

BARNSELY PLACE FINANCE, PERFORMANCE AND EFFICIENCY GROUP**Terms of Reference**

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VERSIONS

Date	Version	Comments	Author
22 July 2022	1	Initial draft for feedback and comments Comments and feedback	Roxanna Naylor Jamie Wike
23 Sept 2022	1.1	Updated to reflect comments from partners	Roxanna Naylor
16 Nov 2022	1.2	Updated to reflect conversations at first meeting with Directors of Finance from across place	Roxanna Naylor

TERMS OF REFERENCE FOR BARNSELY PLACE FINANCE, PERFORMANCE AND EFFICIENCY GROUP

1	Name of GROUP/COMMITTEE	The Barnsley Place Finance, Performance and Efficiency Group is established as and operates as a sub group of the Barnsley Place Partnership Board ('the Board').
2	General	<p>These terms of reference set out the remit, responsibilities, membership and reporting arrangements of the Finance, Performance and Efficiency Group, and may only be changed with the approval of the Board. The Finance, Performance and Efficiency Group has no executive powers, other than those specifically delegated in these terms of reference.</p> <p>The ICB is part of the South Yorkshire Integrated Care System, which has four core purposes:</p> <ul style="list-style-type: none"> • improve outcomes in population health and healthcare • tackle inequalities in outcomes, experience, and access • enhance productivity and value for money • help the NHS support broader social and economic development.
3	Reports to	Barnsley Place Partnership Board (when conducting partnership Business)
4	Purpose	Operationally responsible for the conduct and delivery of matters of the Barnsley Partnership Board developing a plan for financial sustainability and supporting delivery of the health plan and place/ICB strategy.
5	Remit and responsibilities	<p>The Finance, Performance and Efficiency Group is responsible for:</p> <ul style="list-style-type: none"> • Developing a place financial strategy for the medium/long term to deliver financial sustainability with appropriate monitoring and reporting arrangements, with the group to identify opportunities to be agreed by the Partnership that are linked to the strategy and plan of the Place Partnership. • Providing the partnership and the ICB place Committee with a transparent overview of the financial position (cost base) across Barnsley with an open book approach. • Developing and agree the place budget and activity plan, recognising the statutory body status and governance arrangements within each organisation of the partnership. • Understanding, monitoring, measuring, and reporting actions on Barnsley Place constitutional and other required performance metrics. • Establishing and developing operational plans in line with NHS England planning requirements. • Identify through benchmarking and an improvement lens the development of potential efficiency, productivity gains and elimination of waste opportunities with targeted work programmes across place and system to support financial sustainability.

		<ul style="list-style-type: none"> Supporting the programme workstreams to develop and monitor the outcome and activity objectives within plans, ensuring impact assessments are undertaken and clear outcomes are included within any programme of work. This includes reviewing all proposed plans and providing direction and support as required to programme leads. Monitoring all programmes against the delivery and outcome milestones. Ensuring lessons learnt from the development and implementation of programmes of work are captured and reported across the partnership.
6	Members	<p>The Members of the Finance, Performance and Efficiency Group are:</p> <p>Chair - To be agreed on a rotational basis Chief Finance Officer, Barnsley Place, ICB Chief Operating Officer, Barnsley Place, ICB Nominated Performance, Intelligence, and business support representative Director of Finance - Barnsley Hospital NHS foundation Trust Director of Finance – South West Yorkshire Partnership Foundation Trust Director of Finance – Barnsley Metropolitan Borough Council</p>
7	Attendees	<p>Other officers may request or be requested to attend the meeting when matters concerning their responsibilities are to be discussed or they are presenting a paper.</p> <p>The Chair may invite such other attendees to attend any meeting as the Chair considers appropriate.</p>
8	Deputies	<p>With the permission of the Chair, Members of group may nominate a deputy to attend a meeting that they are unable to attend. Members should inform the Chair of their intention to nominate a deputy and should ensure that any such deputy is suitably briefed and qualified to act in that capacity. The deputy may speak on their behalf and will count towards the quorum.</p>
9	Chair	<p>The meetings will be run by the Chair (as noted in paragraph 6 above). If the Chair is absent or is disqualified from participating by a conflict of interest, another member of the Finance, Performance and Efficiency Group shall be chosen by the members present, or by a majority of them, and shall preside.</p>

