

Appendix 1

Stockport System Finance Group Terms of Reference

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.

For the avoidance of doubt the group will comply with the ICB Standing Orders, Standing Financial Instructions, and the SoRD.

2. Purpose

The Group has been established in order to support financial improvement and value for money. This will be delivered through the implementation of commissioning intentions to improve population health and reduce demand for health and care services.

3. Membership and attendance

Financial sustainability will require a system approach and membership of the Group reflects this requirement.

- Associate Medical Director
- Associate Director of Primary and Community Care and Medicines Optimisation
- Associate Director of Quality
- Adult and Social Care Representative
- Stockport Foundation Trust Director of Finance
- Stockport Council Section 151 Officer (Vice Chair)
- NHS GM Associate Director of Finance (Chair)
- General Practice Representative
- Deputy Place Based Lead Associate Director Delivery and Transformation
- Stockport Foundation Trust Director of Operations

- Pennine Care Director of Finance

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:

- Support the Stockport system to deliver the best possible outcomes for patients, financial improvement, and value for money by receiving service reviews using the NHS Greater Manchester Commissioning Framework to support decision making.
- Identify system financial risks and opportunities including the impact of any changes to NHS and social care financial regimes.
- Support the development of system savings schemes, considering impact, delivery and feasibility.
- Ensure Stockport system sustainability improvement work aligns and complements NHS Greater Manchester work avoiding duplication.
- 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.

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.