



## **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 monitor and review 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 Agree a form of words re Committee Chair discussions to avoid duplication.~~

~~2.4.2.3~~ Under the remit of this committee, it will:

- **Finance/Delegated Budget**

- Scrutinise and discuss the annual delegated budget and financial reports
- ~~Ensure financial balance (monitoring plans to achieve financial balance) (monitoring finances in relation to directions)~~
- 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~~Integration Joint Boards performance against the National Health and Wellbeing Outcomes~~
- 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 arrangements
- Monitor and review adherence to the agreed Integration Joint Board Performance Management Framework
- Provide assurance to the Integration Joint Board on Performance

Formatted: Font: (Default) Arial, 12 pt

- **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 aspects 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:**

- Chief 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 as well as the Health and Social Care Business Support Team.

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.

DRAFT