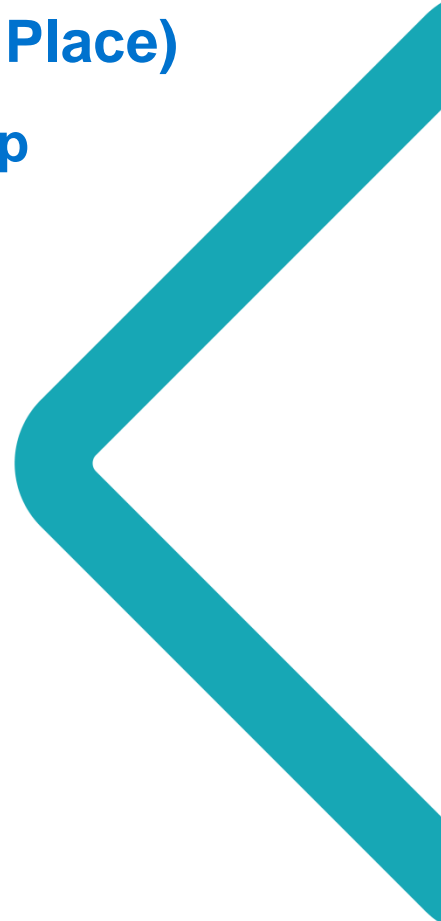


NHS Cheshire & Merseyside (Wirral Place)

Finance, Investment & Resources Group

Draft Terms of Reference

November 2022



Document revision history

Date	Version	Revision	Comment	Author / Editor
1/9/22	1.0	Initial ToRs		
18/10/22	2.0	Revised ToRs	Revised update after sharing for comments. Further comments invited in 1 st group meeting	Martin McDowell
4/11/22	2.1	Revised ToRs	Addition of section 2.14 to include risk monitoring and reporting arrangements	Martin McDowell
7/11/22	2.2	Revised ToRs	Confirmation that Pharmacy support should be SME rather than member of group	Martin McDowell

Review due
March 2023

Introduction

NHS Cheshire and Merseyside Integrated Care Board (C&M ICB) has been established to

- 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

The Wirral Place Based Partnership Board has been established to support the delivery of the ICB objectives and:

- to provide strategic oversight, consultation, and ownership of the place partnership model of delivery to achieve the objectives of the Wirral place based partnership to improve the health and wellbeing of the Wirral population.
- to utilise existing contractual frameworks and the Section 75 agreement between the statutory organisations to transform the way in which health and care services are delivered and services are integrated.
- To contribute and be responsible for the Wirral place plan aligned with the joint health and wellbeing strategy.

1. Purpose


The group will oversee financial delivery and provide assurance on the arrangements in place for financial control and value for money across the system.

The group will assist Wirral Place Based Partnership Board to achieve its objectives to improve the health of the Wirral population in a sustainable manner. The group will also provide strategic oversight of the financial resources of the partner organisations in the Wirral Place based Partnership. The group will support the development and delivery of the Wirral Partnership financial plan, reflecting the strategic direction of the Partnership and provide advice to the Partnership Board to support effective and efficient system decision making as appropriate.

2. Responsibilities and duties

The group will fulfil its purpose by:

- 2.1 Applying the principles for financial operations and management within Wirral and through making recommendations for financial priorities including:
 - Delivery of long-term system financial sustainability and year on year system financial balance
 - Identifying and developing risk and gain share options
 - Resource distribution and funds flow arrangements
 - Capital, investment and digital investment priorities
 - Strategic estates considerations

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- 2.2 Securing assurance, oversight, and any action to ensure delivery of the system financial plan
 - 2.3 Enabling development of a financial and investment strategy in support of the Wirral system clinical strategy including:
 - Aligning financial performance to quality and activity and workforce standards.
 - Reviewing the allocation of resources to organisations taking account of the strategic objective of reducing health inequalities, improving health outcomes and supporting financial sustainability.
 - Considering the road map for resource distribution across the system to support both place and provider collaboration design over the medium term.
 - 2.4 Identify, evaluate, and provide a regular report on financial performance against plans and other resource risk across the Partnership, including monitoring the system performance dashboard, and recommending any mitigating actions as required.
 - 2.5 Provide oversight to the development of the Better Care Fund and Section 75 agreement, to expand in line with the place strategy.
 - 2.6 Monitor the performance of the collaboration agreement (section 75) made between partners and to work with the integrated commissioning group (JHCCEG) to develop recommendations.
 - 2.7 Identify opportunities to shift / release resources to ensure the Wirral Pound (£) and resources of the Partnership are used effectively to further the Place Partnership Plan, using population health intelligence and horizon scanning.
 - 2.8 Develop and provide financial and other resource modelling information for the Wirral Pound (£) at the request of the Partnership Board in relation to the broader Place Partnership priorities.
 - 2.9 Evaluate and recommend decisions to be made by the Partnership Board which have a material impact on the resources of the Partnership or any Partners.
 - 2.10 Provide evaluation to the Partnership Board on system sustainability.
 - 2.11 Establish the financial framework and principles against which proposals for service change within the Partnership are developed.
 - 2.12 Advise on the development of mechanisms for risk/gain share amongst Place Based Partnership member organisations, taking account of financial consequences incurred by all member organisations.
 - 2.13 Review progress of savings plans and ensure that impact on all partners is understood, and risks reflected appropriately.

