

1. Introduction and Purpose

Ensure appropriate and effective financial governance arrangements are in place to support the BCF.

Ensure appropriate advice and recommendations to JCCG in the development of the BCF.

Evaluate the financial performance of the BCF so finance resources are used appropriately and in accordance with the objectives of the Better Care Fund.

Review BCF national guidance and share best practice with other organisations.

2. Functions

A. Spending allocations

- Oversee the preparation of the annual budget and ensure it is aligned to the strategic objectives of the Better Care Fund.
- Identify funding which is available to commit to new schemes and make this knowledge available to JCCG and the BCF Operational Task Group
- Facilitate and advise on any high level sign off of support to existing services

B. Recommend spending that will go in to the BCF 15/16

- Identify and make recommendations regarding the funds to include in the Better Care Fund.
- Provide strategic advice and guidance to the BCF Operational Group and the JCCG.

C. Risk, risk share and contingency plans

- Report to JCCG where funding is at risk to allow early warning of potential issues.
- Support the BCF Operational Group in their preparation of contingency plans.
- Identify risk share options for agreement at JCCG
- Maintain a risk register to be reported to JCCG

D. Governance and legal

- Review BCF financial monitoring reports prior to their presentation at JCCG.
- Provide assurance to JCCG that effective financial governance arrangements are in place.
- Facilitate the signing of contracts and agreements
- Review and approve any associated financial policies which specifically relate (and only relate) to the Better Care Fund.
- Prepare notes / minutes of each meeting of sufficient quality that decisions taken can be clearly identified.

E. Ensure finance resource sufficient to deliver what is needed

- Set up longer term financial management of BCF

3. Decision making powers

This is not a decision making body. Decisions go through respective bodies and may be discussed at JCCG or the County Treasurer/ Directors of Finance meetings.

It can make recommendations to JCCG and other relevant groups.

4. Membership

The Finance task group shall have a minimum of three appointed members that come from the three organisations.

Devon County Council – Assistant County Treasurer, People
North, East, West Devon CCG – Head of Finance for Partnerships and QIPP
South Devon and Torbay CCG – Head of Finance
BCF Finance lead

Other people can attend as the members see fit.

5. Deputies

Members should endeavor to attend if at all possible but meetings can proceed without all organisations being present.

Members who are unable to attend are encouraged to send a named deputy. The onus is on the representative to ensure that the deputy is appropriately briefed.

Because the group is not decision making it is not absolutely necessary for all organisations to be present at every meeting (although this is encouraged) but if they are not, they run the risk of not agreeing with recommendations that come from the group.

6. Chairperson

There is no fixed Chair of the meetings.

7. Frequency

Meetings are to be held as frequently as required. There are no minimum or maximum number of meetings in any one calendar year.

8. Minutes

All actions and issues will be recorded, monitored and reported. These notes and actions will be included for information in the following JCCG meeting. The notes will also be circulated to the BCF Operational Group.

9. Review of Terms of Reference

These terms of reference will be reviewed at least annually. Date of next review: June 2015.