

Post Title: Lay Member for Finance and Performance

Responsible to: Governing body and its Chair

Accountable to: Governing body and its Chair

Location: CCG Offices, Wolverhampton Science Park

Remuneration: £7,960 p.a

Term of office: five years, for up to two such terms only

1 Role Summary

As part of its on-going development, the CCG has decided to recruit an additional independent lay member to support the Governing Body in ensuring that the CCG continues to act effectively, efficiently and economically. The primary purpose of this new role will be to provide an independent strategic and impartial viewpoint on the Finance and Performance committee's work to scrutinise the financial and performance management of the CCG, providing an external view that is removed from the day to day running of the organisation. This will involve ensuring that there is transparent and clear reporting and appropriate scrutiny of financial and business control in all aspects of the CCGs business. This will support the overall focus on ensuring that the CCG is meeting its objectives in these areas within the overall planning and decision-making processes. To fulfil the requirements of national guidance on managing conflicts of interest, the post holder will also act as deputy chair of the Primary Care Joint Commissioning Committee.

2 Key Working Relationships

The post holder will be required to review management actions and consider reports from both internal and external providers of assurance to the governing body via the Finance and Performance Committee. They will need to engage with management and these third parties on sensitive, complex, contentious and confidential issues.

The Post Holder will be required to build an effective working relationship with the Governing Body Lead for Finance and Performance in order to ensure the committee discharges its duty in an effective manner.

3 Key Duties and Responsibilities

The post holder will be a Member of the Governing Body and act as Chair of the Finance and Performance Committee of the Governing Body. They will also act as Deputy Chair of the Primary Care Joint Commissioning Committee and may be asked to deputise for the Chair in their absence.

The post holder will work with the other members of the Finance and Performance Committee to ensure that there is effective governance, accountability and



stewardship of public money by providing support and appropriate challenge to the Chief Finance Officer and wider CCG Executive team in delivering the general financial duties of the CCG.

This will involve supporting the Committee in fulfilling its duties set out in its terms of reference, including:-

- Deciding when to report to the governing body on areas of concern regarding financial and performance issues;
- Effectively monitoring the group's delivery of the duty to act effectively, efficiently and economically;
- Effectively monitoring the group's delivery of the duty to have regard to the need to reduce inequalities;
- Reviewing the Chief Finance Officer's proposals for changes to the Prime Financial Policies;
- Reviewing and approving changes to the detailed financial policies;
- Considering budget variances and approving any changes to budgets not significant enough to require approval by the governing body;
- Considering and reviewing details of non-financial performance issues and any actions agreed to manage them
- Maintain an overview of and agree the Chief Finance Officer's timetable for producing the annual accounts and report;

The postholder will also be required to comply with the group's Constitution and Code of Conduct in particular:

- Demonstrate commitment to continuously improving outcomes, tackling health inequalities and delivering the best value for money for the taxpayer;
- Demonstrate commitment to clinical commissioning, the CCG and to the wider interests of the health services;
- Demonstrate a sound understanding of the NHS principles and values as set out in the NHS Constitution;
- Demonstrate a commitment to upholding The Nolan Principles of Public Life and reflect them in his/her leadership role and the culture of the CCG.
- No individual who could not be a member of the group's governing body by virtue of Schedule 5 of the 2012 Regulations (SI 2012/1631) (or any subsequent Regulations) will be eligible for this post.



**Lay Member of Finance and Performance Committee
Person Specification**

Supporting Evidence

The following criteria are all essential for this post and will be assessed using your application form then at any subsequent interview

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description
Experience	<ul style="list-style-type: none"> • Recent and relevant financial and audit experience sufficient to enable them to competently engage with financial management and reporting in the organisation and associated assurances • A strong background in finance at a senior level in either the public or private sector would be desirable
Skills/Knowledge	<ul style="list-style-type: none"> • A sound understanding of financial and performance management. • A general understanding of health and an appreciation of the broad social, political and economic trends influencing it; • An understanding of the resource allocations devolved to NHS bodies and a general knowledge of the financial framework within which a CCG operates; • Capability to understand and analyse complex issues, drawing on the breadth of data that needs to inform CCG deliberations and decision-making, and the wisdom to ensure that it is used ethically to balance competing priorities and make difficult decisions; • The ability to chair meetings effectively;
Personal Attributes	<ul style="list-style-type: none"> • The confidence to question information and explanations supplied by others, who may be experts in their field; • The ability to recognise key influencers and engage and involve with them; • The ability to influence and persuade others at all levels articulating a balanced, not personal, view • Willingness to engage in constructive debate without being adversarial or losing respect and goodwill; • The ability to take an objective view, seeing issues from all perspectives, especially external and user perspectives; • the ability to communicate effectively, listening to others and actively sharing information;