- 2.14 Receive reports from partners highlighting key risks and response plans, and to review the measures identified to manage those risks. Recommend escalation of risks to appropriate statutory risk governance boards (including organisational risk registers) as required.
- 2.15 Develop an annual workplan to reflect the requirements of partners responsibilities.
- 2.16 Have regard to potential impact of other financial and commissioning decisions which may have an impact on the Wirral Borough area.

The group will advise and make recommendations to the Place Based Partnership Board, having taken account of proposals and recommendations identified by other key groups, including the Wirral Provider Partnership.

3. Delegated Powers and Authority

The group will act within the authority of the C&M Integrated Care Board and wider representative partners, covering the scope of its remit through regular reporting, discussions, investigations and action.

4. Meeting Arrangements

4.1 Members

- Associate Director of Finance and Performance, Wirral Place, C&M ICB. (Chair)
- Deputy Chief Finance Officer, Wirral Place, C&M ICB.
- Director of Finance – Wirral Borough Council.
- Associate Director of Quality and Safety Improvement, Wirral Place, C&M ICB.
- Associate Director of Transformation and Partnerships, Wirral Place, C&M ICB.
- Head of Primary Care and Partnerships, Wirral Place, C&M ICB.
- Chief Finance Officer, Wirral University Hospital NHS Foundation Trust.
- Chief Finance Officer, Wirral Community Health and Care NHS Foundation Trust.
- Director of Business and Value, Cheshire & Wirral Partnership Foundation NHS Trust.
- Experienced representative from Wirral Community, Voluntary or Faith Sector.
- Assistant Director of Contracts and Performance, Wirral Place, C&M ICB.

Notified, named deputies to support attendance and participation is encouraged on the basis that they can act with delegated authority.

4.2 Additional attendees

The group may invite representatives from the wider system, ICB, ICS, NHSE/I region, MLCSU or supporting staff such as secretariat, governance, performance, direct commissioning, local authority, or transformation colleagues as required to support discussions. This will extend to relevant subject matter experts to discuss wider resource issues including pharmaceutical, digital, estates, sustainability, and workforce.

4.3 Leadership

The Group is Chaired by the Associate Director of Finance, Wirral Place and a Deputy Chair will be established during the first meeting

4.4 Quorum

Decision making will be governed through the respective organisational schemes of delegation and reservation. It is envisaged that the group will make recommendations to the Wirral Place Based Partnership Board. For a meeting to be quorate, at least 50% of the membership must be present including at least one representative from CM ICB or WBC and at least one representative from NHS providers.

It is not envisaged that voting will be either necessary or encouraged.

4.5 Frequency

The group shall meet monthly and will have a least 9 meetings each year.

On occasion it may be necessary to arrange extraordinary meetings at short notice. In these circumstances the Chair will give as much notice as possible to members.

Meetings will not, usually, be open to the public and will have the ability to schedule meetings as either face to face or electronically.

Papers for the meeting will be issued ideally one week in advance of the date the meeting is due to take place and no later than four working days.

The meeting will be administered by a member of the Wirral Place Based Corporate Support Team.

4.6 Format

An agenda for each meeting will be agreed with the Chair. Periodic calls for items supporting discussion will also be made from the membership.

It is anticipated that the meeting may initially have both a business and developmental focus as it is established and defines its role. Sufficient time will be allocated to items to enable full exploration of issues, constructive challenge, and reflection.

Advice, opinion, and engagement may be sought from amongst the membership outside of the regular meetings, either as a group or on an individual basis.

4.7 Reporting

The outputs of the group will be reported to the Wirral Place based Partnership Board and to the C&M Finance, Investment and Resources Committee by exception as required.

Meeting paperwork and content can be shared within the system finance community and with relevant colleagues particularly to gain an understanding of qualitative issues.

5. Conduct

All members are required to make open and honest declarations of the interest at the commencement of each meeting or to notify the Chair of any actual, potential, or perceived conflict in advance of the meeting.

All members are required to uphold the Nolan Principles and all other relevant NHS Code of Conduct requirements.

6. Review

The scope, purpose, performance, and role of the group will be reviewed at least annually. The first review will be scheduled for March 2023.