APPENDIX 6

NHS GREATER GLASGOW AMD CLYDE

PERFORMANCE REVIEW GROUP

1. Objectives

The Performance Review Group carries delegated responsibility with powers on behalf of the NHS Board for:

Monitoring and progressing -

i) organisational performance;
ii) resource allocation and utilisation;
iii) implementation of agreed NHS Board strategies;
iv) property matters.

2. Remit

Organisational Performance

i) Maintaining an overview of NHS Board performance.

ii) Ensuring a co-ordinated approach to the management of performance improvement across all aspects of the Board's responsibilities, activities and partnerships consistent with the Board's corporate objectives and priorities.

iii) Ensuring consistency in arrangements for performance scrutiny, accountability and reporting across the Board recognising the existing responsibilities of the Governance Committees and, in particular, the Staff Governance Committee and Clinical Governance Committee

iv) Reviewing preparation and implementation of the NHS Board's Local Delivery Plan.

v) Monitoring and scrutinising progress against key national and local performance targets.

vi) Overseeing preparations for and actions arising from the NHS Board's Annual Review with the Minister for Health and Community Care.

Monitoring of Resource Allocation and Utilisation

i) Reviewing and submitting to the NHS Board for approval the 5-year financial strategy as an integral part of the local delivery plan/health planning process.

ii) Considering and providing advice to the NHS Board on annual financial allocations and investment plans as part of the Local Delivery Plan.

iii) Monitoring in-year financial performance across NHS Greater Glasgow and Clyde.

iv) Providing recommendations to the NHS Board on the annual Capital Plan.

v) Carrying delegated authority from the NHS Board for individual schemes within the approved Capital Plan as follows:

a) Approval of individual schemes covering the value of £1.5M - £5M – a short business case would be required to be submitted for approval.

b) Approval of individual schemes covering the value of £5M - £10M – a business case would be required to be submitted for approval.

c) Approval of individual IM&T Schemes covering the value of £500,000 - £1M – a business case would be required to be submitted for approval.

d) Approval of individual IM&T Schemes covering the value over £1M – Divisions required to submit a business case for approval.

vi) Monitoring the annual capital expenditure programme.

Monitoring of the Implementation of NHS Board Agreed Strategies

i) Approving key stages of implementing agreed NHS Board strategies where business cases are to be submitted to SEHD for approval, including:

a) approving key investment decisions including those affecting the procurement stages of implementing the Acute Services Strategy;

b) approving outline business cases;

c) approving full business cases;

d) approving the performance framework and accompanying management scrutiny and reporting arrangements

with full reports to the NHS Board on significant stages.

ii) Monitoring the implementation of NHS Board approved strategies in relation to meeting key milestones, timescales, approved expenditure limits and overall governance of the relevant strategy.

iii) Approving land and property transactions relating to the disposal and acquisition of property.

3. **Property Matters**

i) Oversee the management and acquisition/disposal of the NHS Board's property holdings, including leases.

ii) Delegate to a Property Sub-Committee the responsibility to manage the Board's and Endowments property holdings to include:-

- development and maintenance of a Property Strategy

- approve all property transactions (acquisitions, disposals – including leases as follows:-

a) Where the annual lease/rental charge is £250,000 or above, up to a maximum of £500,000.

b) Property disposals/acquisitions where the sum is in excess of £500,000, up to a maximum of £1.5m.

- appointment of property agents and consultants
- approval of the Board's strategy for investment in GP practices.

iii) Approve any lease/rental of over £500,000 p.a.

iv) approve any acquisition/disposal expected to be in excess of £1.5m.

4. Composition

i) The Performance Review Group will comprise 10 Non Executive Directors of the NHS Board.

ii) The Group will normally meet on a 2-monthly cycle and more frequently, if required. All NHS Board Members will receive a copy of the papers in advance of the meeting to allow those who are not members of the Performance Review Group to feed in thoughts/comments to the Chair/Officers of the NHS Board.

iii) All NHS Board Members will have the right to attend and participate in discussions at the Performance Review Group meetings.

iv) The Group will request the attendance of those officers of the NHS Board it requires in order to conduct its business effectively and efficiently.

v) The quorum for meetings of the Group shall be one-third of the membership.

vi) The Chair and Vice-Chair of the NHS Board and Chief Executive have delegated responsibility to collectively deal with urgent matters between meetings which are covered by the Performance Review Group remit and to report to the next available meeting such matters dealt with using this delegation and seek the Group's endorsement to the action/decisions taken.

vii) The Performance Review Group's powers do not take away the responsibilities of the NHS Board for executive action.

5. Reporting Arrangements

The Minutes of the Performance Review Group will be submitted to the NHS Board for information, along with any recommendations as appropriate.

John C Hamilton
March, 2006
June 2007
Reviewed – April 2008
Revised – March 2009