

NHS Greater Glasgow & Clyde



NHS BOARD MEETING

Head of Administration

Board: 19 December 2017

Paper No: 17/69

**Finance and Planning Committee Remit**

**Recommendation:-** That the Board approve the appended remit for the Finance and Planning Committee

**Purpose of Paper:-** To advise of amendments to the remit of the Finance and Planning Committee and to ask the Board to approve the remit.

**Background:-** The Corporate Governance Framework – Annual Update was considered at the Board meeting on 15<sup>th</sup> August 2017. Subsequent to the Board meeting in August, the Finance and Planning Committee, at its meeting on 3<sup>rd</sup> October 2017 considered the terms of the Committee's remit approved by the Board in August, and in light of recent legislative and policy developments.

The Finance and Planning Committee approved the updated Finance and Planning Committee Remit subject to the addition of a reference to the Public Bodies (Joint Working) (Scotland) Act 2014 and a note that the Committee will take an overview of Regional and National Planning.

The remit of the Finance and Planning Committee has been amended to propose inclusion of, at paragraph 5. regarding the key duties of the Committee, reference to the Public Bodies (Joint Working) (Scotland) Act 2014 and also to the Committee's oversight role regarding Regional and National Planning.

**Key Issues to be considered:-**

A further scheduled review of the Finance and Planning Committee's remit will take place in April 2018.

**Implications**

**Any Patient Safety/Patient Experience Issues: None**

**Any Financial Implications from this Paper: None**

**Any Staffing Implications from this Paper: None**

**Any Equality Implications from this Paper: None**

**Any Health Inequalities Implications from this Paper: None**

**BOARD OFFICIAL**

**Has a Risk Assessment been carried out for this issue? If yes, please detail the outcome.**

**No**

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**Date – 11<sup>th</sup> December 2017**

## **NHS GREATER GLASGOW & CLYDE**

### **FINANCE & PLANNING COMMITTEE**

## **Terms of Reference**

### **1. Introduction**

1.1 The Finance & Planning Committee is established in accordance with NHS Greater Glasgow & Clyde Board Standing Orders and Scheme of Delegation and is a Standing Committee of the NHS Board.

1.2 The Standing Orders for the Proceedings and Business of the NHS Board shall apply, where relevant, to the conduct of business of all Standing Committees of the NHS Board.

### **2.0 Membership**

2.1 The Committee shall be appointed by the NHS Board and will consist of up to 14 Non-Executive Directors, and will be supported by the Chief Executive, and Director of Finance and other Executive Directors. Other Non Executives will also receive a set of papers separately, for their information.

2.2 Other officers may be invited to attend for all or part of any meeting as and when appropriate.

### **3.0 Arrangements for the Conduct of Business**

#### 3.1 Chairing the Committee

The NHS Board shall appoint a Chair and Vice Chair. In the event of the Chair of the Committee being unable to attend for all or part of the meeting, the meeting will be chaired by the Vice Chair.

#### 3.2 Quorum

Meetings will be considered quorate when seven Members are present.

#### 3.3 Voting

Should a vote need to be taken, only the Members of the Committee shall be allowed to vote, either by show of hands, or a ballot.

#### 3.4 Frequency of meetings

The Finance & Planning Committee shall meet four times per year. Additional meetings may be arranged at the discretion of the Committee Chair after consulting with the Vice Chair and the NHS Board Chair and Chief Executive.

### 3.5 Declaration of Interests

If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest at the start of the meeting and depending on the significance of the interest may not thereafter participate in the discussions. The Chair will have the power to request that member to withdraw until the Committee's consideration has been completed.

3.6 All declarations of interest will be minuted.

3.7 Any actions taken outside the meeting will be reported and minuted at the next available meeting of the Committee.

### 3.9 Administrative Support

3.10 Administrative support for the Committee will be provided by the Head of Administration (or his/her authorised nominee).

3.11 The Administrative support to the Committee will attend to take the minutes of the meeting and provide appropriate support to the Chair and Committee members.

Duties will include:

- Agreement of the agenda with the Chair.
- Circulation of agendas and supporting papers to Committee members at least five working days prior to the meeting.
- Drafting of minutes for approval by the Chair within five working days of the meeting and then distributed as outlined above within 10 working days.
- Keeping an accurate record of attendance.
- Keeping a record of matters arising and issues to be carried forward.
- Maintain an on-going list of actions, specifying members responsible, due dates and keeping track of these actions.
- Advising the Committee on pertinent areas/issues.

### **4.0 Remit of the Committee**

4.1 The remit of the Finance & Planning Committee is to oversee the financial and planning strategies of the Board, oversee the Board's Property and Asset Management and Strategic Capital Projects and provide a forum for discussion of common issues arising from the six Integrated Joint Boards.

