

# **NHS GM Stockport Locality Financial Recovery Group Terms of Reference**

(Version May 2023)

## **1. Authority**

The Group has been established and will report to the ONE Stockport Health and Care Board. The Group is authorised by the ONE Stockport Health and Care Board to:

- Investigate any activity within its terms of reference.
- Seek any information it requires within its remit.
- Commission any reports it deems necessary to help fulfil its obligations.
- Create task and finish sub-groups to take forward specific programmes of work as considered necessary by the Group's members.

## **2. Purpose**

The Group shall

- Develop, implement and monitor a recovery plan for the NHS GM Stockport locality.
- Review proposed investments and make a recommendation to locality board
- Consider and discuss performance issues escalated from the Performance, Improvement and Assurance group

## **3. Membership and attendance**

Financial recovery will require a system approach and membership of the Group reflects this requirement. The Group will be clinically led with the following membership:

- Associate Medical Director (Chair)
- NHS GM Locality Mental Health Commissioner
- NHS GM Locality Primary Care Commissioner
- NHS GM Locality Prescribing Lead
- NHS GM Locality Community Services Commissioner
- NHS GM Locality Urgent Care Commissioner
- NHS GM Locality Associate Director of Quality
- Adult and Social Care Representative
- Stockport Foundation Trust Representative
- Stockport Council Finance
- NHS GM Locality Finance
- General Practice Representative
- Deputy Place Based Lead (Vice Chair)

## **Chair**

The Chair will be responsible for agreeing the agenda and ensuring matters discussed meet the objectives as set out in these ToR.

## **Attendees**

Only members of the Group have the right to attend Group meetings. Other individuals may be invited to attend all or part of any meeting as and when appropriate to assist it with its discussions on a particular matter.

## **Attendance**

Where a member of the Group is unable to attend a meeting, a suitable alternative may be agreed with the Chair.

## **4. Meetings quoracy and decisions**

The Group will meet monthly. Additional meetings may take place as required.

### **Quorum**

For a meeting to be quorate a minimum of 5 members is required, including the Chair or Vice Chair.

If any member of the Group has been disqualified from participating in an item on the agenda, by reason of a declaration of conflicts of interest, then that individual shall no longer count towards the quorum.

If the quorum has not been reached, then the meeting may proceed if those attending agree, but no decisions may be taken.

### **Decision-making and voting**

The Group will ordinarily reach conclusions by consensus. When this is not possible the Chair may call a vote. Only members of the Group may vote. Each member is allowed one vote and a majority will be conclusive on any matter. Where there is a split vote, with no clear majority, the Chair of the Group will hold the casting vote.

If a decision is needed which cannot wait for the next scheduled meeting, the Chair may conduct business on a 'virtual' basis using telephone, email, or other electronic communication. Where any such action has been taken between meetings, then these will be reported to the next meeting.

## **5. Responsibilities of the Group**

These include:

- Produce a NHS GM Stockport locality financial recovery plan (2-3 year plan) detailing in-year and recurrent savings which will bring the locality financial position into financial balance as well as supporting the financial sustainability of NHS GM.
- The Group will monitor the implementation and delivery against each financial recovery scheme and identify and implement mitigations, including identifying new schemes, when a scheme is at risk of not delivering savings as planned.
- Consider lessons learnt and reflect these in future planning and delivery mechanisms.
- The Group will ensure that Quality Impact Assessments (QIA) and Equality Impact Assessments (EIA) are completed, and a process is in place to regular monitoring the impact of implementing saving schemes.
- Review investment proposals and make a recommendation to locality board
- Consider and discuss any performance issues escalated from the Performance, Improvement and Assurance group

## **6. Behaviours and conduct**

Members will be expected to conduct business in line with the NHS GM Standards of Business Conduct Policy.

## **7. Conflicts of interest**

In discharging duties transparently, conflicts of interest must be considered, recorded, and managed. Members should have regard to both the NHS GM policies and national guidance on managing conflicts of interest.

All potential conflicts of interest must be declared and recorded at the start of each meeting.

If the Chair considers a conflict of interest exists, then the relevant person must not take part in that item, and the Chair may require the affected member to withdraw at the relevant point.

## **8. Equality and diversity**

Members must demonstrably consider the equality and diversity implications of decisions they make.

## **9. Accountability and reporting**

The Group will report directly to the ONE Stockport Health and Care Board by regularly providing a summary report to the ONE Stockport Health and Care Board detailing development, implementation, and delivery against the financial recovery plan.

## **10. Secretariat and Administration**

The Group shall be supported with a secretariat function which will include ensuring that:

- Attendance of those invited to each meeting is monitored and those that do not meet the minimum attendance requirements are highlighted to the Chair.
- Preparation, collation, and circulation of papers in good time.
- Good quality minutes are taken and agreed with the Chair so that a record is kept of matters arising, action points and issues carried forward.
- The Chair is supported to prepare and deliver reports to the ONE Stockport Health and Care Board.
- Action points are taken forward between meetings and progress against those is monitored.

## **11. Review**

These terms of reference will be reviewed at least annually and more frequently if required. Any proposed amendments to the terms of reference will be submitted to the ONE Stockport Health and Care Board for approval.