10	Quoracy	<p>No business shall be transacted unless at least one member from each partner organisation or nominated deputy of the membership (which equates to 4 individuals) are present, with at least one representative from each partner.</p> <p>Members of the Finance, Performance and Efficiency Group may participate in meetings by telephone, video or by other electronic means where they are available and with the prior agreement of the Chair. Participation by any of these means shall be deemed to constitute presence in person at the meeting.</p>
11	Conduct of meetings	<p>It is expected that recommendations and actions will be reached by consensus.</p> <p>Should this not be possible, at the discretion of the Chair, the matter will be:</p> <ul style="list-style-type: none"> • Escalated to the Place Partnership Board for resolution.
12	Frequency of meetings	<p>Meetings of the Finance, Performance and Efficiency Group will be held monthly (to be reviewed after 6 months).</p> <p>In addition, working groups will be established to support the Finance, Performance and Efficiency Group to deliver its objectives as set out by the partnership.</p> <p>In emergency situations the Chair may call a meeting with five days' notice by setting out the reason for the urgency, but this is expected to be by exception only.</p>
13	Urgent decisions	<p>The Finance, Performance and Efficiency Group will make recommendations to the Place Partnership Board and is not a decision making group.</p>
14	Admission of the press and public	<p>Meetings of the Finance, Performance and Efficiency Group will be held in private.</p>
15	Declarations of interest	<p>If any Member has an interest, financial 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 act in accordance with the ICB's Conflicts of Interests Policy. Subject to any previously agreed arrangements for managing a conflict of interest, the chair of the meeting will determine how a conflict of interest should be managed. The chair of the meeting may require the individual to withdraw from the meeting or part of it. The individual must comply with these arrangements, which must be recorded in the minutes of the meeting.</p>

16	Support to the Finance, Performance and Efficiency Group (FPEG)	<p>Administrative support will be provided to the Finance, Performance and Efficiency Group by administrative officers of the ICB. This will include:</p> <ul style="list-style-type: none"> • Agreement of the agenda with the Chair, taking minutes of the meetings, keeping an accurate record of attendance, key points of the discussion, matters arising and issues to be carried forward; • Maintaining an on-going list of actions, specifying Members responsible, due dates, and keeping track of these actions; • Sending out agendas and supporting papers to Members five working days before the meeting. • Drafting minutes for approval by the Chair within five working days of the meeting and then distribute to all attendees following this approval within 10 working days; and • An annual work plan to be updated and maintained on a quarterly basis.
17	Authority	<p>The Finance, Performance and Efficiency Group is authorised to investigate any activity within its terms of reference.</p> <p>The Finance, Performance and Efficiency Group is authorised to commission any reports or surveys it deems necessary to help it fulfil its obligations with the approval of the Place Partnership Board.</p> <p>The Finance, Performance and Efficiency Group is authorised to obtain legal or other independent professional advice and secure the attendance of advisors with relevant expertise if it considers this is necessary with prior approval from the Place Partnership Board. In doing, so, the Finance, Performance and Efficiency Group must follow procedures put in place by partner organisations or the ICB or for obtaining legal or professional advice.</p> <p>The Finance, Performance and Efficiency Group is authorised to create working groups as are necessary to fulfil its responsibilities within its terms of reference but may not delegate powers delegated to it within these terms of reference.</p>

18	Reporting	<p>The Finance, Performance and Efficiency Group shall submit a highlight report to each Place Partnership Board meeting.</p> <p>The Chair shall draw to the attention of the Place Partnership Board any significant issues or risks relevant to the partnership or ICB.</p> <p>The Finance, Performance and Efficiency Group will also:</p> <ul style="list-style-type: none"> • Provide assurance reports to the Place Partnership Board when carrying out business relating to the delivery of the tasks and functions delegated to it • Seek decisions and approvals from the Place Partnership Board when carrying out on all matters not delegated to the Finance, Performance and Efficiency Group • Communicate matters requiring a coordinated response from partners to the Barnsley Place Partnership Delivery Group or its workstreams
19	Conduct of the Group	<p>All Members will have due regard to and operate within the Constitution of partner organisations, the ICB, standing orders, standing financial instructions and other financial procedures.</p> <p>Members will abide by the 'Principles of Public Life' (The Nolan Principles) and the NHS Code of Conduct.</p>
20	Amendments	<p>These terms of reference set out the remit, responsibilities, membership and reporting arrangements of the Finance, Performance and Efficiency group and may only be changed with the approval of the Place Partnership Board.</p>
21	Review date	<p>These terms of reference shall be reviewed initially six months following date of implementation and annually thereafter.</p>