### **5.0 The Key Duties of the Finance & Planning Committee are as follows:**

#### **Finance and Planning**

- To consider the Board's Strategic and Integrated Business Planning activities, ensuring that strategic planning objectives are aligned with the Board's overall

objectives, strategic vision and direction and additionally take an overview of National and Regional Planning.

- To review the development of the Board's Strategic Plans and supporting Operational Plans.
- To approve the Board's required formal responses to consultation by Integration Joint Board's (IJBs) on their Strategic Commissioning Plans, recognising the corporate autonomy of the respective IJBs.
- To review the development of the Board's Financial Strategy and Annual Financial Plan and recommend approval to the Board.
- To undertake scrutiny of individual topics/ projects / work-streams that may have a material impact on the Board's financial performance and overall strategy.
- To oversee the Board's use of non-recurrent funds and reserves to ensure the medium to long term sustainability of the Board. In service and financial terms with due regard to changes in population, the demand for healthcare services, and the trends in the Board's income and expenditure.
- The Committee shall have oversight of the development of shared services and will have an interest in the wider integration agenda.
- To consider the Board's Local Delivery Plan and submit this to the full Board for approval

### **Property and Asset Management**

To ensure that the Property & Asset Management Strategy is aligned with the Clinical Strategy, and is:

- supported by affordable and deliverable Business Cases;
- supported by detailed Project Plans;
- delivered within agreed timescales and resources to secure modern, well designed, patient-focussed services and facilities;
- To ensure that the Board's Property and Asset Management Strategy is developed and supported and maintained and that it meets the strategic service plans needs;
- To ensure that the Board's property and asset base is effectively utilised in support of the clinical strategy;

- To ensure that the property portfolio of NHSGGC and key activities relating to property are appropriately progressed and managed within the relevant guidance and legislative framework;
- To ensure that all aspects of major property and land issues are dealt with in accordance with due process;
- To ensure there is a robust approach to property rationalisation; and
- To oversee the management of risk associated with individual projects.

### **Property Matters**

The Finance & Planning Committee has responsibility to manage the NHS Board's and Endowments property holdings to include:

- Maintenance of a Property Strategy;
- Appointment of property agents and property advisers/consultants; and
- Approval of NHS Board's Strategy for investment in GP practices.

Approval of all property transactions (acquisitions, disposals – including leases) as follows:

- a) Annual lease/rentals; and
- b) Property disposals/acquisitions.

The Capital Planning Group and Property Committee Minutes will be submitted to the Finance & Planning Committee for noting.

### **Strategic/Capital Projects**

- To review and submit to the Board for approval the Capital Plan and oversee overall development of major schemes (including HI&T) over £5m including approval of capital investment business cases and consider the implications of time slippage and / or cost overrun. Instruct and review the outcome of the post project evaluation.
- To approve all Initial Agreements, Outline Business Cases and Full Business Cases.
- To inform the Acute Services Committee and IJB/Chief Officers Group respectively of the approval of major capital schemes.
- To approve GP Practice investment, following discussion by the Property Committee
- To ensure appropriate governance in respect of risks associated with major Capital Projects.

- To receive reports on relevant legislation and best practice including the Scottish Capital Investment Manual (SCIM), CEIs, audit reports and other Scottish Government Guidance.
- Whilst addressing the above three core elements of its remit, the Committee shall require assurance that relevant legal requirements are satisfied in the conduct of business. These requirements include:
  - Equality Act 2010;
  - Public Bodies (Joint Working) (Scotland) Act 2014
  - Climate Change (Scotland) Act 2009;
  - Public Services Reform Act 2010;
  - Public Contracts (Scotland) Regulations 2012;
  - NHS (Charges to Overseas Visitors) Regulations 2011 (as amended);
  - Ancient Monuments and Archaeological Areas Act 1979.

To receive minutes from the

- Capital Planning Group; and the
- Property Committee

## **6.0 Authority**

6.1 The Finance & Planning Committee is a Standing Committee of the NHS Board.

## **7.0 Reporting Arrangements**

7.1 The Finance & Planning Committee will report to the NHS Board and submit an Annual Report on its activities to the NHS Board.

7.2 The Committee Chair approved minutes of the Finance & Planning Committee meetings will be presented to the NHS Board for noting.

7.3 The Chair of the Committee shall draw to the attention of the NHS Board any issues that require escalation.

## **8.0 Conduct of the Committee**

8.1 All members will have due regard to and operate within the Board's Standing Orders, Standing Financial Instructions and the Code of Conduct for Members.

8.2 The Committee will participate in an annual review of the Committee's remit and membership, to be submitted to the NHS Board for approval.

Approved February 2017

Revised August 2017

