Vice Chair of the committee.
- 2.3 Under the remit of this committee, it will:
 - **Finance/Delegated Budget**

- Scrutinise and discuss the annual delegated budget and financial reports
 - Ensure the value of contracts and directions balances with the delegated budget
 - Provide assurance and advice, and make recommendations, to the Integration Joint Board in relation to the delegated budget
 - Oversee development of the financial plans for the Integration Joint Board
- **Performance and Business Intelligence**
 - Oversight of the delivery of the Integration Joint Board Strategic Commissioning Plan
 - Oversight of performance against the National Health and Wellbeing Outcomes
 - Recommend approval of the Annual Performance Report to the Integration Joint Board
 - Make recommendations and provide advice to the Integration Joint Board on performance management
 - Ensure adherence to the agreed Integration Joint Board Performance Management Framework
 - Provide assurance to the Integration Joint Board on Performance
 - **Quality Assurance**
 - Seek assurance with regard to the quality of the implementation of those directions issued by the Integration Joint Board.
 - Provide the Integration Joint Board with assurances in relation to quality
 - Seek assurance on the quality of contract management

3. Membership

3.1 This committee will consist of the following:

Voting Members:

- Chair (either NHS or Local Authority Voting Member)
- Vice Chair (either NHS or Local Authority Voting Member)
- 2 x NHS Voting Member
- 2 x Local Authority Voting Member

Advisory Members:

- Lead Officer –Deputy Chief Officer/Chief Operating Officer
- Third Sector Representative
- Service User Representative

Supporting Officers:

- Finance Officer
- Performance and Intelligence Officer
- Strategic Planning and Commissioning Officer
- Governance/Standards Officer

3.2 All committee members will be appointed by the Integration Joint Board.

3.3 Any Integration Joint Board voting member may act as a substitute on a committee for another Integration Joint Board voting member.

3.4 A deputy can attend a committee on behalf of an advisory member with prior agreement of the committee Chair.

4. Quorum

4.1 The following members require to be in attendance at each meeting of the committee:

- 3 x Integration Joint Board Voting Members
- Lead Officer or their nominated supporting officer

4.2 If a quorum is not present, the meeting will stand adjourned to such a date and time as may be agreed by the Chair/Vice Chair.

5. Attendance at Meetings

5.1 A member will be regarded as being present at a committee meeting if they are able to participate from a remote location via Microsoft Team or other communication link.

5.2 Members are expected to attend each meeting of the committee or to nominate a deputy unless there are exceptional circumstances that would prevent attendance. These should be communicated to the Chair/Vice Chair.

5.3 The committee may co-opt additional advisory members as required.

6. Schedule of Meetings

- 6.1 This committee will meet 4 times per year.
- 6.2 Committee meeting dates will be agreed by the Integration Joint Board on an annual basis.
- 6.3 Additional committee meeting dates can be called by the Chair/Vice Chair.

7. Reporting and Arrangements

- 7.1 Minutes of the previous committee meeting are to be presented and approved by the next meeting of the committee.
- 7.2 Thereafter, approved committee minutes will be circulated to Chairs/Vice Chairs and members of other committees.
- 7.3 Approved minutes of all committees will be submitted to the next meeting of the Integration Joint Board for noting.

8. Support

- 8.1 Administrative support to the committee will be provided by the Health and Social Care Business Support Team.

9. Agenda and Reports

- 9.1 Responsibility of the preparation of Agenda and Reports for meetings rests with the Lead Officer for the committee.
- 9.2 An agenda setting for the committee will be held approximately 4 weeks prior to the meeting
- 9.3 A pre-meet for the committee will be held approximately 2 weeks prior to the meeting
- 9.4 All Reports will be distributed electronically by the Health and Social Care Business Support Team one week prior to the date of the meeting.

10. Review

- 10.1 This document will be reviewed by the committee every 2 years and presented to the Integration Joint Board for approval.

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